

# Parish Safeguarding Coordinator - Job Description

The Parish Safeguarding Coordinator is the key link between the Diocese and the parish concerning safeguarding matters. She/he will have an overview of all parish activities involving children and vulnerable adults and will monitor the implementation of diocesan guidance. The role can be taken by one person or the role shared, for example with one person covering children and the other vulnerable adults.

The key tasks of the Parish Safeguarding Coordinator are to:

1. Have an overview of all parish 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 and other Diocesan staff.
6. Attend training offered by the Diocese for Parish Safeguarding Coordinators.
7. Assist with safeguarding training in the parish as appropriate.
8. Attend the PCC at least annually to ensure safeguarding issues are discussed and that the PCC adopt the annual Parish Safeguarding Policy Statement.
9. Ensure that the Parish Safeguarding Policy Statement is displayed in the Church.
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 parish activities.
12. Keep the church leadership informed of good safeguarding practice.