

PSO Responsibility (purple text included in Diocese Safeguarding Policy)	How? Tools	Further material and support
Implement and monitor the recommended parish policy and procedure on safeguarding children, young people and vulnerable adults, encouraging good practice and working closely with the incumbent on all safeguarding matters	Safeguarding Dashboard Safeguarding Hub	Promoting a Safer Church Parish Safeguarding Handbook Practice Guidance: Responding to Safeguarding Concerns or Allegations
Ensure that the Parish Safeguarding Policies and Parish Safeguarding Officer contact details are displayed in all church premises and readily accessible	Promoting a Safer Church Poster Parish Website Model Parish Safeguarding Policy	Church of England Posters
Keep the church leadership informed of good safeguarding practice and provide a regular update on safeguarding for the PCC	Safeguarding is PCC agenda standing item Regular reporting at PCC Use of Dashboard Action Plan	Diocesan Communications, events and training Church of England Website
Have an overview of all church activities involving children and vulnerable adults and keep a record of those activities	PCC approval of church activities Safeguarding Dashboard Action Plan	Church Activities on the Dashboard
Offer advice and support to all leaders of activities within the parish on safeguarding policy and practice guidance (including training)	Safeguarding Dashboard Safeguarding Hub	Parish Safeguarding Handbook Diocese Safeguarding Policy Safeguarding Learning and Development Framework 2021
Contribute to the appointment of all volunteers and PCC employees in regular contact with children, young people and vulnerable adults (in accordance with Diocesan Safer Recruitment Guidelines); to obtain necessary criminal records and renew these appropriately: Note: The Parish Safeguarding Officer may also be the DBS Administrator, but where this is not the case, the PCC should appoint another individual	Safeguarding Hub : Role descriptions, person specifications and adverts (Stage 2) and Volunteer agreements (Stage 3) APCS (for DBS checks)	Safer Recruitment & People Management DBS guidance (Section 9) Diocese DBS and Safeguarding Administrator

Act (usually) as the “Lead Recruiter” as defined by Churches Child Protection Advisory service	Safeguarding Hub	Safer Recruitment & People Management
Compile and update annually a list of names of paid and voluntary workers and ensure that full recruitment procedures have been followed for each of them	Safeguarding Hub	Safer Recruitment & People Management
Attend Diocesan Safeguarding Training and undertake other safeguarding training as opportunity arises (or requires)	Church of England Safeguarding Training Portal Diocese Safeguarding Training PSO Meetings and PSO Induction	Safeguarding Learning and Development Framework 2021
Send and update by email their contact details to the Diocesan Office	Email Safeguarding Administrator and Safeguarding Support Officer	Church of England Contacts Database (CMS)
Liaise with incumbent and churchwardens as appropriate about any safeguarding issues in the parish AND Report annually on safeguarding matters to the PCC and send to Diocese (typically at APCM)	Email copy of the parish policy and procedure on safeguarding children, young people and vulnerable adults to the DSA	Diocese Safeguarding Policy Key Roles & Responsibilities of Church Officers and Bodies Practice Guidance
Liaise with Diocesan Safeguarding Adviser on safeguarding concerns regarding children or adults and report ALL such concerns about church officers to the Diocesan Safeguarding Adviser Receive, but not to investigate, any suspicions or allegations of abuse which may arise in the church(es) they represent, including allegations against clergy, or licensed commissioned ministers and to inform immediately and subsequently liaise with the DSA	Contact details for DSA	Key Roles & Responsibilities of Church Officers and Bodies Practice Guidance Diocese Safeguarding Policy
Keep a log of incidents, allegations or concerns which arise, storing records safely and securely in a locked cabinet, with access restricted to the Parish Safeguarding Officer and the incumbent	Secure locked storage Local arrangement	Diocese Safeguarding Policy