



Safeguarding Lead Volunteer Role and Responsibilities

At The King's Church, Wisbech our vision is: 'That we may present everyone mature in Christ' – by Loving Jesus, Building Relationships and Serving our Community.

One of the core values of The King's Church, Wisbech and Christian ministry in general is to be loving towards each other, building relationships in order to help each other to grow and flourish in our relationship with Jesus. It is with the intention that relationships in ministry be experienced at all times as loving and without intention to do harm, or allow harm to occur.

To this end, The King's Church, Wisbech Leadership (Including Overseers, Trustees and Deacons) make safeguarding a top priority in all that we do.

By volunteering to be the Safeguarding Lead you are agreeing to take responsibility of ensuring we have that positive culture, safe environments and working practices for all those who are part of or come into contact with our church.

Serving as a volunteer not only helps others, but it also helps you and your discipleship. 'Serving our Community' is one of the three core pillars of our vision and all three should be in place in your life for you to grow in maturity in Christ. So, thank you for taking this step and we pray it will be a real benefit to your spiritual growth too. Your help is greatly appreciated.

Key Leaders:

Safeguarding Trustee: Matt McChlery

Volunteer Role Title: Safeguarding Lead

Preparation time required for this role: Online training in safeguarding as a Designated Lead Person, reading the church's safeguarding policy.

This role will require an Enhanced DBS check to be carried out.

Frequency: Continual monitoring that policy and procedure are being adhered to. But this role is fairly inactive unless an incident or 'Cause for Concern' is reported as these will need to be actioned immediately.

It is hoped that there will be at least **two** Safeguarding Leads to help share the responsibility and so that someone is still available if another is away.

General Role Description:

As Safeguarding Lead in The King's Church, Wisbech you will be expected to:

- Listen to and respect the Overseers and Trustees to whom you will report.
- Work closely with the Safeguarding Trustee.
- Attend appropriate training at least once every 3 years.
- Annually review and update the Safeguarding Policy and Procedure.
- Ensure the Safeguarding Policy and Procedure are being followed in all areas (e.g. Safer recruitment)

- Provide an annual report to the Trustees.
- Ensure DBS checks are undertaken for those roles that require them.
- Keep track of DBS issue dates and renew every 3 years.
- Help to embed Safeguarding within the culture of the church (safeguarding videos in notices, poster on welcome table, mentioned in Newcomers Connect materials, a prominent 'Safeguarding' page on the church website, easy routes to report 'Causes of Concern')
- Ensure all volunteers are trained in basic safeguarding annually.
- Take all 'Causes for Concern' reported seriously and follow the procedures in place – don't ignore anything.
- Take advice from the Thirtyone:Eight Helpline.
- Process DBS checks on the Thirtyone:Eight website.
- Keep our church records up to date on the Thirtyone:Eight website.
- Be responsible for the safekeeping of sensitive and highly confidential Safeguarding documents – in double-locked filing box in church rooms.
- Keep confidentiality – only pass information on according to our procedures and on a 'Need to Know' basis.
- Ensure risk assessments include a safeguarding element where appropriate and are in place for all formal church activities (liaise with Health and Safety Lead and Event / Ministry Lead).