

## Appendix 2: Safeguarding Roles and Responsibilities

### BRITISH UNION SAFEGUARDING COMMITTEE (BSC)

The British Union Conference Safeguarding Committee is a sub-group of the Executive Committee and provides oversight of safeguarding across the British union of churches. They will ensure the annual updating of these policies and the coordination of legal and practice measures necessary for keeping our church family safe.

#### KEY TASKS

- Auditing and monitoring of safeguarding across the British Union Conference.
- Annual reporting to the Executive Committee on the effectiveness of Keeping Our Church Family Safe (KCFS) policies, procedures and practice.
- Ensuring insurance and charity commission requirements are met.
- Annual updating of the KCFS drawing on the views of all sectors of our church family.
- Making sure safeguarding structures are in place at all levels across the BUC.
- Keeping the Executive Committee updated on significant safeguarding issues or changes in the field.

### DESIGNATED SAFEGUARDING PERSON (DSP)

The Designated Safeguarding Person leads on safeguarding matters on behalf of the conference/mission/department or church. They ensure our safeguarding policy and guidance are followed and provide the support, guidance and training to staff, volunteers or church members. In larger settings one or more deputies should be appointed.

#### KEY TASKS

- Deal with concerns and suspicions of abuse.
- Promote safeguarding and protection throughout their church or department.
- Organise training for all personnel.
- Work with the pastor or senior management to secure the appropriate services needed to support those who are victims, and manage and supervise those who may pose a risk.
- Report to the conference or mission secretary/Church Board on safeguarding arrangements in place or needed.
- Keep the church updated on safeguarding matters.
- Coordinate the church's response and involvement in abuse cases.
- Collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.
- Keep the local pastor, and at conference level the president, aware of referrals to statutory authorities on a 'need to know' basis without breaching confidentiality in keeping with the Data Protection Act 1998.
- Be aware of local procedures for investigating cases where a child or adult has been abused or is 'at risk'.
- Pending the outcome of a formal investigation, notify your Conference/Mission of any individual (paid or unpaid) removed from working with children or adults because the person poses a risk of harm to them. NB. It is the Conference's responsibility to notify the DBS/BUC of such removals.

### RESPONSIBLE PERSON

The head of every department in the church is a Responsible Person. They are the first point of contact for any church member with concerns for the well-being of a child or adult.

### **KEY TASKS**

- Ensure their team completes all disclosure checks required.
- Support their team in fulfilling their roles and safeguarding responsibilities.
- Maintain safe working practices across their department.

### **LOCAL PASTOR**

The local pastor maintains oversight of effective management of adult and child protection concerns within their church community. They are responsible for informing the appropriate conference/mission personnel on a 'need to know' basis of any significant safeguarding issues in keeping with the Data Protection Act 1984 and 1998 and the Human Rights Act 1999.

### **KEY TASKS**

- Ensure safeguarding matters are handled in line with Keeping Our Church Family Safe (KCFS) policy and procedures and that protective measures are in place as needed.
- Ensure with the Church Board that safeguarding roles are appointed to and the duties fulfilled.
- Support the Designated Safeguarding Person in carrying out their role.

### **DISCLOSURE CLERK**

The Disclosure Clerk is the nominated person at conference and church level responsible for overseeing compliance amongst staff, volunteers or church members in completing the necessary safeguarding activities. These include completing disclosure checks and attending child and adult protection training. Disclosure Clerks will collate this information and include it with their periodic reports to their Conference/Mission.

### **KEY TASKS**

- Ensure all disclosure checks required are completed by the relevant personnel.
- Maintain an up-to-date list of staff, volunteers and church members currently working in a paid or voluntary capacity with children or vulnerable adults/adults at risk.
- Return periodic reports as specified by their conference on the disclosure checks and adult and child protection training undertaken.