Parish Role: Job description

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 with your Parish Safeguarding Officer, the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.

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 to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above or to the Police or Social Services in an emergency.

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| --- | --- |
| **Church** | Name of church |
| **Role** | Add role |
| **Responsible to** | Add who: e.g. PCC, incumbent |
| **Key Responsibilities of the Role (tasks to be undertaken)** | |
| CONSIDER IF THE WORKER IS SUPERVISED IN THEIR WORK OR UNSUPERVISED (SUPERVISES OTHERS)   |  | | --- | | As a volunteer: | | * Prioritise the oversight of children, young people and vulnerable adults * Read the parish’s safeguarding policy and know how to respond to, report and record any concerns you may have about a child, young people or vulnerable adults * Read and implement any other PCC policies or guidelines relevant to your work with children, young people and vulnerable adults * To represent the needs and views of the child, young person or vulnerable adult to the PCC * Maintain a link with parents and carers * Undertake any other work that has been agreed and is seen to be appropriate * Undertake diocesan safeguarding training every three years   Add in any other relevant responsibilities | |  | | |
| |  | | --- | | **Any arrangements for induction, training & support** | |  | | |
| For example:   |  | | --- | | * Safeguarding training every three years | | * Meet with incumbent / person responsible to every six months * Willingness to develop your skills and training | |  | | |
| |  | | --- | | **Any practical arrangements relevant to the role** *(e.g. process for paying expenses, times role should be carried out, provision of equipment)* | | |
| CONSIDER FREQUENCY OF WORKING, SECURITY, PERSONAL SAFETY, HANDLING MONEY  For example:   * Ensure you are aware of the risk assessment completed for the role you are undertaking  |  | | --- | | * Use the parish system for recording details, including a secondary contact | |  | | |
| |  | | --- | | **Role to be reviewed** *(insert date)* | |  |
| **The role is eligible for a criminal record (DBS) check which is renewable every five years** *(insert yes / no)* | Yes / No |
| **Level of criminal record (DBS) check which is required for this role** | Insert level of check required |
| **DBS check completed (not to start role until check complete)** | Insert date |

This template can be supplemented to specific roles e.g. Crèche Assistant (supervising babies and toddlers in a separate room during Sunday service), Sunday School Teacher (teaching children away from the main service), Pastoral Assistance (who visit people with special needs who cannot get to church), Children or Youth Worker (running activities on church premises), Outreach Worker (working with vulnerable people away from the church setting).