



St Mary's Church, Thorpe
Church Approach, Egham, Surrey, TW20 8TQ
Charity: 1176929. Vicar: The Revd. Damian Stewart Miles, BTh
www.stmaryschurchthorpe.co.uk



ROLE DESCRIPTION: PARISH SAFEGUARDING OFFICER

The Parish Safeguarding Officer is the key link between the diocese and St Mary's Church, Thorpe concerning safeguarding matters. They will have an overview of all St Mary's church activities involving children, young people and vulnerable adults and will seek to ensure the implementation of the agreed safeguarding policy and national protocol.

The role can be taken by one person (or where agreed a role 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. Assist with safeguarding training in the parish as appropriate.
8. 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 (Usually approved by the first PCC following the APCM annually).
9. Ensure that the Church Safeguarding Policy and contact details poster is on display: In the Church Porch and Rutherwyke Room Notice Boards.
10. Keep good records of any safeguarding concerns that may arise, and ensure that others do the same.
11. Promote inclusiveness in places of worship and within church activities.
12. Keep the church leadership informed of good safeguarding practice and remain in regular contact with the Vicar and Wardens.
13. Undertake the regular diocesan parish safeguarding self-audit and return to the diocese identifying key areas for support.