



Diocese of Westminster

Job Profile	Head of Safeguarding
Department / Parish / Agency	Safeguarding
Reporting to	Chief Operating Officer
Cost Centre	220
Location / Address	Vaughan House
Management of	Safeguarding Service
Contract type	Permanent
Hours	35 hours Monday – Friday including evening and weekend work as required
Salary	£65,000 per annum
Job Reference	603-220

Job Purpose:

To be responsible for, lead and manage the members of the Safeguarding Service for all operational safeguarding matters within the Diocese, including Religious Orders/Congregations affiliated to the Diocese. To serve as an ambassador and represent best practice across the Diocese for safeguarding. This is a leadership role, promoting, implementing and managing all safeguarding policies and practices. The role is responsible for the leadership of the members of the Safeguarding Service, including, appraisal, supervision, continuing professional development and objective setting, performance and conduct. The role has a particular focus on accountability for safeguarding practices across the wider Diocese.

The primary functions of this role are to (i) lead, manage and coordinate the day-to-day operational arrangements for safeguarding practice across the Diocese and (ii) support, assist and advise the Archbishop, the Trust Board and the Trustee's Safeguarding Committee.

Principle duties and responsibilities

The Head of Safeguarding fulfils his/her responsibilities for safeguarding by:

- a) Developing safeguarding policy and procedure: leading on devising and implementing safeguarding policy and procedure for consideration by the Trustee's Safeguarding Committee and approval by the Trust Board.
- b) Providing professional advice to the Trustee's Safeguarding Committee and the Trust Board on practice, legislation, procedural and strategic issues and leading on the implementation of strategy, policies and procedures.
- c) Managing and supporting staff: managing the Diocesan Safeguarding Service staff, who operate in accordance with the statutory framework and the Catholic Church's safeguarding policies and procedures, and ensuring that they receive appropriate support professional supervision, and direction;
- d) Ensuring accountability: via the Trust Board and the Trustee's Safeguarding Committee, being accountable to the Archbishop for leading and managing safeguarding practice in the Diocese. This includes keeping the Archbishop and the Episcopal Vicar for Safeguarding up to date on safeguarding matters and cases on a regular basis, advising him on appropriate practice and making recommendations for managing safeguarding allegations, information and concerns;
- e) Delivering compliance: supporting the Diocese in (i) meeting statutory requirements and relevant national Catholic safeguarding standards, (ii) implementing national and local policies and procedures and (iii) monitoring practice (including at parish level);

- f) Reporting cases: making appropriate responses to safeguarding allegations, information and concerns and making referrals to statutory or professional agencies, in line with the Church's policy of mandatory reporting of allegations to statutory authorities;
- g) Managing cases: cooperating with and assisting the police, local authorities and other bodies in their investigations in cases in which it is suspected that a child or adult at risk has suffered abuse or is at risk of suffering abuse, making timely decisions on cases to ensure the safety and protection of children and adults at risk having sought advice from the Trustee's Safeguarding Committee where necessary, making recommendations for the future conduct of cases through ¹canonical processes and facilitating such processes when directed by the Archbishop, enabling or conducting other investigations or risk assessments, ensuring effective record keeping in accordance with all legal and data protection provisions and national policy requirements, and scrutinising and reviewing cases to ensure that lessons are learned;
- h) Managing support for victims and survivors: proactively managing the planning and provision of appropriate support for alleged victims and their families, and alleged perpetrators and their families, in conjunction with the appropriate Parish Priest;
- i) Managing risk: developing (or commissioning) risk assessments and managing the production, monitoring, and review of safeguarding plans;
- j) Liaising and partnering effectively: facilitating effective liaison and information sharing with internal departments, as well as with statutory authorities and other organisations, including the Catholic Safeguarding Standards Agency (CSSA);
- k) Advising on safeguarding matters: delivering professional safeguarding recommendations, advice and guidance;
- l) Managing and promoting safe environments: managing and overseeing the work of the Diocesan Safeguarding Service staff responsible for safe recruitment of volunteers involved in working with children and/or adults at risk and promoting national guidance on creating a safe environment through best practice;
- m) Managing training: managing and evaluating the delivery of safeguarding training for Diocesan Safeguarding Service staff, clerics, office holders and volunteers;
- n) Making appointments: making appointments of appropriately qualified persons as Parish Safeguarding Representatives;
- o) Managing parish-based safeguarding: providing support and guidance to Parish Safeguarding Representatives to enable them to implement a robust safeguarding response to safeguarding allegations, information and concerns regarding young people and adults at risk and coordinating efforts to raise awareness of safeguarding within parish communities;
- p) Reporting (data): preparing and utilising safeguarding data to meet reporting requirements and to drive continuous improvement;
- q) Self-development: participating in professional supervision, performance management and appraisal and engaging in training and continuous professional development.

¹ Canon Law is a code of ecclesiastical laws governing the Catholic Church.

Our Diocesan Values

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the Diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we must aspire to be person centered and to place human dignity at the centre of all our work. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver, with consistency, excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleagues' success; we will support, provide care and compassion for those who need it and can be relied upon to be competent, reliable and honest.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Skills/competence requirements	Essential/ Desirable
Be able to demonstrate a clear understanding of the different forms of abuse and neglect and their impact on child development.	E
Be able to evidence a clear understanding of the different forms of abuse and neglect and their impact on adults at risk .	E
Be able to demonstrate a clear understanding of how to respond to victims/survivors of abuse.	E
Be able to demonstrate a clear awareness of the legal and procedural framework relating to safeguarding, including: <ul style="list-style-type: none">• The Children Act 1989 & 2004.• The London Child Protection Procedures.• Working Together to Safeguard Children (2023). A Guide to multi-agency working to help, protect and promote the welfare of children• Keeping Children Safe in Education 2023• The Human Rights Act 1998.• The Mental Capacity Act 2005 & Code of Practice.• Care Act 2014 (responsibilities for adult safeguarding)• The Data Protection Act 2018 & GDPR 2016• The Catholic safeguarding structure and CSSA national safeguarding policies & procedures.	E
Have an ability and understanding of working with confidentiality and being ethical	E
Be able to demonstrate a clear understanding of the importance of respect and listening	E
Have the ability and understanding of effective consultation and negotiation	E
Be able to demonstrate a clear understanding of the various sources of support available to victims and survivors	E
Have a clear understanding of own role and remit, including limitations	E
Have a clear understanding of the roles of statutory authorities and other partners in so far as they impact on the work of the Safeguarding Service	E
Have a clear understanding of procedures and working methods and also the law, local policies and procedures	E
Have an understanding of the principles of GDPR and the DPA	E
Be able to demonstrate a clear understanding of the importance of information sharing in multi-agency working	E
The ability to consider and take appropriate action when necessary	E
Effectively communicate, record and report.	E
Identify signs of abuse and neglect: physical, sexual emotional, spiritual and financial.	E
Work as part of a team.	E
Work on own initiative.	E
Lead and support the Safeguarding Service staff.	E
Request support and assistance when uncertain about how to proceed	E
Good IT skills with a comprehensive knowledge of the Microsoft Office Suite.	E
Have good interpersonal skills, including observation and judgement, empathy and understanding and assertiveness skills	E

Experience	
Demonstrate substantial, contemporary professional experience in a leadership capacity within a safeguarding environment.	E
Have substantial experience in multi-agency work	E
Demonstrable skills of leadership and staff management	E
Qualifications	
The professional background of the Head of Safeguarding is not restricted to those with a social work qualification. It may encompass those with experience and qualifications from other disciplines for example police, probation, health but must have advanced/highly developed experience in and exceptional understanding of safeguarding.	E