

# West Swindon and Lydiard Tregoze Church Partnership

## JOB DESCRIPTION

### Local church (or groups) Safeguarding Coordinator

We believe that children and adults at risk deserve the best possible care that the church can provide and that the church should be a safe place for everyone involved.

We recognise and give thanks for the time and devotion given by anyone carrying out this role.

#### Purpose:

1. To coordinate safeguarding policy and procedure in the local church or group.
2. To be the local first point of contact for safeguarding issues.
3. To be an advocate for good safeguarding practice in the local church or group

#### Responsibilities

- 1. To coordinate safeguarding policy and procedure in the local church or group**
  - To familiarise themselves with denominational policies and procedures and most specifically URC good practice guidelines in safeguarding and to keep abreast of any changes and developments.
  - Work with Partnership Safeguarding Coordinator to ensure that partnership policies and procedures are reviewed annually, kept up to date, and are fit for purpose.
  - To make others in the local church or group aware of the partnership safeguarding policies and procedures, as well as URC guidelines.
  - Work with local leadership teams or group leaders to ensure safer recruitment practices are operated in the recruitment of all workers (both volunteers and paid) including, but not exclusively, ensuring that the relevant workers have up to date Disclosure and Barring Service (DBS) / Protecting Vulnerable Groups scheme (PVG) checks.
- 2. To be the local first point of contact for safeguarding issues**
  - To be a named person that children / adults at risk, church members and outside agencies can talk to regarding any issue to do with safeguarding.
  - To be aware of the names and telephone numbers of appropriate contacts within Social Care and the Police in the event of a referral needing to be made.
  - To be aware of when to seek advice, and when it is necessary to inform Social Care, the Police or the Local Authority Designated Officer (LADO) or the equivalent in Scotland and Wales of a concern or incident.
  - Work with Partnership Safeguarding Coordinator to take appropriate action in relation to any safeguarding concerns which arise within the local church or group.
  - To cooperate with Social Care or the Police in safeguarding investigations relating to people within the church.
  - To ensure that appropriate records are kept by the local church and groups, and that information in relation to safeguarding issues is handled confidentially and stored securely.
  - To inform the URC Synod Safeguarding Officer at the time of any referrals made to the statutory authorities, or of any information received from the statutory authorities.
  - To report regularly to local leadership team and Partnership Safeguarding Coordinator on any safeguarding concerns which arise within the church or group

- Work with Partnership Safeguarding Coordinator to enable the reporting summary safeguarding information annually to the URC Synod Safeguarding.
- 3. To be an advocate for good safeguarding practice in the church**
- Work with the local church leadership team or group leader to promote sensitivity towards all those affected by the impact of abuse.
  - Work with local church leadership teams to promote positive safeguarding procedures and practice (including regular reviews for workers) and ensure procedures are adhered to.
  - To arrange and/or promote opportunities for training in safeguarding to any relevant members of the leadership teams and congregations, including paid staff and volunteers.
  - To update their own safeguarding training every three years.
  - To seek appropriate support and advice in carrying out this role.
  - To make arrangements for a suitable person to carry out this role when they are on leave, to publicise who this is and the dates of the alternative arrangements.

### **Notes and updates**

Originally taken from URC Safeguarding Policy GP4 Appendix A Section 2 “The Role of a Church Safeguarding Coordinator” and localized 10 Nov 2019

Reviewed by Exec of Partnership Council

Reviewed by Local Safeguarding Coordinators