Each parish must have at least one identified Parish Safeguarding Officer (PSO) to advise on all matters of safeguarding children and/or adults, as well as being the link to the Diocesan Safeguarding team. The Parish Safeguarding Officer may have responsibility for both children and adults, or the role could be separated with more than one Safeguarding Officer taking responsibility for either children and adults according to their particular expertise.

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| Role DescriptionParish Safeguarding Officer |
|  KEY RESPONSIBILITIES1. Have an overview of all church activities and events involving children and adults and keep a record of these.
2. Be familiar with diocesan safeguarding guidance and ensure that church leaders are fully aware of, and are implement, this guidance.
3. To ensure the safer recruitment process is followed for the appointment of new church officers
4. Liaise with the Incumbent and PCC over safeguarding issues.

 5. Keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters.6. Liaise as necessary with the Diocesan Safeguarding Advisers. Report all concerns or allegations against church officers to the DSA.7. Attend diocesan safeguarding training offered for PSOs.8. Assist with safeguarding training in the parish as appropriate.9. Attend a meeting of the PCC at least annually to ensure safeguarding issues are discussed and that the church leadership adopt national and local safeguarding policy and procedures.9. Ensure that the Parish Safeguarding Policy Statement and relevant contact details are displayed in all church premises 10. Keep good records of any safeguarding concerns that may arise, and ensure that others do the same.11. Promote inclusiveness in places of worship and within church activities.12. Keep the church leadership informed of good safeguarding practice |