**New Parish Officer Checklist**

* Have you read your [roles and responsibilities](https://cofeportsmouth.contentfiles.net/media/assets/file/Parish_Safeguarding_Officer_Role_Description_kcCSWnf.docx) as a Parish Safeguarding Officer?
* Have you met with your predecessor and/or church leader to make sure you have access  
  to all the relevant records and information you need?
* Do you have access to the Parish Safeguarding email address and ensured that you are not the only person who has access to it? There should be at least one other person who can access it. You should not use your personal email address for parish safeguarding purposes.
* Once your PCC has formally approved your appointment, make sure that your details are visible in the church and on your church website. This can be done via the [Promoting a Safer Church Poster](https://cofeportsmouth.contentfiles.net/media/assets/file/Promoting_a_Safer_Church_Poster_Hampshire.docx) (Hampshire)   [Promoting a Safer Church Poster](https://cofeportsmouth.contentfiles.net/media/assets/file/Promoting_a_Safer_Church_Poster_IOW_395MDhh.docx) (IOW) [Promoting a Safer Church Poster](https://cofeportsmouth.contentfiles.net/media/assets/file/Promoting_a_Safer_Church_Poster_Portsmouth.docx) (Portsmouth)
* Fill in the [Safeguarding Policy Statement](https://cofeportsmouth.contentfiles.net/media/assets/file/Parish_Safeguarding_Policy_Statement_tKAqBRt.docx) and send it to the Diocesan Safeguarding team  
  at [safeguarding.admin@portsmouth.anglican.org](mailto:safeguarding.admin@portsmouth.anglican.org)
* Is your training up to date? See [here](https://cofeportsmouth.contentfiles.net/media/assets/file/Portsmouth_Diocese_Training_Matrix_February_2023_V_2.pdf) for the training requirements for this role. Visit  
  the [Leadership Training page](https://www.portsmouth.anglican.org/safeguarding/training/)for upcoming dates to book on a course
* If you will be processing DBS checks for the parish, please contact the Diocesan Safeguarding Team who will send you the details you need to register with 31:8, the DBS provider for the Diocese
* As a Parish Safeguarding Officer, you should have an enhanced DBS check with barred list checks for the child and adult workforce. If necessary, the Diocesan Safeguarding Team can process this for you
* Take time to have a read some of the [Diocesan Safeguarding Policies and Guidance](https://www.portsmouth.anglican.org/safeguarding/policyandguidance/).   
  Also the Church of England [e-manual](https://www.churchofengland.org/safeguarding/safeguarding-e-manual)and Church of England Safeguarding policy [Promoting a Safer Church](https://www.churchofengland.org/sites/default/files/2017-11/promoting-a-safer-church-policy-notes.pdf)
* Keep in touch with your Diocesan Safeguarding team if you have any questions or concerns. We are here to help and support you! Also take advantage of our regular [zoom drop-in sessions for PSOs](https://www.portsmouth.anglican.org/safeguarding/training/PSONetwork/)

Thank you for your willingness to serve your parish in this important role!