

Safeguarding Information

This role should not be taken up until the volunteer has undertaken an induction and training facilitated by the safeguarding team, and notification of appointment has been received at the parish from the safeguarding team.

Responsible to

Parish priest and Assistant safeguarding co-ordinator

Role purpose

The Safer recruitment & DBS representative will assist the parish priest in helping to promote good and safe practices in all activities involving children, young people, and adults at risk which will include basic concepts of appropriate and inappropriate behaviour. This includes assisting the parish priest in administering the safer recruitment & DBS processes.

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, and in conjunction with the safeguarding team, ensure that the safer 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) With the local parish priest, and in conjunction with the safeguarding team, ensure that the 3-year cycle of deanery area audit rechecking 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.
- 4) 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.
- 5) To act in the parish in signposting volunteers with queries relating to safer recruitment, DBS and safeguarding,
- 6) In collaboration with the parish priest to ensure safer recruitment and safeguarding best practice is adhered to by volunteers working with vulnerable adults and children.
- 7) To attend safeguarding and safer recruitment training provided by the safeguarding team