

## Title of post:

Safeguarding Coordinator

## Congregation name:

## Responsible to:

The Kirk Session

## Main purpose:

To ensure that the [Church of Scotland Safeguarding Act 2018](#) is effectively implemented in the congregation.

## Principal duties and responsibilities:

Be the recognised person for receiving reports of any witnessed, suspected or reported harm or abuse of children or adults at risk and be responsible for liaison with social work and/or the police in any further action taken.

Promote and facilitate safe working practices by providing information on risk management and the protection of children and adults at risk from abuse/harm.

Ensure that all:

- Workers are safely recruited and if applicable Basic Disclosure or PVG checked and recorded in the [SG07 Congregational Register](#)
- Appointments of workers are ratified by the Kirk Session and recorded in the [SG07 Congregational Register](#) if their role requires a PVG or Basic Disclosure check

Manage the process in congregations for volunteers to become members of the [Protection of Vulnerable Groups \(Scotland\) Act, 2007](#) Scheme – guidance is available from the Safeguarding Service.

Maintain accurate and confidential records of all children's workers and Pastoral Care Team workers and ensure that these are securely stored.

Promote training opportunities for those doing regulated work with children and adults at risk. ([Guidance is available](#) about what is meant by regulated work under the [Protection of Vulnerable Groups \(Scotland\) Act, 2007](#) alongside [further clarification about the PVG scheme](#)).

Monitor the continuing implementation of the [Church of Scotland Safeguarding Act 2018](#) by all groups and organisations under the jurisdiction of the Kirk Session.

Liaise with individuals responsible for the lets and hires of Church premises to non-Church of Scotland groups to ensure compliance with contracts agreed by the Kirk Session.

Report to every meeting of the Kirk Session on safeguarding issues.

May also be part of the Safeguarding Panel that monitors the safe inclusion of a convicted sex offender in the congregation. Not all Safeguarding Coordinators will feel comfortable with this particular task and their involvement is not mandatory.

The applicant will require to be recruited for the role and apply for PVG Scheme membership to undertake regulated work with children and protected adults in the Church of Scotland.

The applicant must complete Introductory and Advanced Safeguarding training.

Once the applicant has completed the PVG application process and the required training, they will be issued a verifier code by the Safeguarding Service.

The applicant can start in post once they have received their verifier code from the Safeguarding Service.

## **Skills and experience required for the post:**

Current or previous professional or voluntary experience and, hence, a good understanding of child and/or adult support and protection.