



Diocese of Westminster

<u>Job profile:</u>	Safeguarding Co-ordinator
<u>Location:</u>	Vaughan House, SW1
<u>Reporting to:</u>	Episcopal Vicar for Safeguarding
<u>Job Purpose:</u>	To co-ordinate safeguarding matters within the Diocese, including Religious Orders/Congregations affiliated to the Safeguarding Commission.
<u>Hours of work:</u>	35 hours Monday to Friday including evening and weekend work as required
<u>Job Reference:</u>	0057-70220

Principal duties and responsibilities

1. To lead on the development, and implementation of safeguarding policy and practice within the diocese, in line with national procedures and the “One-church” commitment to safeguarding, and to respond appropriately to all child protection and vulnerable adult protection matters.
2. To work collaboratively with statutory agencies and other partner agencies, ensuring all allegations are reported the Police or Children's Social Care Services/Adult Social Care and are recorded and investigated in line with national procedures and protocols.
3. To ensure the safeguarding service offers a compassionate approach to victims and survivors of abuse and provides appropriate and timely support regarding access to additional services.
4. To inform and advise the Archbishop and Trustees of the diocese on matters relating to safeguarding as required, including any identified gaps in service delivery.
5. To service the agenda for the Safeguarding Commission meetings and provide timely and accurate advice to the Commission on policy, & practice in matters concerning allegations of abuse.
6. To line manage staff within the safeguarding team within the allocated resources. To maintain budgetary oversight of the service.
7. To undertake work as appropriate in the setting up and oversight of safeguarding plans and in the commissioning of independent investigations and risk assessments.
8. To work with those responsible for the management of clergy/laity/volunteers as appropriate in regard to safeguarding matters. This is to include advice, as appropriate, on matters which concern employees and which fall within the ambit of safeguarding.
9. To work cooperatively and in partnership with key stakeholders including other dioceses, religious congregations, statutory authorities, CSAS and NCSC for the purpose of protecting children and adults at risk or who are vulnerable.
10. To develop and maintain secure systems in relation to storage of personal and/or sensitive information and in line with GDPR requirements. To ensure that safeguarding information is shared appropriately in order to manage risk, and in accordance with the GDPR (2016) and DPA (2018).
11. To ensure training standards are met in line with national policy, which will include the preparation and delivery of training to clergy and volunteers.
12. To keep up to date with safeguarding best practice, this to include attending CSAS national safeguarding meetings and other relevant forums that arise from time to time.

13. To attend supervision and engage in continuing professional development (CPD) and where applicable maintaining professional registration requirements.
14. To be involved in the recruitment of Parish & Religious Safeguarding Representatives, providing support, advice and guidance when concerns are raised or allegations made.
15. To maintain active links with statutory agencies including the Local Safeguarding Children Board, Adult Social Care Services, Police, MAPPA Agencies

<u>Person specification:</u>	Safeguarding Co-ordinator
<u>Contract Type:</u>	Permanent
<u>Salary:</u>	£54,000 per annum.

Knowledge, Skills & Experience

Individuals will be required to demonstrate that they have the necessary knowledge, skills, experience and attributes to undertake this role with competence and confidence. To this end, they will need to demonstrate substantial, contemporary professional experience in a safeguarding environment.

1. Safeguarding and promoting wellbeing

Have an understanding of:

- The different forms of abuse and neglect and their impact on child development.
- The different forms of abuse and neglect and their impact on vulnerable adults.
- How to respond to victims/survivors of abuse.

Have an awareness of the legal and procedural framework relating to safeguarding, including:

- The Children Act 1989 & 2004.
- The London Child Protection Procedures.
- Working Together to Safeguard Children (2018)
- The Human Rights Act 1998.
- The Mental Capacity Act 2005 & Code of Practice.
- The Data Protection Act 2018 & GDPR regulations 2016
- The Catholic safeguarding structure and national safeguarding policies & procedures.

2. Effective Communication

Have an understanding of:

- Confidentiality and ethics.
- Importance of respect and listening.
- Effective consultation & negotiation.
- The various sources of support available to victims and survivors.

3. Multi- Agency Working.

Have a clear understanding of:

- Own role and remit, including limitations.
- The roles of statutory authorities and other partners in so far as they impact on the work of the safeguarding team
- Procedures and working methods.
- The law, local policies and procedures.

4. Information Sharing.

Have an understanding of:

- The principles of GDPR and the DPA
- The importance of information sharing in multi-agency working.

5. Skills and Attributes:

Be able to:

- Consider and take appropriate action.
- Effectively communicate, record and report.
- Identify signs of abuse and neglect: physical, sexual emotional and financial.
- Work as part of a team.
- Work on own initiative.
- Lead and support the team of safeguarding support staff.
- Request support and assistance when uncertain about how to proceed

Have good:

- IT skills.
- Interpersonal skills, including observation and judgement, empathy and understanding. and assertiveness skills.

The professional background of the Safeguarding Co-ordinator is not restricted to those with a social work qualification. It may encompass those with experience and qualifications from other disciplines for example police, probation, health.