

JOB DESCRIPTION FOR: SAFEGUARDING PRACTITIONER

Location: St Marys House, The Close Lichfield

Hours and salary

- 2 x part time (17.5 hours) – £20,000 to £22,000 per annum, dependent on skills and experience.
- 1 x full time (35 hours) – £40,000 to £44,000 per annum, dependent on skills and experience.

Role Profile:

These positions are open to candidates from a Social Work, Policing or Probationary background who have relevant experience of safeguarding children, young people and vulnerable adults. Where your professional background requires registration, this should be current and maintained (for example Social Work England if your background is Social Work).

This role will enhance safeguarding support for the Diocesan Safeguarding Officer/Team Lead (DSO), in serving and equipping the Diocese to implement robust policies and practises.

Key Relationships:

The applicant if appointed will report to the Diocese Safeguarding Officer/Safeguarding team lead and the Deputy Diocese Safeguarding Officer.

Other key relationships include the Diocesan Bishop and his Chaplain, the Diocesan Secretary, the Archdeacons, Director of Communications and the wider Safeguarding team (locally and nationally).

Main Activities and Responsibilities:

1. Management of new and existing cases as directed by the Diocesan Safeguarding Officer/Team Lead: -
 - a) Respond to requests for advice, information and guidance for individuals in the Church who are concerned about the welfare of vulnerable people (children, young people and adults whose behaviour is concerning). This is to include supporting survivors of abuse as appropriate.
 - b) Under the guidance of the DSO take the lead in responding to serious situations following the Responding to, assessing and managing safeguarding concerns or allegations against church officers practice guidance. This will include applications under Clergy Disciplinary Measure if appropriate.
 - c) Attending and chairing safeguarding core groups set up by the Diocesan Safeguarding Team to make decisions with senior managers and officers in relation to managing complex cases and risk.
 - d) Provide advice to and identify support for those who are victims or survivors of abuse.

- e) Attend strategy meetings and child or adult protection conferences as requested by the DSO and statutory services. At times this will include preparing parish personnel for such meetings and attending with them or on their behalf.
2. Undertake risk assessments of individuals where there are or have been concerns about their behaviour towards children or vulnerable adults, where they have convictions for offences against children or vulnerable adults or where they have a blemished DBS disclosure. Ensure that these assessments are in line with national guidance.
 3. Undertake initial fact finding relating to any concerns that have been raised about inappropriate behaviour towards a child or vulnerable adult. This includes non-current allegations of abuse.
 4. Provide guidance and direction where there are concerns about adults who may be a risk to children or vulnerable adults or to themselves.
 5. Support parishes during a child or adult protection enquiry and afterwards, where appropriate, including making arrangements for the support of congregations and individuals affected by allegations of abuse.
 6. Contribute to the drawing up and regular review of safeguarding agreements to enable individuals about whom there is a child or adult protection concern to worship whilst protecting children or adults from any potential risk.
 7. Liaise with the Director of Communications in relation to cases that may attract public interest.
 8. Keep and maintain accurate records and files in relation to case work, ensuring that the records are suitable for admission in legal proceedings, using My Concern CMS system.
 9. Working with Safeguarding training lead to support delivery of safeguarding training to clergy and lay people in line with the national safeguarding training programme when required.
 10. Undertake safeguarding audits of parishes: identify areas for development and support parishes in implementing these.
 11. Build professional relationships with parish safeguarding officers, clergy and statutory agencies including the Local Authority Designated Officer, the police public protection unit, local MASH teams and the probation service.
 12. Attend the Diocesan Safeguarding Scrutiny group when required.
 13. To undertake duty screening and decision making via participation on a team rota in consultation with relevant team leads.
 14. Report and refer concerns internally and to external statutory partners as appropriate. To assist and support Statutory workers in their case work as required.
 15. Any other tasks as requested by the DSO/Safeguarding Team Lead.

Person Specification:

This section details the attributes which are required in order to undertake the full remit of this post.

Key:

- AF – Application Form;
- I – Interview;
- T – Task.

Attributes	Essential	Desirable	Assessment Tools <ul style="list-style-type: none"> • Application Form; • Interview; • Case study.
<p>Qualifications A relevant professional qualification or equivalent experience (for example, social work, Policing or Probation services). Where a candidate is from a registered profession (such as Social Work) registration should be current and maintained.</p>	√		AF
<p>Experience of: -</p> <p>Safeguarding working with children, young people or adults who are vulnerable.</p> <p>Assessment and risk management of those who have offended against children or vulnerable adults and those who may pose a risk to children or vulnerable adults.</p> <p>Keeping and maintaining safeguarding records and safeguarding administration.</p> <p>Prioritising workload, time management, dealing with conflicting priorities and meeting deadlines.</p>	√		AF, I
<p>Ability to: -</p> <p>Identify and assess key issues in the field of safeguarding children and adults. Analyse complex situations and advise/respond appropriately.</p> <p>Work constructively with a wide range of interested parties including staff in the statutory and voluntary sectors.</p> <p>Deal sensitively and appropriately with confidential information.</p> <p>Sympathetically and sensitively engage with survivors of abuse, vulnerable adults and others affected by child or adult protection issues.</p>	√		AF, I

Assist in delivery safeguarding training to a high standard as required.	√		AF, I, CS
Keep up to date with legislative developments in the field. If appropriate maintain professional registration requirements.	√		AF, I
Knowledge and Skills			
Effective verbal and written communication skills.	√		AF, I, CS
Knowledge of general IT systems and applications including spreadsheets, word processing, power point and database.	√		AF, I, CS
Excellent attention to detail and highly accurate with excellent spelling, grammar and proof-reading skills.	√		AF, I, CS
Personal qualities			
Professional, friendly and approachable particularly when under pressure.	√		AF, I
A strong commitment to safeguarding as an essential part of the church's work in pastoral care and welcome.	√		AF, I
Willingness to work on own initiative and be accountable.	√		AF, I
Supportive of the mission and ministry of the Church of England and the Diocese of Lichfield's direction of travel	√		AF, I
Able to work flexible hours, including evening and weekend work as negotiated with the Diocesan Safeguarding Officer/ Safeguarding team lead.	√		AF, I
Willingness to travel within the Diocese.	√		AF, I
An ability to utilise and engage in supervision (formal and informal) and utilise these to demonstrate accountability and transparency in practice.	√		AF, I
A willingness to utilise training and supervision to ensure continual progression and development of practice.	√		AF, I

If you have a disability or long-term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether a reasonable adjustment can be made.

An Enhanced DBS certificate with barring is required for this role.