

## THE CHURCH SAFEGUARDING COORDINATOR

### Overview:

- To act as safeguarding champion, ensuring that safeguarding work with children and vulnerable adults is visible and prioritised.
- together with the minister in pastoral charge or the Superintendent, to ensure that the Church Council is fulfilling its safeguarding responsibilities as set out in the Safeguarding Framework.
- To act as the first port of call for concerns and a link with the Circuit Safeguarding Co-ordinator and District Safeguarding Officer.
- support the District Safeguarding Officer and minister in the management of Covenants of Care – for example through coordinating regular meetings.

### Policy:

- To ensure that the Church has a Safeguarding Policy and that this is reviewed on an annual basis.
- To ensure that the Safeguarding Policy is displayed prominently in the Church.
- To ensure that there is a Childline poster displayed in all rooms in the Church used by children and young people and at an appropriate height to the age-range involved.
- To ensure that Safeguarding is on the agenda for every Church Council

### Safer Recruitment:

- To advise on Safer Recruitment and Safe Working Practices (bringing the policies to life locally).
- To ensure that all workers with children, young people and vulnerable adults have completed Safeguarding Form A (parts 1 & 2) and that the appropriate level of disclosure is obtained.
- oversee the DBS (Disclosure and Barring Service) application process.
- To ensure that disclosures are renewed after a period of 5 years.
- To ensure that, in conjunction with the Children's and Youth Group's leaders, that everyone working with Children and Young People receives a personal copy of the 'Code of Safer Working Practice' and the pocket card.
- To ensure that, in conjunction with the Pastoral Secretary and other group leaders, that all those working with Adults who may be vulnerable receives a personal copy of 'Supporting Vulnerable Adults in our Congregations and Communities' and the pocket card.

### Training:

- coordinate the provision of safeguarding training and maintain records of attendance.

### Liaison:

- To ensure, in conjunction with the Church Council Secretary, that all Church Office Holders have completed and signed Safeguarding Form C.
- To ensure, in conjunction with the person who issues the Church keys, that all premises key-holders have completed and signed Safeguarding Form D.
- To ensure, in conjunction with the Room Bookings Secretary, that all hirers of the premises have completed Safeguarding Form E or a Standard Licence Agreement.
- To ensure that all group leaders are aware of and using the 'Individual Record and Consent Form'.
- To ensure that workers are aware of the location of the 'Accident & Incident' forms.

### Record Keeping:

- To ensure that accurate written records are kept in relation to all incidents

### Updating:

- To keep abreast of Safeguarding developments through contact with the Circuit Safeguarding Co-ordinator and District Safeguarding Officer
- To ensure that all members of the Church Council are kept up to date with Safeguarding developments.