



Archdiocese of Southwark
Role description
Parish Safeguarding representative/ PSR

ROLE TITLE: Parish Safeguarding Representative/ PSR

RESPONSIBLE TO: Parish Priest and Safeguarding team.

ROLE PURPOSE: The Local Safeguarding Representative has a key role to play in the management of the Safeguarding Procedures.

Main responsibilities

1. To make themselves familiar with all aspects of the Diocesan and national safeguarding procedures
2. To keep a record activities within the Church and those who run them.
3. To keep a record of all activities involving adults at risk within the Church and those who run them.
4. To be willing to participate in ongoing safeguarding training and attend the PSR Gathering day.
5. Promoting or arrange suitable and relevant safeguarding training for volunteers
6. Ensuring that all volunteers working with young people and adults at risk understand and adopt a safe code of conduct.
7. To inform external organisations e.g. sports clubs who use Church facilities, of the need to have their own safeguarding policy.
8. To assist the parish priest with the implementation of the Safeguarding Policies of the Catholic Church in the parish.
9. With the parish priest ensure that the safer recruitment process takes place by:
 - a. asking all volunteers to complete appropriate application forms;
 - b. arranging for references to be taken up;
 - c. interviewing prospective volunteers in the parish working with children and adults at risk;
 - d. identifying volunteers who require a Disclosure & Barring Service Disclosure and administering the process.
10. Assist the parish priest in monitoring the work of new volunteers. This can be achieved through the following:
 - a. reviewing new volunteers after an initial 6-month probationary period;
 - b. being available to discuss matters of concern with volunteers;
 - c. showing an interest in the work being done with children, young people and adults at risk within the parish.
11. To act as a recognised contact point for adults and young people who need to report Safeguarding concerns about child and adults at risk.
12. To refer any concerns about a child or an adult at risk to the Diocesan safeguarding team
13. To assist the parish priest in the management/ monitoring of known sex offenders in the parish, if the need arises.

Person specification

- To be a trusted person within the parish community and have skills of respect, compassion and care,
- A clear commitment to the safeguarding of children and adults at risk based on a belief in the dignity of the human person;
- The ability to put the principle of the paramount welfare of the child or adult at risk

first in any decision making about children or adults at risk and not to be swayed by external pressures to depart from this principle;

- The ability to refer all safeguarding matters to the diocesan safeguarding team
- The ability to record all safeguarding concerns, in writing and to collect and record data about activities in the parish involving children or adults at risk;
- To be sensitive to the concerns of volunteers who work with children and explain the purpose of the safeguarding processes and procedures that keep our communities safe.
- To respect and maintain confidentiality.
- To have completed safeguarding training
- To have completed safer recruitment process and have an up to date DBS.