

TAS VALLEY TEAM MINISTRY - ROLE DESCRIPTION FOR NAMED PERSON AND CHURCH SAFEGUARDING OFFICERS

In the Tas Valley Team Ministry, there is one named person for all the churches since some of our work involves more than one church working together. This named person has assistants (church safeguarding officers) - one for each of the churches in the Tas Valley Team Ministry.

Checklist of the Key Tasks for the Named Person for Safeguarding. (Child Protection & Vulnerable Adults).

The Named Person is a PCC Appointment

Each PCC must appoint a 'Named Person' with responsibility for implementing Diocese of Norwich Safe Haven Guidelines within the parish. The person appointed should be known within the church and may be ordained or lay. The Named Person for Child Protection may be, but need not be, the Named Person for the Protection of Vulnerable Adults. In multi-parish benefices a Named Person may act for more than one parish.

All information updates from the Bishops Adviser on Safeguarding are provided by email so a Named Person must be contactable by email or make arrangements for someone (usually the Incumbent) to act as their email contact. A Named Person must also be willing for their details to be held on the Diocese of Norwich Database and passed to Due Diligence Checking Ltd (DDC) the company who provides the DBS checks for the Diocese.

The responsibilities of the Named Person:

1. Upon appointment:

- Email your contact details (postal address, phone number & email) to:
 - sue.brice@dioceseofnorwich.org stating which Parishes you cover and if you are the Named Person for Child Protection or Vulnerable Adults or both.
 -
- Complete a Confidential Declaration Form and pass this to the Incumbent. The form can be downloaded from here:
 - www.dioceseofnorwich.org/safeguarding/
 -
- Ensure that the Incumbent (in a vacancy, the Rural Dean.) contacts DDC to request a DBS check for you as the new Named Person.

DDC Ltd	Tel:	0845 644 3298
P.O. Box 6878	email:	norwichd@ddc.uk.net
Syston	website:	www.ddc.uk.net
LEICESTER LE7 4ZR		
- The cheapest and simplest way to obtain a DBS Check is to use the online system described here and we suggest you use this method for all your checks: www.ddc.uk.net/criminal-record-checks/standard-and-enhanced-dbs-checks/online-dbs-checks/ Chapter 14 on page 21 of the Safe Haven Guidelines details the DBS checking process and the role of DDC.
- Read through the Safe Haven Guidelines to become familiar with them.

2. Within the first three months of appointment:

- Check that the PCCs have agreed, and review annually, a Policy Statement (see Appendix A of Safe Haven) on child protection and vulnerable adults. An up-to-date Policy Statement (dated no older than 12 months) should be displayed in a prominent position on church premises. (This to be done by checking that the parish reps have sent you a copy.)
- Check that all volunteers and PCC employees in regular contact with children under the age of 18 or vulnerable adults have completed a confidential declaration form (to be received from the parish reps) and where necessary, have DBS check. (A record of this to be kept including expiry date.)
- Information on the confidential declaration form can be found on page 11 of Safe Haven. Information on who needs a DBS check can be found on page 10 of Safe Haven.
- Undertake any DBS Checks for new leaders (or existing leaders where there is no record of a DBS check) where necessary (see page 11 of Safe Haven).

3. Within six months of appointment (and then on-going)

- To support the parish safeguarding officers to implement and monitor the Parish (or Cell Church) Policy Statements on Safeguarding, encouraging good practice based on the Safe Haven guidelines.
- To arrange the hosting of safeguarding training and actively encourage all those who work with children and young people to undertake training provided or signposted by the Diocese and keep a record of training taken. Training is advertised in Across the See Magazine and on the Diocese website (www.dioceseofnorwich.org)
- To receive, but not to investigate, any suspicions or allegations of abuse which may arise and to immediately inform the Bishop's Adviser for Safeguarding.

***For any questions relating to the role of the Named Person please contact:
Sue Brice Bishop's Safeguarding Adviser Tel: 07958377079
sue.brice@dioscesofnorwich.org***

TAS VALLEY Checklist of the Key Tasks for church-based safeguarding officers for Safeguarding. (Child Protection & Vulnerable Adults).

1. Read through the Safe Haven Guidelines to become familiar with them.
2. Check that your own PCC/ Trustees have agreed, and review annually, a Policy Statement (see Appendix A of Safe Haven) on child protection and vulnerable adults. An up-to-date Policy Statement (dated no older than 12 months) should be displayed in a prominent position on church premises and a copy sent to the Named Person.
3. Give a list of all volunteers and PCC employees in regular contact with children under the age of 18 or vulnerable adults to the Named Person together with a description of their role. Check that they have completed a confidential declaration form and supply a copy of this to the Named Person.
4. Ensure that copies of both these forms are held confidentially by yourself as the parish safeguarding officer and passed to your successor.
5. People who publicly represent the church in any capacity should also be required to sign a confidential declaration form as a matter of course. (This does not have to be forwarded to the Named Person unless an issue is identified but should be kept confidentially by yourself as the parish safeguarding officer and passed to your successor)
6. Check that the PCC (or Cell Trustees) has appropriate health and safety policies and procedures, and adequate insurance cover in place for all church activities, including work with children, young people and vulnerable adults. **Check that at least three PCC members have got DBS clearance.** We suggest you do this by asking the PCC to confirm and record in the minutes of a PCC meeting that this is in place. This may be done at the Annual Meeting of the PCC.
7. To ensure that anyone having regular contact with children or vulnerable adults in your church is appointed in accordance with the Safe Haven guidelines, is provided with a copy of the of the Parish Policy Statement and a copy of the Safe Haven guidelines in order that they read and become familiar with them
8. To promote safeguarding training organised by the diocese or the Benefice and to proactively encourage all those who work with children, young people or vulnerable adults to undertake training provided or signposted by the Diocese.