

Job Description for the role of Safeguarding Coordinator

Title of post	Safeguarding Coordinator
Role	Volunteer – Congregational Safeguarding Coordinator
Responsible to	Congregational Session Clerk
Supported by	Safeguarding Panel, Kirk Session, Minister, Safeguarding Service

Main purpose

To be the named lead person for safeguarding in the congregation and ensure that the [Church of Scotland Safeguarding Act 2018, subsequent General Assembly deliverances](#) and associated guidance is effectively implemented.

Principal duties and responsibilities

- Promote good safeguarding practices to ensure a safe church for all
- Promote a positive safeguarding culture by encouraging others to be mindful of the wellbeing needs of others
- Encourage congregations, as individuals and as a collective, to respond to the needs of others in a nurturing and kind manner that demonstrates our Christian values
- Receive reports of any witnessed, suspected or reported harm or abuse of children or vulnerable adults and take any immediate action required.
- Inform the safeguarding service of any reported safeguarding incidents and follow any associated advice.
- Report safeguarding concerns to police or social work services in situations where a child or adult is at immediate risk of harm.
- Ensure all workers are recruited using the Safeguarding Safer Recruitment process and facilitate the Basic Disclosure and PVG application process as required.
- Ensure the appointment of workers is ratified by the Kirk Session and record this on the [SG07 Congregational Register](#) if their role requires a PVG or Basic Disclosure check
- Promote and facilitate safe working practices by providing information to the Kirk Session and others in positions of responsibility on risk management and the protection of children and vulnerable adults from abuse/harm as recommended by the Safeguarding Service.
- Ensure that the congregation is compliant with required safeguarding training.
- Maintain accurate and confidential records in relation to safeguarding matters and safer recruitment in the congregation; ensuring these are securely stored in compliance with data protection legislation and best practice
- Liaise with individuals responsible for the lets and hires of Church premises to non-Church of Scotland groups to ensure contracts agreed by the Kirk Session are compliant Church of Scotland Law Department guidance.
- Liaise with Presbytery and the Safeguarding Service in relation to the submission of information required for regular monitoring, and the annual attestation of records.
- Provide a Safeguarding update report to every Kirk Session meeting ensuring they are aware of all safeguarding issues within the congregation and from the Safeguarding Service.
- Form part of the Safeguarding Panel that monitors individuals who may pose a risk through the Covenant of Responsibilities process. *(Full support is provided by the Safeguarding Service)*

Necessary skills for the post

Current or previous professional or voluntary experience in child and/or adult support and protection would be beneficial but is not mandatory.

- Basic level of computer literacy and ability to use computer software programs e.g. Microsoft word, email, is essential
- Understanding of confidentiality and appropriate information sharing
- Very good communication skills, oral and written
- Ability to influence others and promote good practice
- Ability to keep up to date with changes in safeguarding practice as communicated by the safeguarding service

Other requirements

- As this role is considered 'regulated work' with children and protected adults under the Protection of Vulnerable Groups (Scotland) Act 2007, the applicant will be subject to safer recruitment processes which include applying for PVG Scheme membership, providing references and undertaking training
- The applicant must complete Introductory and Advanced Safeguarding training before submitting their PVG scheme membership application/update request
- The applicant must have their own individual private email address to receive and send confidential Safeguarding correspondence. Coordinators must not use a shared email address.

When the safer recruitment process has been completed and the Safeguarding Service have verification of attendance at both Introductory and Advanced training, safeguarding clearance and a verifier code will be issued to the new Safeguarding Coordinator.

Applicants **MUST NOT** undertake any duties related to this role until safeguarding clearance has been given and the verifier code is provided by the Safeguarding service.