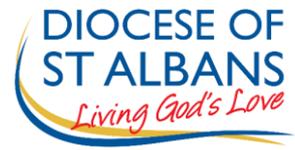


# St Albans Diocese

## Model Parish Safeguarding Officer Role



The Parish Safeguarding Officer is the key link between the diocese and the parish concerning safeguarding matters. The PSO will have an overview of all church activities involving children, young people and vulnerable adults. The role can be taken by one person or can be shared, for example with one person covering children the other vulnerable adults.

The key tasks of the parish safeguarding officer are to:

1. Have an overview of all church activities involving children and vulnerable adults and keep a record of these activities.
2. Be familiar with diocesan safeguarding guidance and ensure that leaders of activities are fully aware of, and are implementing, this guidance.
3. Liaise with the incumbent over safeguarding issues.
4. Keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters.
5. Liaise as necessary with the Diocesan Safeguarding Advisers. Report all concerns or allegations against church officers\* to the DSA.
6. Attend diocesan safeguarding training offered for PSOs.
7. Promote safeguarding training in the parish.
8. Keep a clear record for all those safely recruited and in order to ensure that DBS checks have been completed and are renewed on time and that relevant safeguarding courses and refresher training is completed.
9. Report to the church leadership (PCC) at least annually to ensure safeguarding issues are discussed and report to the Annual Parochial Church Meeting
10. Ensure that the Promoting a Safer Church poster with up to date contact details is displayed in prominently in Church premises.
11. Keep good records of any safeguarding concerns that may arise, and ensure that others do the same.
12. Promote inclusiveness in places of worship and within church activities.
13. Keep the church leadership informed of good safeguarding practice.
14. Undertake a regular parish safeguarding self-assessment through the Parish Safeguarding Dashboard

\* A "Church Officer" is a broad definition and refers to anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.