



CONGREGATION OF THE MISSIONARIES OF SAINT FRANCIS DE SALES

ENGLISH PROVINCE



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Safeguarding Lead Job Role and Responsibilities

Job Role

The role of the Safeguarding Lead for the English Province of the MSFS is to promote the health and wellbeing of all members of the community; enabling them to live free from harm and abuse. This responsibility extends to those that come into contact with the MSFS AND PROVINCE through its ministry regardless of their age or vulnerabilities. The role includes oversight of the support of victim survivors and helping to bring their voices to the forefront in all our safeguarding work. The Safeguarding Lead for MSFS AND PROVINCE will also work with senior leaders and board members to oversee the development of policy and good practice, and they will organise safeguarding training and offer advice to all members of the MSFS AND PROVINCE at all levels.

Key Responsibilities

- Oversee all safeguarding activity in MSFS
- Be proactive on safeguarding, identifying and minimising possible risks and advise Religious, volunteers and staff who are dealing with safeguarding concerns.
- Raise awareness of safeguarding. Information should be provided for people who use the service on keeping themselves safe and raising safeguarding concerns.
- Ensure that victim survivors are listened to and appropriate action is taken as well as ensuring they receive the appropriate professional support and assistance that they need or request.
- To work with RLSS on safeguarding cases and training as well as oversee RLSS output and ensuring recommendations are adhered too and taken to leadership when appropriate
- To work in conjunction with statutory agencies and other partner agencies, as appropriate.
- To make referrals to the Police or appropriate external or statutory agencies including the RLSS within expected time frames.
- To maintain up to date and detailed records in secure systems.
- Advise the MSFS on the requirements of the legislation and guidance relating to safeguarding.
- Ensure all Religious, volunteers and staff receive safeguarding training appropriate to their role.
- Regularly brief Trustees and MSFS Leaders/Provincials on any safeguarding issues within or relating to the MSFS.
- Provide regular reports to the board regarding safeguarding activity.
- Ensure safeguarding is included in recruitment processes and induction for all new staff and volunteers - ensuring any relevant requirements of the Disclosure and Barring Service are met.
- Have up to date safeguarding policies and procedures that adhere to national policy and include when to report outside the MSFS– review them regularly.

- Monitor safeguarding activities within the MSFS and provide data that can help learning and improve future services.
- Carry out internal practice audits and quality assurance.
- Draw upon related data from feedback and complaints.
- Ensure all levels within the MSFS are prepared to carry out or participate in enquiries. The decisions about involvement in enquiries will depend on the size and shape of the MSFS.
- Keep abreast of national and local changes and developments in safeguarding.
- Forge local partnerships; where possible, make links with the local safeguarding boards.

Values

- Integrity, honesty and transparency.
- Commitment to high performance.
- Empathy for victim/survivors.
- Commitment to social justice.
- Personal support for the value of diversity and inclusion
- Commitment to Continuous Improvement.
- Respect and value for a diversity of opinions and contributions

Personal Specification

Experience

- Minimum of three years' professional safeguarding-related experience.
- Experience of working safeguarding cases.
- Clear and effective knowledge of safeguarding and promoting wellbeing.
- Knowledge of different forms of abuse and neglect and their impact on child development and adults at risk.
- Excellent communication and presentational skills. Clear in verbal and written communications with good listening skills.
- Understanding of confidentiality and information sharing protocols.

Personal Qualities

- Comprehensive understanding of safeguarding
- Stays calm under pressure and has the ability to provide a proportionate response to situations which require escalation.
- Accepts and responds to constructive feedback
- Builds and sustains positive working relationships.
- Trauma aware with capacity for empathetic and supportive responses.

Other

- Satisfactory Disclosure and Barring Service (DBS) check.
- Good knowledge and IT ability (word processing, emailing, internet).

- Ability to travel to, and access, a variety of premises.
- Commitment to collaborative working.
- Some flexibility in working arrangements/hours to meet operational requirements including responding to emergencies.