



The United Benefice of Orsett, Bulphan and Horndon on the Hill

Role Description – Parish Safeguarding Officer (PSO)

The Parish Safeguarding Officer is the key link between the diocese and the parish/es, concerning safeguarding matters. She/he will have an overview of all church activities involving children, young people and adults with additional needs and will seek to ensure the implementation of safeguarding policy. The role can be taken by one person or the role shared, for example with one person covering children the other vulnerable adults.

Responsible to:

The Rector

Person specification:

- To be a person of integrity who seeks to serve in a gracious, Christ-like manner, who treats each member of the Parish with respect and dignity
- To support the ministry and mission of the Church through their work
- To uphold the Vision and Values of the Church and support the Rector through prayer and a positive attitude
- To be present, available and reliable
- To maintain confidentiality and share any concerns with the Rector
- To have phone and Internet access and use of a personal email address (without these DBS checks cannot be administered)

Key roles and responsibilities:

1. **The Parish Safeguarding Officer is a local contact: they are not expected to be safeguarding experts or deliver training and would never be expected to conduct investigations**
2. Have an overview of all church activities involving children and adults with additional needs and keep a record of these activities
3. To use a hobnob email account for church business
4. To make people aware of the level of training they should undertake and how they access this
5. To monitor when training needs to be reviewed
6. Be familiar with diocesan safeguarding guidance and ensure that leaders of activities are fully aware of, and are implementing, this guidance
7. Liaise with the incumbent over safeguarding issues
8. Keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters
9. Liaise as necessary with the Diocesan Safeguarding Advisers. Report all concerns or allegations against church officers to the DSA
10. Attend diocesan safeguarding training offered for PSOs
11. Assist with safeguarding training in the parish as appropriate
12. Attend a meeting of the church leadership (PCC) at least annually to ensure safeguarding issues are discussed and that the church leadership adopt the annual Church Safeguarding Policy
13. Ensure that the Church Safeguarding Policy and contact details are displayed in all Church premises
14. Keep good records of any safeguarding concerns that may arise, and ensure that others do the same

Knowing and sharing the love of Jesus in the Church and community



The Church of England
in Essex and East London
Diocese of Chelmsford

15. Promote inclusiveness in places of worship and within church activities
16. Keep the church leadership informed of good safeguarding practice
17. Undertake a regular parish safeguarding self-assessment in the format offered by the diocese

Safeguarding:

- To read and adhere to all aspects of the Benefice Safeguarding Policy
- To complete a Parish Form, providing 2 references, and a Confidential Declaration Form before commencing the role.
- To complete on-line CO and C1 basic safeguarding training
- To complete C2 face to face safeguarding training

Role description reviewed February 2021

