

# St. Theresa of Lisieux Catholic Church Stansted Mountfitchet



## Role Description: Ministry - Parish Safeguarding Representative

### Nota Bene:

- *The Parish Priest will submit to the Diocese the name of the potential candidate for the role of Parish Safeguarding Representative.*
- *The role of Parish Safeguarding Representative is subject to Safer Recruitment processes including an enhanced DBS that includes checks against the child and adult workforce and barred lists.*
- *A Parish Safeguarding Representative may not commence their ministry until the volunteer has completed the DBS process; Diocesan training as a Parish Safeguarding Representative has been attended; mandatory safeguarding training has been completed.*
- *A minimum of two references must be obtained. Neither can be by the clergy in the Parish or a relative. One reference must be outside of the Parish. One reference must be able to specifically refer to the job role description. All referees must be over the age of 18.*
- *Once these actions have been completed satisfactorily, the Parish Safeguarding Representative will inform the Parish Priest so that the volunteer may be formally appointed, by the Diocese.*
- *This is a Diocesan appointment.*

**Aim:** The primary role of the Parish Safeguarding Representative is to

- ✓ Help promote a culture of safeguarding in the parish.
- ✓ Promote and support an awareness in the parish community of safeguarding issues
- ✓ Help to ensure safeguarding is understood as an essential part of the life and ministry of the Church.
- ✓ Promote safe environments for children, young people and vulnerable adults.

The Parish Safeguarding Representative works to:

- ✓ Recognise concerning behaviour and understand when an allegation or concern is being shared and then respond appropriately and immediately. This might involve reporting directly to the Police or Social Services but will always involve reporting to the Safeguarding Co-Ordinator, who will take full and immediate responsibility for the ongoing management as soon as he is contacted
- ✓ Ensure the safe recruitment of volunteers, which includes the completion of 2 references, satisfactory outcome for a DBS application and a completed self-declaration form by all volunteers **before** they begin working directly with children and/or vulnerable adults.
- ✓ Raising awareness of safeguarding (such as promoting the national policy on 'creating a safer environment') and developing a culture of safeguarding within your Parish

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

### Main Responsibilities:

#### Parish

- (a) Working in partnership with the Diocesan Safeguarding office and Parish Priest
- (b) Familiarisation with the safeguarding policy and procedures of the Diocese of Brentwood and the CSSA

- (c) Promoting in the Parish and for external users, an awareness of the importance of protecting children and adults at risk, what is involved in promoting good and safe practice including the basic concept of appropriate behaviour.
- (d) Familiarisation with safeguarding procedures and to know how to raise a safeguarding alert with the appropriate authority.
- (e) Familiarisation with the various activities in which children and adults at risk are involved within your parish. Carry out regular audits.
- (f) Working with the parish clergy to ensure support is provided for anyone involved with safeguarding issues in the parish as necessary.
- (g) Being easily accessible to both children, young people and any vulnerable adults within the parish and any other person who has safeguarding concerns about themselves or others or may have suffered historic abuse. This means making themselves known to all in the parish and having their contact details and picture displayed within church premises and on the parish website.
- (h) Being involved in the safer recruitment process and ensuring that the current CSSA policy and guidance is followed, and safer recruitment practices are in place.
- (i) As part of safer recruitment, advising the parish priest before any recruitment is commenced and sitting on the interview panel.
- (j) Meeting regularly with the parish priest or other appointed person to discuss your ministry.
- (k) Ensuring appropriate steps are taken to satisfy insurers including recording names of all volunteers appointed to work with children, young people and vulnerable adults to the Mission and Finance committee or PPC as appropriate.
- (l) Facilitating the DBS application process at parish level including calling in references as part of the DBS process
- (m) Handling and reporting concerns
- (n) Localising safeguarding policy and practice
- (o) Ensuring safe storage of all data and records relating to safeguarding
- (p) Being a point of contact and available to parishioners, employees or volunteers for consultation on safeguarding matters.
- (q) Leading basic safeguarding training to support the roles and responsibilities in the parish which may involve children, young people or vulnerable adults.
- (r) Reporting regularly to the parish priest
  - i. giving updates whilst adhering to the principles of confidentiality so as not to compromise the integrity of any processes or breach of any confidences.
  - ii. to discuss your ministry
- (s) Communicating with the Mission and Finance committee or PCC regarding Safeguarding training requirements and maintaining records of training completed and those due for renewal.
- (t) Promoting an awareness of safeguarding policies and ensuring up to date information is readily available.
- (u) Offering a supportive presence in the parish whilst understanding that responsibility for pastoral care to victim/survivor of abuse or to alleged abuser is not part of the role.
- (v) Being clear about not initiating investigative action and the role of clarification
- (w) Putting in place safeguarding policy and protocols for the hiring of the Parish Centre.
- (x) Ensuring that Safeguarding procedures are in place and adhered to and promoting, following and supporting all Health and Safety guidance. To model good safeguarding practices at all times, both in the church and without. To work within the parameters of GDPR.
- (y) Attending regular Parish Safeguarding Representative training.
- (z) Wear your Parish ID when ministering and be prepared to show this.

