



Diocese of Westminster

SAFEGUARDING SERVICE

PARISH SAFEGUARDING REPRESENTATIVE

ROLE DESCRIPTION

The Parish Safeguarding Representative (PSR) has an important shared-responsibility for promoting good and safe practices in all activities involving children, young people and adults at risk within the parish, alongside the parish priest. This will involve making referrals to Statutory Agencies and/or liaising with the central safeguarding duty service.

The PSR is a critical link between the parish and the diocese and as such is in regular contact with the Safeguarding Service.

The PSR attends Diocesan training sessions, maintains a sound knowledge of the CSSA, Diocesan and parish policies and procedures and know whom to contact when necessary.

The PSR is involved in the recruitment of people/volunteers to roles within the parish and has the responsibility for facilitating the DBS Disclosure procedure at parish level to ensure that everybody who is required to; goes through the safer recruitment process.

PERSON SPECIFICATION

Experience required:

<ul style="list-style-type: none">Administrative, office systems or similar comparable experience	<ul style="list-style-type: none">Desirable
<ul style="list-style-type: none">Social care/education/probation/health/police service or come comparable work experience	<ul style="list-style-type: none">Desirable
<ul style="list-style-type: none">An understanding of the social and moral teaching of the Catholic Church	<ul style="list-style-type: none">Essential

Competences required:

<ul style="list-style-type: none">Excellent interpersonal skills to work in partnership with parishioners and colleagues	<ul style="list-style-type: none">Essential
<ul style="list-style-type: none">Excellent organisational skill, able to prioritise and meet deadlines	<ul style="list-style-type: none">Essential
<ul style="list-style-type: none">Ability to work alone or in a small team, using initiative	<ul style="list-style-type: none">Essential
<ul style="list-style-type: none">Ability to be self-motivating and proactive	<ul style="list-style-type: none">Essential
<ul style="list-style-type: none">Ability to recognise and work with discretion and confidentiality	<ul style="list-style-type: none">Essential
<ul style="list-style-type: none">Good level of IT literacy and have access to email	<ul style="list-style-type: none">Essential

Training:

<ul style="list-style-type: none">Ability and willingness to attend meetings and training sessions organised by the central Safeguarding Service	<ul style="list-style-type: none">Essential
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Commitment:

<ul style="list-style-type: none">Ability and commitment to perform the role for a minimum of 2 years, after initial training	<ul style="list-style-type: none">Desirable
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