

## **Checklist of the Key Tasks for the Parish Safeguarding Officer (previously Named Person for Safeguarding)**

### **The Parish Safeguarding Officer (PSO) is a PCC Appointment**

Each PCC must appoint a PSO with responsibility for implementing House of Bishops policies and guidance. The person appointed should be known within the church and may be ordained or lay but should not be the incumbent. The PSO for Child Protection may be, but need not be, the PSO for the Protection of Vulnerable Adults. In multi-parish benefices a PSO may act for more than one parish.

All information updates from the Safeguarding Team are provided by email so a PSO must be contactable by email. A PSO 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 PSO:**

#### **1. Upon appointment:**

- Email your contact details (postal address, phone number & email) to: [info@dioceseofnorwich.org](mailto:info@dioceseofnorwich.org) stating which Parishes you cover and if you are the PSO for children or adults or both.
- Complete a Confidential Declaration Form and pass this to the Incumbent. The form can be downloaded from here: <https://www.dioceseofnorwich.org/training/safeguarding/forms>
- Ensure that you contact Brenna Wells ([Brenna.wells@dioceseofnorwich.org](mailto:Brenna.wells@dioceseofnorwich.org)) if you need to take over the Due Diligence Checking (DDC- company the Diocese/Parishes should use to complete safer recruitment DBS checks) account. We will need your express permission to share the details you provide with DDC also the account name or proposed name if no account exists for your parish.

DDC Ltd  
P.O. Box 6878  
Syston  
LEICESTER LE7 4ZR

Tel: 0845 644 3298  
email: [contact@ddc.uk.net](mailto:contact@ddc.uk.net)  
website: [www.ddc.uk.net](http://www.ddc.uk.net)

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/](http://www.ddc.uk.net/criminal-record-checks/standard-and-enhanced-dbs-checks/online-dbs-checks/)

- Read through the Parish Safeguarding Handbook

**2. Within first three months of appointment:**

- Check the PCC has agreed and adopted Promoting a Safer Church policy statement and signed the Policy Principles statement. An up-to-date Policy Principles statement (dated no older than 12 months) for both children and adults should be displayed in a prominent position on church premises.
- Check that all volunteers have been Safely recruited using the Safer Recruitment Guidance (2016).
- Ensure that copies of both the Confidential Declaration forms are held confidentially.
- Undertake any DBS Checks following Safer Recruitment Practice Guidance (2016)
- Check that the PCC has appropriate health and safety policies and procedures, risk assessments and adequate insurance cover in place for all church activities, including work with children, young people and vulnerable adults. 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.

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

- To implement and monitor the Parish Policy Statements on Safeguarding, encouraging good practice based on the House of Bishops Guidance.
- To ensure that anyone having regular contact with children or working volunteering in regulated activity with vulnerable adults is provided with a copy of the Policy Statement and is directed to read and become familiar with the Parish Safeguarding Handbook.
- To ensure that all those who work with children and young people and vulnerable adults undertake the relevant level of training provided and keep a record of training taken. Training is advertised on:  
<https://www.dioceseofnorwich.org/training/safeguarding/training>
- To receive, but not to investigate, any suspicions or allegations of abuse which may arise and to know who to contact

***For any questions relating to the role of the PSO please contact:***

**The safeguarding team:**

[safeguarding@dioceseofnorwich.org](mailto:safeguarding@dioceseofnorwich.org)

tel: 01603 882345