## **Diocese**

- (a) Communicating to the Diocesan Safeguarding Team, any safeguarding concern related to any minister, PCC or Mission and Finance committee members, paid worker or volunteer.
- (b) Maintaining regular communication with the Diocesan Safeguarding Office.

- (c) Acting as a central point for concerns to be shared and passed on to the Diocesan Safeguarding Co-ordinator or Office.
- (d) Referring concerns and allegations to the Diocesan Safeguarding Co-ordinator, or emergency services if appropriate.
- (e) Working closely, if required, with the Diocesan Safeguarding Team in practical matters following an allegation, disclosure or the identification of an offender in the parish.
- (f) Communicating with the Diocesan Safeguarding Team where any advice or support is required regarding any safeguarding issue in the parish.
- (g) Working with the Diocesan Safeguarding Team as necessary to ensure support is provided for anyone involved with safeguarding issues in the parish.
- (h) Alerting the Diocesan Safeguarding co-ordinator to the presence of any individual in the congregation who has a relevant conviction or there is reason to believe that they may present a risk to vulnerable adults or children if this is made known to any parish officer.
- (i) Meeting with the Safeguarding Co-ordinator to discuss your ministry.

#### **Person Specification:**

- (a) The Parish Safeguarding Representative must be over the age of 18 years and have completed to a good level essential training as laid down by National, Diocesan and Parish standards.
- (b) The ability to relate with care, respect and ease to both adults, young people and children, especially in challenging situations.
- (c) A willingness to be proactive in promoting a safe environment for all in the parish.
- (d) The ability to share any concerns, allegations and or disclosures with the Safeguarding Office or other agencies as directed.
- (e) To have a commitment to the essential teachings of the Roman Catholic Church, and the ethos of the Parish.
- (f) To have access to a computer, email and internet.
- (g) To be confident in use of IT and to use Diocesan and national systems to complete DBS applications and for communication and training purposes.
- (h) To attend Diocesan training regularly (in person or on-line) and to pass on information and learning from these sessions.
- (i) To model good safeguarding practices at all times both within the church and without.
- (j) To meet regularly with the parish priest or other appointed person to discuss your ministry.
- (k) Complete EDUCARE e-learning modules (as set out below) and refresher modules annually.
- (l) Assess local Parish needs and liaise with the Safeguarding Team to deliver appropriate training.
- (m) To understand and follow all safeguarding guidance training received.
- (n) The Parish Safeguarding Representative must be over 18 years of age.

