

Mission Area Safeguarding Coordinator – Role Description

What you need to do:

1. Safe Volunteering

- ✓ DBS Checks - Ensure that everyone who needs a DBS check in the Mission Area has one
- ✓ Safe Recruitment - Ensure that new workers and volunteers are safely recruited with role description / two references / review
- ✓ Record keeping - Maintain record of volunteers, DBS checks and training

2. Safeguarding policy and procedure

- ✓ Mission Area Safeguarding Review - Complete an annual review of what activities with children and adults at risk are happening in the Ministry Area and their compliance with Safeguarding policy and procedures
- ✓ Implementation of the Safeguarding policy and procedures. Encourage work with the Mission Area and Safeguarding Support Officer to ensure activities are compliant with the policy

3. New activities or events

- ✓ Assist with completing checklist for setting up new events and activities.

4. Mission Area Conference

- ✓ Be a member of MA Conference (appointed for 3 years).
- ✓ Inform the MAC about safe volunteering, implementation of policy and new activities.

5. Diocesan Safeguarding Meetings

- ✓ Attend three times a year
- ✓ Meet and share experiences with other coordinators
- ✓ Influence changes
- ✓ Seek solutions to concerns
- ✓ Celebrate good practice