

Designated Safeguarding Lead Role Profile – Maybridge Community Church

Role purpose

Everyone has a responsibility to help safeguard children and adults at risk; none more so than in places of worship who, after schools, work with more children than any other institution. Places of worship are also more vulnerable because they are open to all. It follows, therefore, that within a places of worship, there should be at least one person to undertake the safeguarding role. As the safeguarding lead you act as the main person of contact for safeguarding at Maybridge Community Church. It is expected that as you develop in the role you will also be the source of support, advice and expertise for safeguarding.

Duties and Responsibilities

- Advise and support the leadership team in developing and establishing Maybridge Community Church's approach to safeguarding.
- Play a lead role in maintaining and reviewing the church's plan for safeguarding.
- Creating, reviewing (annually) and distributing the safeguarding policy, procedures and safeguarding resources throughout the church.
- Advise on training needs and development, providing or sourcing training where appropriate.
- Provide safeguarding advice and support to staff and volunteers. Ensuring all staff are aware of who the safeguarding lead and deputy safeguarding lead are and how and when to contact them.
- Manage safeguarding concerns, allegations or incidents reported to Maybridge Community Church.
- Manage referrals to key safeguarding agencies (e.g. social services or police) of any incidents or allegations of abuse and harm.
- Maintain accurate and secure records.
- Ensuring the church has sufficient safer recruitment procedures.
- Completing children and adult's safeguarding training, and safeguarding leads training at regular intervals.

Skills and Abilities

You don't need to have previous experience or qualifications in safeguarding to be the safeguarding lead. Knowledge of safeguarding guidance and procedures is helpful, but you can learn this through training. You do need to be confident to lead and influence others and be prepared to deal with difficult situations and people. You also need to be organised and able to create clear systems and processes, as managing safeguarding concerns and tracking actions is the main part of your role.

- Ability to build effective working relationships with staff, volunteers and others.
- Ability to advise and support individuals at all levels within the church.
- Act with integrity and respect when working with others.
- Administration management skills.
- Good communication skills and ability to influence others.
- Ability to work with conflict and emotionally distressing matters.
- Ability to produce and develop guidance and resources.
- Good knowledge of types of abuse and harm