#### **Protection of Children and Adults at Risk:**

- (a) To familiarise themselves with National Safeguarding Policies.  
(<http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy/practice-guidance/>).
- (b) To immediately refer any concerns about a young person or adult to the Parish Safeguarding Representative and/or to the Diocesan Safeguarding Office. If you believe a person is in immediate danger of harm dial 999 and report it to the police. At the earliest opportunity advise the Parish Safeguarding Representative and/or the Diocesan Safeguarding Co-ordinator that you have made a referral.
- (c) If you are concerned that a person is at risk of immediate harm contact 999 and inform the parish priest, and the Diocesan Safeguarding Office of your actions.
- (d) As a member and 'trusted' adult of the Parish of St. Theresa of Lisieux, Stansted Mountfitchet, maintain appropriate boundaries and model good Catholic practices and Safeguarding principles.
- (e) To have completed the online Educare module(s) as directed by the Diocese.

## Safeguarding Do's and Don'ts

*Protecting others and protecting yourself*

<b>Do</b>	<b>Do not</b>
<p>Report all concerns about the safety or wellbeing of an individual to:-</p> <ul style="list-style-type: none"> <li>✓ The Parish Priest (not in detail - just the fact that a safeguarding issue is being followed through. The Diocesan Representative will give guidance on how much requires sharing).</li> <li>✓ The Diocesan Safeguarding Co-ordinator</li> <li>✓ The Statutory Agencies if required and you are unable to contact the Diocesan Safeguarding Team regarding serious concerns).</li> <li>✓ The Police (where there is an immediate risk of harm to an individual).</li> </ul>	<p>Offer confidentiality (you have a duty to report all concerns).</p>
<p>Ensure the immediate health, well-being and safety of the person – dial 999 if necessary.</p>	<p>Investigate disclosures. Your role is to seek clarification of details and report the information shared to the Diocesan Safeguarding Co-ordinator.</p>
<p>Listen, be calm and reassuring. Do not put words into the person's mouth.</p>	<p>Work in isolation. The Diocesan Safeguarding Team are there to support you.</p>
<p>Keep a written record of all incidents or disclosures (signed and dated).</p>	<p>Do not compromise your own safety or integrity.</p>
<p>Take into account the [person's age and level of understanding. Their culture and use of language.</p>	
<p>Be clear about what you are going to do next and when.</p>	
<p>Tell the person you will need to contact the Diocesan Safeguarding Co-ordinator. Contact them as soon as possible.</p>	
<p>Make careful notes including dates and times of the incident/disclosure and keep them securely.</p>	
<p>Carry out a personal risk assessment for lone working</p>	

If you are unsure of any of the above, speak to the Diocesan Safeguarding Co-ordinator.

### **Mandatory Training Requirements:**

**CSSA:**                    **Level 3 Safeguarding for volunteers in the Catholic Church – DBS with barred list:** <https://training.catholicsafeguarding.org.uk/>  
This short training course is to be completed prior to appointment.

**Diocese:**                **Parish Safeguarding Representative training**  
To be completed prior to appointment.

**Any further training by the Diocese**

**Suggested other:**

**Understanding Anxiety**

**Understanding Low Mood and Depression**

**Understanding Self Harm**

If you would like to find out more about other aspects of Safeguarding, EDUCARE offers other modules. When you have completed any training, please inform the Parish Safeguarding Representative and send them a certificate of completion – email or hard copy – for your training record.

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**Helpful websites to support your role:**

<https://catholicsafeguarding.org.uk/>

<https://www.dioceseofbrentwood.net/departments/safeguarding/>

<https://www.sttheresastansted.org/about-us/safeguarding/>

<https://www.educare.co.uk/ppc/safeguarding-training>

<https://learning.nspcc.org.uk/safeguarding-child-protection/>

**Self Audit:**

Question	Tick
Have I read and understood the role sheet description for my ministry?	
Do I meet all requirements of the Person Specification?	
Am I confident that I can undertake the main responsibilities of my role?	
Have I completed all required safeguarding training?	
Do I attend regular role training?	
Do I attend regular Safeguarding training?	
Do I feel confident in how I should conduct myself both when serving and when around others?	
Do I feel confident in my response if a disclosure is made to me?	
Do I have my ID?	
Do I have the Parish Safeguarding Representative and Diocesan Safeguarding Co-ordinator contacts to hand?	
Are there any questions you would like to ask the PSR? Please list:	