

Job Description

Job title	Safeguarding Officer
Division	Safeguarding Commission
Report to	Head of Safeguarding
Direct subordinates	/
Indirect subordinates	Secretary, Safeguarding
Job summary	The Safeguarding Officer will collaborate with the Senior Safeguarding Officer in completing risk assessments on individuals against who an allegation of abuse is made and to assist in the prevention programme as and when necessary. Assessments will also include an investigation to gather evidence and preparing a report with a list of relevant recommendations submitted to the Safeguarding Commission for their consideration.
Main duties and responsibilities	<p>Case Management</p> <ul style="list-style-type: none"> • To collaborate with the Senior Safeguarding Officer in following up on the initial risk assessment completed by the Head of Safeguarding. • To ensure assessments are child-centred, and completed within agreed timescales, and that recommendations are evidence-based, fair and proportionate. • To treat everyone, in particular the victims, with respect and dignity. • To prepare a written report for every risk assessment. • To assist when an oral presentation is given to the Safeguarding Commission on every risk assessment carried out. • To keep the Head of Safeguarding informed with the progress of the assessment. • To return all records to the Head of Safeguarding at the end of the assessment. <p>Prevention Work</p> <ul style="list-style-type: none"> • To follow up all requests on vetting of Church personnel and to keep an accurate record of the requests received and completed. • Raise awareness within the Church about safeguarding children and vulnerable adults. • To deliver training to all Church personnel as requested by the Head of Safeguarding. • To participate in the prevention programme as requested by the Head of Safeguarding. <p>Policy and Practice</p> <ul style="list-style-type: none"> • To keep all records in a safe and confidential manner as expected from a professional handling such sensitive information. • Not to share confidential information with third parties without the permission of the Head of Safeguarding. • To have supervision with the Head of Safeguarding, or his/her delegate, as often as agreed. • To represent the Head of Safeguarding as and when necessary.

Other

- To attend events outside normal working hours as required and keeping abreast of current affairs.
- To engage in continuous professional development in order to remain up to date with good practices and subsequently adapt accordingly.
- To perform any other duties, which may be assigned from time to time.