



Chaplaincy Safeguarding Officers

Job Description and Key Responsibilities

The Safeguarding Officer is the primary link between the Diocese and the chaplaincy on safeguarding matters. They provide an overview of all church activities involving children, young people and vulnerable adults, and help ensure that the safeguarding policy and safer recruitment are put into practice.

The role can be performed by one person or shared among two or more people. For example, one person may focus on children and young people while another focuses on vulnerable adults, or an Assistant Safeguarding Officer may be appointed to help with the work.

The main responsibilities of the Safeguarding Officer include:

- Keeping an overview of all activities involving children and vulnerable adults and maintaining a record of these
- Being familiar with diocesan safeguarding guidance and ensuring that activity leaders understand and follow it
- Maintaining the DASHBOARD and the associated Safeguarding Hub.
- Share the generated DASHBOARD report with the Chaplaincy Council at least quarterly
- Working with the Chaplain on safeguarding matters if appropriate
- Keeping in regular contact with activity leaders and offering advice and support
- Liaising with the Diocesan Safeguarding Team and referring any concerns or allegations about church officers to the Diocesan Safeguarding Officer
- Attending diocesan safeguarding training for Safeguarding Officers
- Supporting safeguarding training within the chaplaincy when appropriate
- Attending at least one Chaplaincy Council meeting each year to ensure safeguarding is discussed and that the safeguarding policy is adopted annually (more frequently is recommended)
- Making sure safeguarding contact details and the safeguarding policy are appropriately and clearly displayed
- Keeping clear records of any safeguarding concerns
- Promoting safe practice within worship and all church activities
- Keeping church leadership informed about good safeguarding practice
- Completing regular safeguarding self-assessments in line with diocesan guidance

For all these responsibilities, the Safeguarding Officer is accountable to the Chaplain and Churchwardens.

Job Description

Role Title

Chaplaincy Safeguarding Officer (CSO)
Assistant Chaplaincy Safeguarding Officer (Assistant CSO)

Status

Volunteer Church Officer, as defined by the Church of England

Accountability

The Safeguarding Officer is accountable to the Chaplain and the Chaplaincy Council. They work closely with the Diocesan Safeguarding Team and follow the Church of England's safeguarding policy and practice guidance.

Purpose of the Role

The Chaplaincy Safeguarding Officer is the main person responsible for safeguarding within the chaplaincy. The role exists to ensure that safeguarding children, young people and vulnerable adults is part of the culture, leadership and day-to-day practice of the chaplaincy.

Where an Assistant Safeguarding Officer is appointed, they support the Safeguarding Officer by sharing responsibilities and helping to ensure the work is sustainable and effective.

Core Safeguarding Principles

In line with national guidance, the Safeguarding Officer and Assistant will:

- Promote a safe, open and accountable culture
- Make sure concerns are responded to promptly and appropriately
- Support safer recruitment, safe working practice and good record keeping
- Recognise that safeguarding is everyone's responsibility while providing clear local leadership

Key Responsibilities

Safeguarding Leadership and Oversight

- Maintain an overview of all chaplaincy activities involving children, young people and vulnerable adults
- Keep an up-to-date record of these activities and their safeguarding arrangements
- Promote safe and inclusive practice across worship, pastoral care and other activities

Policy, Practice and Governance

- Be familiar with safeguarding guidance and ensure it is followed locally
- Support the Chaplaincy Council in adopting, reviewing and approving the safeguarding policy each year
- Ensure safeguarding is reported to the Chaplaincy Council at least annually, or more often if needed
- Complete safeguarding self-assessments as requested by the Diocese
- Utilise and update the DASHBOARD and the associated Safeguarding Hub

Advice, Support and Liaison

- Work closely with the Chaplain to provide safeguarding advice
- Act as a point of contact for safeguarding in the chaplaincy
- Support activity leaders to understand and follow safeguarding guidance
- Maintain good working relationships with the Diocesan Safeguarding Officer and team

Managing Safeguarding Concerns

- Receive safeguarding concerns in line with national guidance
- Ensure that any concerns or allegations about church officers are referred without delay to the Diocesan Safeguarding Officer
- Ensure concerns about the Chaplain are also passed directly to the Diocesan Safeguarding Team
- Keep accurate and confidential safeguarding records in line with data protection requirements

The Safeguarding Officer does not investigate concerns or make safeguarding decisions independently.

Training and Development

- Attend required safeguarding training
- Support or help coordinate safeguarding training within the chaplaincy where appropriate
- Keep their safeguarding knowledge up to date

Assistant Chaplaincy Safeguarding Officer

The Assistant Safeguarding Officer supports the Safeguarding Officer in carrying out these responsibilities. This may include:

- Taking responsibility for specific areas such as children, adults, records or training
- Providing additional capacity and continuity
- Acting as a deputy when the Safeguarding Officer is unavailable, within agreed boundaries

The Assistant works under the guidance of the Safeguarding Officer and does not hold overall responsibility for safeguarding oversight. They must meet the same recruitment and training requirements as the Safeguarding Officer.

Skills, Experience and Qualities

Essential

- A clear commitment to safeguarding as part of Christian ministry
- Integrity, discretion and the ability to handle sensitive information appropriately
- Confidence to offer advice and, where necessary, challenge constructively
- Ability to work well with clergy, volunteers and diocesan teams
- Willingness to complete safeguarding training

Desirable

- Experience of safeguarding or working with children, young people or vulnerable adults
- Understanding of church or chaplaincy settings
- Ability to support good practice and cultural change

Safer Recruitment and Training

This role is subject to safer recruitment processes. This includes references, an enhanced DBS check at the appropriate level, and completion of Church of England safeguarding training relevant to the role.

Support

The Safeguarding Officer and Assistant will receive ongoing support from the Diocesan Safeguarding Team and access to safeguarding resources. They will also be supported by the Chaplain and the Chaplaincy Council.