

Safeguarding — Roles and Responsibilities within the Parish

Outline of Safeguarding roles and responsibilities in your Parish.

PCC members:

- Must have a clean enhanced DBS if the Parish has active children's work and or specific work with vulnerable adults.
- Must complete the minimum Safeguarding training programme Basic, Foundation and Domestic Abuse
- With the clergy person need to ensure the parish has a Parish Safeguarding Officer.
- Need to understand the commitment and responsibilities set out by National Church check [here](#)
- Adopt and carry out the House of Bishops 'Safeguarding Policy' promoting a safer church [here](#)
- Must ensure that Safeguarding is on the PCC agenda, that reports are read, actions addressed, and information stored within the boundaries of GDPR and data protection.

Incumbent:

- Needs to have the relevant DBS and safeguarding training in place.
- Must support the PCC to recruit and retain a PSO
- Must offer pastoral support to the PSO
- Must refer cases to the PSO and Diocesan Safeguarding team as appropriate.

Church Warden:

- Is the senior lay representative of the parish.
- Must have the relevant DBS and safeguarding training in place.
- During vacancy must ensure the incumbents responsibilities are fulfilled.
- Ensure risk assessments are carried out and shared appropriately before new activities are undertaken.
- Ensure that all parish activities with children and vulnerable adults are properly supervised and insured.
- Must follow church warden responsibilities set out by National Church [here](#)

Parish Safeguarding Officer:

- Must have the relevant enhanced DBS and Training, Basic Awareness, Foundation, Leadership, Awareness of Domestic Abuse, Safer recruitment and PSO induction.
- Is the Parish's first point of contact about safeguarding concerns.
- Works closely with the incumbent to advise on all safeguarding matters in the Parish about children, young people, and vulnerable adults.
- Must report matters brought to your attention to the Diocesan Safeguarding Team making sure proper advice is sought and proper referrals are made.
- Must make accurate records and keep them securely.
- May be the person who processes the DBS checks or who forwards them to the Diocese securely for processing.
- Must follow the roles and responsibilities set out in the National policy document [here](#) section 3.3
- Must not be the spouse or partner of the incumbent.
- Reports at least twice a year to PCC and can be a member of the PCC.