



LIVERPOOL SAFEGUARDING DEPARTMENT

Role Title: Local Safeguarding Representative

(This role is subject to an Enhanced DBS with a check against child & adult workforce. This role should not be taken up until the volunteer has completed the DBS process, and a letter of appointment has been received from the Safeguarding Dept.)

Responsible to: Parish Priest

Role Purpose: Responsibility for ensuring that parishes and local communities are aware of the importance of protecting children, young people and vulnerable adults, and what is involved in promoting good practice, which will include basic concepts of appropriate and inappropriate behaviour.

Main Responsibilities:

1. To develop good communication links throughout the parish, and become familiar with the various activities in which volunteers are involved.
2. With the local parish priest/parish administrator, and in conjunction with the Safeguarding Department, ensure that the safe recruitment process is rigorously followed for Parish volunteers working with children, young people and vulnerable adults, including the Disclosure & Barring Service (DBS) check, in line with national policy and procedures.
3. A willingness to be involved from time to time in support, development and training groups and to pass on information and learning from those groups.
4. Be familiar with national policies and procedures and be willing to be part of a pastoral area, working to promote their implementation locally.
5. Act as central point for concerns to be shared, recorded confidentially; to report concerns to statutory authorities and pass on details immediately to the Safeguarding Department.
6. To ensure that access to the parish representative is easily accessible by children, young people & vulnerable adults. To ensure that information about Helplines and Safeguarding policies are readily available. Where there are activities with children; such information should be presented in 'child friendly' language using appropriate child-centred illustrations.
7. To complete the e-learning training provided by EduCare within 3 months of taking up role.
8. To access regular training opportunities to keep you informed of developments in your role.

Person Specification:

- a) A responsibility for promoting good practice in all activities involving children, young people and vulnerable adults.
- b) The appointed person will be a person with integrity; they will be respected in their parish and will be able to maintain appropriate confidentiality.