




# SAFEGUARDING IN OUR PARISHES

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Parish Safeguarding  
Representative

Keep In Touch  
With Us

0151-652-9855 

[www.dioceseofshrewsbury.org](http://www.dioceseofshrewsbury.org) 

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



# Diocesan Safeguarding ROLE DESCRIPTION

## Parish Safeguarding Representative

### ROLE PURPOSE

- Responsibility for ensuring the parish is aware of the importance of protecting children, young people, and adults at risk, and promoting robust safeguarding practice.
- To work closely with the Parish clergy to advise and assist on safeguarding matters.

### MAIN RESPONSIBILITIES

- To develop good communication links throughout the Parish and become familiar with the various activities.
- With the Parish Priest, and in liaison with the Safeguarding Office, ensure that the safe recruitment process is promoted and followed for those engaging with children, young people and adults at risk. Facilitating the Disclosure & Barring Service (DBS) checks, in line with CSSA national policy.
- A willingness to be involved from time to time in the support, development, and training of Parish groups and to pass on relevant safeguarding resources.
- To be familiar with CSSA national policies.

- To act as central point for concerns to be shared. To liaise with the Parish Priest and report all matters relating to concerns and allegations to the Safeguarding Office. The Safeguarding Office will then in turn refer to statutory agencies as required. Concerns about the Parish Priest should be raised directly with the Safeguarding Office.
- To ensure that access to the PSR is easily accessible to all. To ensure that safeguarding information (including policies and resources) are readily available.
- To complete the CSSA Learning Management System e-learning training within 3 months of taking up role. To attend diocesan safeguarding training at least every 2 years and access regular training opportunities where available internally and externally of the diocese.
- Ensure the Safeguarding Office is notified of any offenders/ex-offenders of children and adults at risk attending church and to contribute to relevant Safeguarding Plan agreements.

### PERSON SPECIFICATION

- Able to take responsibility for promoting safer practice in all activities involving children, young people and adults at risk and make recommendations considering the arrangements of the Parish.
- Good pastoral and organisational skills.
- Experience of working with children, young people or adults at risk would be advantageous.
- Ability to maintain appropriate confidentiality and to conduct themselves with integrity.

#### DBS

This role is subject to an enhanced DBS. 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 Office.

Responsible to: Parish Priest & Safeguarding Office.

# REPORTING PROCESS

If you are concerned about the welfare of a child or adult at risk, do not delay in contacting the police, using 999 if a child or adult is believed to be in immediate danger.

It is the policy of the Catholic Church in England and Wales to report all allegations of abuse to statutory authorities, regardless of whether the abuse occurred recently or in the past, or whether the accused person is living or deceased. If you are in any role within the Catholic Church in England and Wales, you must refer allegations directly to the safeguarding office for your diocese or religious congregation, or directly to the Police.

If you are a member of the public, please refer allegations directly to the police and also to the safeguarding office in your diocese. You can also contact Catholic Safeguarding Standards Agency (CSSA) by telephoning 0207 901 1920 or via email at [admin@catholicsafeguarding.org.uk](mailto:admin@catholicsafeguarding.org.uk)

## Diocesan Safeguarding Office



Curial Office, 2 Park Road South,  
Prenton, Wirral, CH43 4UX.



0151-652-9855 (Mon-Fri 9am-5pm)



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

# WORDS FROM BISHOP MARK DAVIES



Safeguarding is a task and commitment to which every member of the Church is called. Safeguarding is part of proclaiming the Gospel, for in all our efforts to care and protect the most vulnerable we give witness to Christ. The same Jesus, the Eternal Son of God who became vulnerable and defenceless as a tiny child entrusted to Our Lady and Saint Joseph.

Today we can be grateful for so many in our Shrewsbury Diocese who serve the Church's mission in safeguarding, helping to make the home and family of the Church the safest of places for the young and the most vulnerable. We are thankful too for the invaluable network of volunteers and team of professionals at parish and diocesan level who help us all put safeguarding into practice in our communities and remind us of our shared responsibilities.

With my thanks to everyone who is part of the Church's safeguarding mission today.

*Bishop Mark Davies*



Diocese of  
Shrewsbury

