

SOLIHULL PARISH Role of District Safeguarding Co-ordinator

Purpose

To be the District church (St Alphege, St Michael or St Helen) representative on all matters relating to safeguarding.

The co-ordinator is responsible to the Rector , the Parish Safeguarding Coordinator and the DCC who should support the co-ordinator in the implementation of policy.

They are not a contact for reporting concerns or allegations.

Main Duties

Ensure Parish Safeguarding policy is followed in the District church by

1. Reporting any concerns or potential risks to the Rector and the Parish Safeguarding Coordinator
2. Being aware of all policies and processes in the Parish relating to safeguarding
3. Cascading information relating to safeguarding in respect of Diocesan policy, parish policy and training opportunities
4. Liaising closely with those leading activities involving children and young people and vulnerable adults in the District church to ensure safe practice is exercised at all times
5. Monitoring for each activity that there is a risk assessment which is reviewed annually
6. Ensuring all paid and unpaid workers are recruited according to the Parish processes for the recruitment of employees or Recruitment of Volunteers
7. Identifying training needs, liaising with the Parish Safeguarding Co-ordinator where necessary, to ensure all paid workers and volunteers update training at least every three years
8. Ensure DBS checks are done including rechecking after three years by liaising with the Parish Office
9. Ensuring records are maintained and available at Parish level on
 - a. all activities within the District church. (activity to be set up as a group on Churchbuilder with leader and helpers)
 - b. the details of all those appointed in the District church as paid workers and volunteers (details of all volunteers for an activity/group to be maintained on Churchbuilder)
 - c. safeguarding training of all paid workers and volunteers in the District church
10. Ensuring that any hiring of church premises has met safeguarding measures required.
11. Seeking advice on specific issues should the need arise
12. Reporting regularly to the DCC. (Note: This should be a standing item on the agenda but there may not always be a report)
13. Being aware of and manage risk of any Safeguarding Agreements

Other Information

The postholder may be required to have a DBS check and do some safeguarding training.

To apply for the role of District Safeguarding Coordinator please complete the application form below and return to the Deputy Warden of your church.

SOLIHULL PARISH - VOLUNTEER DETAILS

Role:

1. Personal Information

Title:	Forename(s):	Surname:
--------	--------------	----------

Known as:

Any previous names by which you have been known:

Date of Birth:

Home Address:

Postcode:

Daytime Tel No:	Mobile Tel No:	Evening Tel No:
-----------------	----------------	-----------------

Email Address:

2. Next of Kin / Emergency Contact.

3. Any Relevant Information

Skills, experience, other church involvement or anything else you believe to be relevant or wish to tell us

4. References

Two references may be required. Please provide details of personal referees here. Referees must be over 18 and not be family members or relatives. Please note that 'Self-supplied', 'to whom it may concern' and verbal references will not be accepted

Name:	Telephone No:
-------	---------------

Address (including postcode):	Email Address:
-------------------------------	----------------

In what capacity do you know this person?

Name:	Telephone No:
-------	---------------

Address (including postcode):	Email Address:
-------------------------------	----------------

In what capacity do you know this person?	
5. Declaration	
I confirm that to the best of my knowledge the information I have provided on this form is correct. and I accept that providing deliberately false information could result in my termination of my role as a volunteer.	
I understand that any offer of appointment to a volunteering role is subject to satisfactory pre-appointment checks as well as completion of a Confidential Declaration Form and satisfactory disclosure from the Disclosure and Barring Service at the appropriate level, where this is a requirement of the role as stated on the volunteer role description.	
I understand that if I am appointed to a volunteering role there will be a settling in period and that I will be expected to complete a volunteer induction programme and undertake relevant safeguarding training.	
Signed:	Print Name:
	Date:

For Office Use when a DBS Check is required:

ID Provided

- 1.
- 2.
- 3.

DBS Reference.....

DBS Certificate Number.....

Date Cleared