

### Context

We believe that children and adults at risk deserve the best possible care that the Church can provide and that the Church should be a safe place for everyone involved. We recognise and give thanks for the time and devotion given by anyone carrying out this role.

### Purpose of the role

- To coordinate safeguarding policy and procedures in the church
- To be the first point of contact for safeguarding issues
- To be an advocate for good safeguarding practice in the church.

### Responsibilities

- To coordinate safeguarding policy and procedures in the church
- To familiarise themselves with church policies and procedures and URC good practice guidance in safeguarding and to keep abreast of any changes and developments
- To ensure that church policies and procedures are reviewed annually, kept up to date, and are fit for purpose
- To ensure that Elders and others in the church understand church safeguarding policies and procedures, including URC guidance and Charity Commission responsibilities
- To collaborate with the Deputy Safeguarding Coordinator (when there is one), the minister, and the Synod Safeguarding Officer on all matters around safeguarding
- To act as the DBS / Disclosure Scotland verifier and / or liaise closely with other designated verifiers in the church
- To ensure safer recruitment practices are operated in the recruitment of all workers
- (both volunteers and paid) including, but not exclusively, ensuring that the relevant workers have up to date DBS / Disclosure Scotland checks.
- To follow the measures set out in the Hirer's agreement when any church premises are let to an external organisation, informal group or individual
- To be the first point of contact for safeguarding issues
- To be a named person that children / adults at risk, church members and outside agencies can talk to regarding any issue to do with safeguarding
- To be aware of the names and telephone numbers of appropriate departments and teams within Social Care and the Police in the event of a referral needing to be made
- To be aware of when to seek advice, and when it is necessary to inform the Police or statutory services of a concern or incident
- To take appropriate action in relation to any safeguarding concerns which arise within the church
- To ensure safe practice is in place for supporting people who may pose a risk to children and adults at risk at church
- To cooperate with statutory services and the Police in safeguarding investigations relating to people within the church
- To ensure that appropriate records are kept by the church, and that information in relation to safeguarding issues is handled confidentially and stored securely
- To inform the Synod Safeguarding Officer about any referrals made to the statutory authorities, or of any information received from the statutory authorities

- To report safeguarding information annually to the Eldership / Church Meeting and the Synod Safeguarding Officer, as part of the annual returns process, to enable them to monitor safeguarding in the Synod
- To be an advocate for good safeguarding practice in the church
- To promote sensitivity within the church towards all those affected by abuse
- To promote positive safeguarding practice and ensure procedures are adhered to
- To arrange and / or promote opportunities for training in safeguarding to any relevant members of the leadership team and all people involved in regulated activities with children or adults (including Ministers, staff and volunteers), as recommended by the Synod, and ensure that their training is renewed every three years
- To seek appropriate support and advice in carrying out this role (eg, from the SSO)
- To make arrangements for the Deputy CSC (or other suitable person if there is no deputy) to carry out this role when on leave, and to publicise who the substitute is and the dates of the alternative arrangements.

### **Requirements for the role**

- To have knowledge of policy and practice for safeguarding children and / or adults at risk
- Good communication (written and oral) skills
- Be willing to attend appropriate safeguarding training / refresher training and keep updated on matters related to safeguarding
- Be willing to be easily contactable – and prepared to make contact details public to enable direct contact when needed.