

JOB DESCRIPTION

1. Job Title

Diocesan Safeguarding Adviser - Safeguarding Caseworker

2. Key Work Area

Ministry (Safeguarding)

3. Primary Purpose

Undertake safeguarding casework as allocated by the Safeguarding Manager, and ensure all work is maintained in accordance with best practice and in line with House of Bishops policy and guidance.

Provide a professional response to staff and volunteers who have safeguarding concerns.

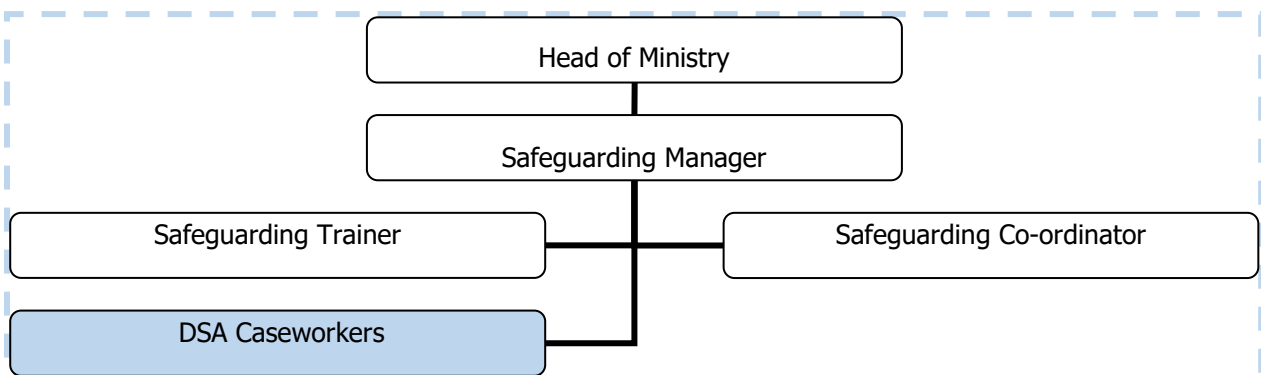
4. Secondary Purpose

To be proactive in promoting a safe environment throughout the diocese and ensure safeguarding standards are met and maintained.

5. Accountability

Accountable to the Safeguarding Manager. To work in collaboration with other caseworkers

6. Organisation



7. Main duties and responsibilities

- Provide guidance, information and advice to the Bishop and other church officers on safeguarding matters.
- To undertake risk assessments and produce safeguarding agreements and other reviews in accordance with national church requirements.
- To conduct appropriate and relevant enquiries in response to safeguarding concerns and allegations against church officers; working within the framework of current policy and practice guidance.
- Work co-operatively with local authorities, the police and other bodies, providing accurate information to enable them to take action in relation to concerns about children or adults at risk.
- Assist parishes in the implementation of safeguarding agreements to ensure the safe inclusion of those who may pose a risk in the church community; working within the framework of current policy and practice guidance.
- Develop professional relationships with statutory agencies, police, probation and other bodies, including attending appropriate strategy meetings and/or case conferences.
- Promote good communication and effective information sharing, including a proper understanding of the bounds of confidentiality.
- Ensure that victims/survivors are supported in accordance with diocesan protocols.
- Continually develop and maintain own knowledge of safeguarding legislation, policies and procedures.
- Attend national and local safeguarding events and activities as requested by the Safeguarding Manager.
- To manage safeguarding case files and data in accordance with legislation, statutory guidance and national church/diocesan requirements.
- To undertake other specific duties as requested by the Safeguarding Manager, in line with the requirements of the area and the scope of the position.

Post Holder: _____ Date: _____

Line Manager: _____ Date: __