

Safeguarding Officers

The Safeguarding Officer is the key link between the Diocese and the chaplaincies concerning safeguarding matters. The Safeguarding Officer will have an overview of all church activities involving children, young people and vulnerable adults and will seek to ensure the implementation of the Safeguarding Policy. The role can be taken by one person or the role shared; for example, with one person covering children the other vulnerable adults, or with the appointment of an Assistant Safeguarding Officer/s.

The key tasks of the Safeguarding Officer are to:

- Have an overview of all church activities involving children and vulnerable adults and keep a record of these activities.
- Be familiar with Diocesan Safeguarding guidance and ensure that leaders of activities are fully aware of and are implementing this guidance.
- Liaise with the Incumbent over Safeguarding issues.
- Keep in touch with the leaders of all activities and offer them advice and support over Safeguarding matters.
- Liaise as necessary with the Diocesan Safeguarding Team and the Diocesan Safeguarding Advisor. Report all concerns or allegations against church officers to the Diocesan Safeguarding Advisor.
- Attend Diocesan Safeguarding Training offered for Safeguarding Officers.
- Assist with Safeguarding Training in the chaplaincy, as appropriate.
- Attend a meeting of the church leadership (Chaplaincy Council) at least annually to ensure Safeguarding issues are discussed and that the church leadership adopt the annual Chaplaincy Safeguarding Policy.

- Ensure that the Chaplaincy Safeguarding Policy and safeguarding contact details are displayed during all services, if appropriate to your locality.
- Keep full records of any safeguarding concerns that arise.
- Promote safety in places of worship and within church activities.
- Keep the church leadership informed of good safeguarding practice.
- Undertake a regular chaplaincy safeguarding self-assessment in the format offered by the Diocese.

For all these responsibilities, Chaplaincy Safeguarding Officers are accountable to the Chaplain and Churchwardens.