**Stantonbury Ecumenical Partnership.**

Draft job description of Partnership Safeguarding Officer.

The Partnership Safeguarding Officer is the key link between the denominational safeguarding and the LEP. She/he will have an overview of all church activities involving children, young people and vulnerable adults and will seek to ensure the implementation of safeguarding policy. The role can be taken by one person, or the role shared, for example with one person covering children the other vulnerable adults.

The key tasks of the Partnership safeguarding officer are to:

1. Have an overview of all church activities involving children and vulnerable adults and keep a record of these activities.
2. Maintain records of DBS certification and training undertaken with dates of expiry/renewal.
3. Provide support to congregational safeguarding leads and advice on who requires DBS checks and at what level.
4. Be familiar with the denominational safeguarding guidance and ensure that leaders of activities are fully aware of, and are implementing, this guidance.
5. Liaise with the clergy and the relevant trustee over safeguarding issues.
6. Keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters.
7. Liaise as necessary with the Denominational Safeguarding Advisers. Report all concerns or allegations against church officers to the relevant authorities.
8. Attend safeguarding training offered for safeguarding officers.
9. Attend a meeting of the Partnership Council at least annually to ensure safeguarding issues are discussed and that the church leadership adopt the annual Church Safeguarding Policy.
10. Ensure that the Church Safeguarding Policy and contact details is displayed in all Church premises.
11. Keep good records of any safeguarding concerns that may arise, and ensure that others do the same.
12. Keep the church leadership informed of good safeguarding practice.
13. Undertake an annual audit of safeguarding practice in the partnership.