



# Diocese of Westminster

## SAFEGUARDING SERVICE

### PARISH SAFEGUARDING REPRESENTATIVE

The Parish Safeguarding Representative (PSR) has a special responsibility for promoting good and safe practices in all activities involving children, young people and adults at risk within the parish. This will involve making referrals to the Safeguarding Coordinator where necessary. The PSR is the link between the parish and the diocese and as such is in regular contact with the Safeguarding Coordinator and the DBS Administrator. The PSR attends training sessions and has a sound knowledge of the policies and procedures and also who to contact when necessary. The PSR is involved in the recruitment of people to roles within the parish and has the responsibility for facilitating the DBS Disclosure procedure at parish level to ensure that everybody who is required to go through the procedure does so.

#### Person specification

##### Experience required:

<ul style="list-style-type: none"><li>• Experience as an administrator/secretary or some comparable experience</li></ul>	<ul style="list-style-type: none"><li>• Desirable</li></ul>
<ul style="list-style-type: none"><li>• Experience within social care/probation/health/police service or some comparable experience</li></ul>	<ul style="list-style-type: none"><li>• Desirable</li></ul>
<ul style="list-style-type: none"><li>• An understanding of the social and moral teaching of the Catholic Church</li></ul>	<ul style="list-style-type: none"><li>• Essential</li></ul>

##### Competences required:

<ul style="list-style-type: none"><li>• Ability to command respect from fellow Parishioners</li></ul>	<ul style="list-style-type: none"><li>• Essential</li></ul>
<ul style="list-style-type: none"><li>• Ability to work methodically and consistently</li></ul>	<ul style="list-style-type: none"><li>• Essential</li></ul>
<ul style="list-style-type: none"><li>• Excellent organisational skill, able to prioritise and meet deadlines</li></ul>	<ul style="list-style-type: none"><li>• Essential</li></ul>
<ul style="list-style-type: none"><li>• Ability to work alone or in a small team, using initiative</li></ul>	<ul style="list-style-type: none"><li>• Essential</li></ul>
<ul style="list-style-type: none"><li>• Ability to work with complete discretion and confidentiality</li></ul>	<ul style="list-style-type: none"><li>• Essential</li></ul>
<ul style="list-style-type: none"><li>• Ability to project a friendly, but professional manner with Parishioners</li></ul>	<ul style="list-style-type: none"><li>• Essential</li></ul>
<ul style="list-style-type: none"><li>• Computer literate with access to email</li></ul>	<ul style="list-style-type: none"><li>• Essential</li></ul>

##### Training:

<ul style="list-style-type: none"><li>• Ability to attend meeting and training sessions organised by the Safeguarding Office</li></ul>	<ul style="list-style-type: none"><li>• Essential</li></ul>
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##### Commitment:

<ul style="list-style-type: none"><li>• Ability and commitment to perform the role for a minimum of 2 years, after initial training</li></ul>	<ul style="list-style-type: none"><li>• Desirable</li></ul>
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