

## **SOLIHULL PARISH- Safeguarding**

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this.

All those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Working in ways that meet and develop the personal, spiritual, social and pastoral needs
- Promote their rights to make their own decisions and choices, unless it is unsafe
- Ensure their welfare and safety
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except when necessary

### **Role of Parish Safeguarding Coordinator (PSC)**

#### **Purpose**

To be the Parish representative on all matters relating to safeguarding.

The coordinator is responsible to the Rector and the PCC who should support the coordinator in the implementation of policy. The PSC will be working as part of a team of church officers safeguarding all those who belong to, work for or visit our Parish.

#### **Main Duties**

1. Foster a culture where the whole church community recognises it's collective responsibility for safeguarding
2. Receive and manage safeguarding concerns, allegations and complaints
  - a. Recording accurate details and updating
  - b. Informing Rector
  - c. Contacting Social Services, Diocesan Safeguarding Adviser and/or police as required
  - d. Provide support and/or advice on concerns about welfare of children/young people or vulnerable adults or concerns about the behaviour of specific adults within the Parish
3. Help manage the risk of any Safeguarding Agreements
4. Ensure Parish Safeguarding policies and procedures are in place which reflect Diocesan policy and are reviewed as required
5. Support District Co-ordinators
6. Cascade information relating to safeguarding in respect of Diocesan policy, parish policy and training opportunities
7. Monitor whether the policy and procedures are being followed
8. Ensure records are maintained on
  - a. All concerns, allegations and complaints
  - b. All activities or groups for which the PCC is responsible including St Alphege Pre-School particularly new activities

- c. The details of all those appointed as paid workers and volunteers
  - d. Recruitment of paid workers and volunteers
  - e. DBS checks
  - f. Safeguarding training
9. Update Parish Dashboard regularly
  10. Ensure all paid and unpaid workers involved with children/young people or vulnerable adults are recruited according to the Safer Recruitment guidelines of the House of Bishops and the Diocese. Also ensure all other volunteers are recruited as in the Parish process for the Recruitment of Volunteers.
  11. Ensure all leaders of groups/activities are aware of their responsibilities (Activity/Group Leaders responsibilities) e.g. risk assessments, recruitment
  12. Ensure new DBS checks and new renewals are completed as required by being a Parish Identifier and supervising DBS checks carried out by the Parish Office.
  13. Provide training and support for any safeguarding assistance carried out in the Parish Office.
  14. Identify training needs and arrange safeguarding training where appropriate including refresher training.
  15. Liaise with those leading activities in the Parish involving children/young people or vulnerable adults to ensure safe practice is exercised at all times.
  16. Ensure all church premise hirings address any safeguarding requirements
  17. Seek advice on specific issues should the need arise
  18. Report regularly to the PCC and provide safeguarding report for the APCM.
  19. Report to and attend PCC Sub Committee for Employment and Safeguarding
  20. Attend annual Diocesan Safeguarding Day and other meetings/events as required

## **Person Specification**

### Essential

- Appreciate the culture of safeguarding
- Be a current member of our congregations
- Able to be resilient in a variety of situations
- Ability to maintain good relationships – within Parish, Social Services and the Diocese
- Good organizational skills
- Ability to deal with high levels of sensitive and confidential information
- Ability to consistently apply principles and policies in difficult pastoral situations
- Ability to review and update policies and processes
- Ability to maintain records
- Proficient with technology – mobile phone and email.
- Confident in using Word and Excel to produce regular reports,
- Ability to use and update Churchbuilder database (training will be provided)
- Prepared to be available to receive safeguarding concerns and allegations at all times

### Desirable:

- Experience of working with children, young people or vulnerable adults
- Ability to run safeguarding training courses using Diocesan material.
- Become a member of the PCC

**Other Information**

The PSC needs to be available for receiving calls or emails regarding safeguarding concerns and allegations much of the time arranging cover for any periods of absence such as holidays or illness.

The PSC will need to have an enhanced DBS check against the barred lists for adults and children.

The PSC will be required to do undertake a number of training courses which are mainly online.

**Recruitment Process**

If you are interested in applying for this role please complete the application form below and send to the Rector by email or by hand/post to the Rector c/o the Parish Office..

The Safer Recruitment process will be followed for this post which includes interviews and references.

**SOLIHULL PARISH - VOLUNTEER DETAILS**

**Role:**

**1. Personal Information**

Title:	Forename(s):	Surname:
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Known as:

Any previous names by which you have been known:

Date of Birth:

Home Address:

Postcode:

Daytime Tel No:	Mobile Tel No:	Evening Tel No:
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Email Address:

**2. Next of Kin / Emergency Contact.**

**3.**

Please explain why you are interested in applying for this role

<b>4. References</b>	
Two references will be required. Please provide details of personal referees here. Referees must be over 18 and not be family members or relatives. Please note that 'Self-supplied', 'to whom it may concern' and verbal references will not be accepted.	
Name:	Telephone No:
Address (including postcode):	Email Address:
In what capacity do you know this person?	
Name:	Telephone No:
Address (including postcode):	Email Address:
In what capacity do you know this person?	
<b>5. Declaration</b>	
I confirm that to the best of my knowledge the information I have provided on this form is correct, and I accept that providing deliberately false information could result in my termination of my role as a volunteer.	
I understand that any offer of appointment to a volunteering role is subject to satisfactory pre-appointment checks as well as completion of a Confidential Declaration Form and satisfactory disclosure from the Disclosure and Barring Service at the appropriate level, where this is a requirement of the role as stated on the volunteer role description.	
I understand that if I am appointed to a volunteering role there will be a settling in period and that I will be expected to complete a volunteer induction programme and undertake relevant safeguarding training.	
Signed:	Print Name:
	Date:

For Office Use when a DBS Check is required:

ID Provided

- 1.
- 2.
- 3.

DBS Reference.....

DBS Certificate Number.....Date Cleared.....