

This role should not be taken up until the volunteer has completed the safeguarding induction process, and a letter of appointment has been received from the Safeguarding Section.

Responsible to

Parish priest.

Role purpose

Responsibility for ensuring that parishes and local communities are aware of the importance of protecting children, young people and vulnerable adults, and what is involved in promoting good practice, which will include basic concepts of appropriate and inappropriate behaviour.

Main responsibilities

- 1) To develop good communication links throughout the parish, and become familiar with the various activities in which volunteers are involved.
- 2) With the local parish priest/parish administrator, and in conjunction with the Safeguarding Section, ensure that the safe recruitment process is rigorously followed for parish volunteers working with children, young people and vulnerable adults, including the Disclosure & Barring Service (DBS) check, in line with national policy and procedures.
- 3) A willingness to be involved from time to time in support, development and training groups and to pass on information and learning from those groups.
- 4) To be familiar with national policies and procedures and willing to be part of a deanery, working to promote their implementation locally.
- 5) To act as central point for concerns to be shared, recorded confidentially; to report concerns to statutory authorities and pass on details immediately to the Safeguarding Section.
- 6) To ensure that access to the parish representative is easily accessible by children, young people and vulnerable adults. To ensure that information about helplines and safeguarding policies are readily available. Where there are activities with children; such information should be presented in 'child friendly' language using appropriate child-centred illustrations.
- 7) To access regular training opportunities to keep you informed of developments in your role.

Person Specification

- a) A responsibility for promoting good practice in all activities involving children, young people and vulnerable adults.
- b) The appointed person will be a person with integrity; they will be respected in their parish and will be able to maintain appropriate confidentiality.