



## Safeguarding Administrator

### Background

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately report it.

### Principles

Workers with children and/or adults experiencing, or at risk of abuse or neglect must have a commitment to:

- Treat individuals with respect;
- Recognise and respect their abilities and potential for development;
- Promote their rights to make their own decisions and choices, unless it is unsafe;
- Ensure their welfare and safety;
- The promotion of social justice, social responsibility and respect for others; and
- Confidentiality, never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding issues of concern (e.g. allegations of abuse). Safeguarding issues of concern must **always** be reported to the Police or Social Care services and Diocesan Safeguarding Adviser.

### Accountability

This post is accountable to the Safeguarding Team (currently Lena Phillips, Rosie Brooks and Josh Cook) and through them to the vicar and PCC.

### Key roles

- To attend Safeguarding Team meetings and take and distribute minutes
- To ensure the Safeguarding Policy (and other relevant documents) are up to date, presented professionally and publicly available
- To set in place suitable systems to manage all safeguarding data (such as volunteers, training, references, confidential declarations, DBS checks etc)
- To keep all safeguarding data up to date
- To ensure that all volunteers have completed the appropriate Safeguarding paperwork and training for their roles
- Any other tasks the Safeguarding Team require help with
- To maintain appropriate confidentiality at all times



## Terms of engagement

- It is anticipated this role will take about 5 hours per week. A timesheet of hours worked is to be kept, and an invoice given to the Church Administrator each month. If more than 22 hours are worked in any given 4 week period, the rest of the Safeguarding Team are to be made aware, so we can keep track of how much time the role is taking.
- Pay is £10.71 per hour
- This post will be subject to a review after 6 months to check that the role is helping the Safeguarding Team and the post-holder is fulfilling the role adequately
- It is essential the post-holder works within the church's Safeguarding policy
- Hot-desk space will be available if needed at the church office
- If the post-holder's own computer is used, it will need to comply with our GDPR / data security policy
- This post may be eligible for a DBS / criminal record check which will be renewed at least every five years
- We will do our best to provide a supportive, inclusive and positive environment that ensures you enjoy your work and that you are treated with respect and courtesy and provided with appropriate training

## Person specification

### Must

- Be administratively gifted, able to design systems to support the safeguarding requirements.
- Be able to handle sensitive information confidentially.
- Be able to work as part of a team but also be able to work independently.
- Have, or be able to develop, a thorough understanding of safeguarding requirements.
- Have an eye for detail.
- Be able to graciously but firmly chase up volunteers when needed.
- Be able to maintain & update safeguarding records independently.
- Be available for weekday daytime meetings once every half term.

### Should

- Be able to take up previously unfinished tasks and see them through to completion
- Be able to liaise with Ministry leads in order to keep systems updated.
- Have a willingness to develop their skills and attend relevant Diocesan Safeguarding Training.

### Could

- Take on other admin tasks only if safeguarding completed within allocated hours.