**Diocese of Nottingham: Parish of …………………………………………….** 

**Job title:** Parish Safeguarding Representative

**Responsible to:** Diocesan Safeguarding Co-ordinator

**Purpose of Role:** The Parish Representative should be identified appropriate to local needs. This may mean that a Parish may identify more than one individual to undertake this role or share aspects of it.

The Parish Representative will be appointed by the Diocesan Safeguarding Co-ordinator, after discussion with the Parish Priest concerned, to undertake the following:

1. To be the link between the Parish and the Safeguarding Coordinator
2. To take responsibility for promoting good and safe practice in all activities involving children, young people and adults.
3. To provide advice on child and adult safeguarding matters within the parish
4. To have a sound knowledge of national policies and procedures relating to matters of safeguarding and to ensure they are appropriately followed in everyday practice within the parish.
5. To know who to contact if a concern or allegation is raised.
6. To have a key role in the administration of the safe recruitment process including facilitating the DBS disclosure process at a local level. This will involve meeting with all prospective voluntary workers within the parish who come into contact with children, young people and vulnerable adults within the context of their ministry. The parish representative ensures that each prospective volunteer is issued with the relevant paperwork, takes up references and submits to the safeguarding office in a timely way in accordance with National Safeguarding Procedures.
7. Keep accurate records of all volunteers with a DBS check and to be responsible for communicating with them when a three yearly check is due.
8. To liaise with the Safeguarding Coordinator and promote safeguarding training, providing support when training takes place in the parish.
9. Attend training and meetings organised by the Diocesan Safeguarding Coordinator.

**ESSENTIAL CRITERIA FOR THIS ROLE:**

**a)** To be reliable, trustworthy and of integrity.

**b)** To have good communication skills and the ability to demonstrate tact and diplomacy.

**c)** To be able to demonstrate and act upon a clear understanding of the role within the Parish community.

**d)** To be able to effectively manage the boundaries of this role, in liaison with the Parish Priest.

**e)** Have good knowledge of Catholic Safeguarding Policies and Procedures.

**f)** To accept supervision and support as necessary from the Parish Priest, and the Diocesan Safeguarding Co-ordinator.