



## **ST SAVIOUR'S GUILDFORD**

### **SAFEGUARDING LEAD (Designated Parish Safeguarding Officer)**

#### **Job Description**

##### **St Saviour's Vision**

Our vision as a church is to build a diverse, multigenerational church community that equips everyone for whole life discipleship, invests in emerging generations and transforms our town in the power of Jesus.

All staff members at St Saviour's play their part in supporting the Church's wider vision and bringing it to life within their area of ministry.

##### **St Saviour's Safeguarding Policy**

- The Church of England safeguarding responsibilities for parishes are outlined in the House of Bishops' Safeguarding Policy and Practice Guidance. St Saviour's adheres to the Guildford Diocese Safeguarding Policy which incorporates the House of Bishops' Safeguarding Policy and Guidance which can be found in the [safeguarding e-manual](#).
- St Saviour's has adopted the Church of England's House of Bishops' Promoting a Safer Church Safeguarding Policy which can be found by clicking [here](#) and our PCC Statement, adopting the policy can be found [here](#).

**Job Title:** **Safeguarding Lead**

**Reporting to:** **Associate Minister (Lucy Webb)**

**Key relationships:** **Rector and Senior Leadership Team, PCC, Diocesan Safeguarding Team, Risk Assessment Lead, Safeguarding Representatives and Ministry Leaders**

##### **Purpose:**

- To support the Rector, PCC and wider church community in creating and maintaining a healthy safeguarding culture and a safe environment for all children, young people and adults at risk.
- To serve as the Designated Parish Safeguarding Office (PSO) for St Saviour's Church.
- To ensure St Saviour's complies with the House of Bishops' Safeguarding Guidance and Safeguarding Code of Practice in its safeguarding policy and practice.

## **Tasks:**

### **1. Policy Development and Compliance**

- Lead on the development, review and updating of all safeguarding policies and procedures in line with the House of Bishops' Safeguarding Guidance and Safeguarding Code of Practice, best practice more broadly and the needs and context of St Saviour's.
- Ensure safeguarding practices are communicated, embedded and consistently applied across all ministries and congregations.
- Serve as the Designated Parish Safeguarding Officer (PSO), ensuring statutory, diocesan and parish safeguarding requirements are met.

### **2. Event Planning and Risk Management**

- Work closely with the Risk Assessment Lead to ensure safeguarding considerations are fully integrated into all church risk assessments.
- Advise on safeguarding implications during planning of all church events, ministries and programmes, running short safeguarding training sessions for staff and volunteers in preparation for events where necessary.

### **3. Casework Management**

- Act as first point of contact for safeguarding concerns within the church community.
- Refer relevant safeguarding concerns quickly and promptly to the Diocesan Safeguarding Team or, where necessary, statutory agencies, seeking their advice and acting upon it.
- Lead and manage safeguarding casework, maintaining accurate, confidential and securely stored records.
- Support clergy, staff and volunteers in responding safely and effectively to safeguarding concerns.

### **4. Safeguarding Representatives**

- Recruit, train and support Safeguarding Representatives for the 9am, 10.30am and 6.00pm services.
- Provide ongoing guidance, oversight and resourcing to ensure consistent safeguarding practice across all weekly services.

### **5. Safeguarding Forum Leadership**

- Chair the termly Safeguarding Forum, bring together representatives, ministry leads and key stakeholders.
- Set agendas, collate reports and ensure timely follow up of actions, recording as appropriate on the Parish Dashboard.

## 6. Emergency Response Co-ordination

- Liaise with the Senior Leadership Team when safeguarding emergencies arise.
- Provide immediate advice, assist with urgent decision making and ensure appropriate signposting and communication.

## 7. Reporting to PCC

- Prepare and present safeguarding reports to the PCC (meeting every other month).
- Advise PCC members on areas requiring action, updates in advice from the House of Bishops' Safeguarding Policy and Guidance and levels of compliance with the Parish Dashboard.

## Person Specification

EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"><li>• Good formal education to a minimum of 'A' level but <i>ideally</i> to degree level</li><li>• Desirable but not required: a further professional qualification in the education, health or care sector</li></ul>
EXPERIENCE AND SPECIFIC KNOWLEDGE	<ul style="list-style-type: none"><li>• Ideally, previous experience of safeguarding in a church, education, health, social care setting</li><li>• Understanding of safeguarding principles and best practice in churches or voluntary/charitable organisations, ideally in the Church of England</li></ul>
SPIRITUAL REQUIREMENTS	<ul style="list-style-type: none"><li>• Be a mature Christian, committed to the vision of St Saviour's</li><li>• Be committed to a personal, vibrant relationship with Jesus Christ, a love of God's Word and a pursuit of intimacy with the Holy Spirit.</li></ul> <p><i>(all staff are encouraged to find a spiritual director outside the church to support them in their spiritual journey)</i></p>
GIFTS & ABILITIES	<ul style="list-style-type: none"><li>• Strong communication, organisation and interpersonal skills</li><li>• Confidence in handling safeguarding concerns, liaising with external agencies and supporting others through safeguarding processes</li><li>• Ability to manage confidential and sensitive information with integrity and discretion</li><li>• Capacity to lead by example and influence others, so as to communicate that safeguarding is the responsibility of the whole church community</li><li>• Experience of chairing meetings, leading groups, making presentations and facilitating discussion is desirable.</li></ul>

## Main Terms and Conditions

St Saviour's Church is committed to the safeguarding and protection of all children, young people and adults. We undertake rigorous safer recruitment practices to ensure all staff and volunteers are suitable to work with vulnerable groups.

**Hours** 5 hours per week (averaged) with the expectation of flexibility during urgent safeguarding situations. Additional (paid) time may be required for attendance at meetings, forums and required safeguarding training.

**Work Base** St Saviour's Church, Woodbridge Road, Guildford, GU1 4QD

**Holidays** 25 days per annum plus bank holidays pro-rata

**Pension** You will be auto-enrolled into the Church Worker's Pension Scheme and St. Saviour's will make a contribution of 10% of annual salary.

**DBS** The appointment is subject to the individual obtaining Enhanced Disclosure from the Disclosure & Barring Service. All applicants will be required to provide two professional references which will be verified. We are committed to a culture of zero tolerance toward abuse and report all concerns to statutory agencies.

**Occupational Requirement** This post has an Occupational Requirement for the post holder to be a communicant member of the Church of England due to the nature of this role.