

ROLE DESCRIPTION - UNDER 18s CO-ORDINATOR

The Co-ordinator will ensure that any person who is working with children or young people within the church community under 18 years of age or who has regular and direct contact with under 18s through their church role, understands what they must do to protect children from harm.

To do this:

- He/she will become familiar with the House of Bishops and Diocesan Guidelines on keeping children safe and may attend any courses arranged by the Diocese to do this.
- He/she will be available to consult with the Vicar over any problem that may arise about the suitability of anyone wishing to become involved in working with children or young people within the parish, and will be involved in the appointment procedure for all new Leaders.
- He/she will be available to offer advice to Leaders on matters regarding the safety of children and young people and how to fulfil the requirements of the agreed policy and procedures.
- He/she will be available to offer advice and guidance to any new Leaders completing the Confidential Declaration Form and CRB Disclosure.
- He/she, together with the Vicar, will have access to the confidential records of Leaders and will, during an interregnum, take responsibility with the Church Wardens for their safe-keeping.
- He/she and the Vicar will notify the PCC of any changes to the Register of Individuals working with the Under 18s and the Register of Roles allowing access to Under 18s.
- He/she will be available to provide training and guidance on the Parish's Policy and Procedures for all new Leaders and provide further training to all Leaders as required and necessary.
- He/she, together with members of the Child Protection Group, will have responsibility for completing an annual audit of our Child Protection procedures.
- He/she will have responsibility for providing a written report annually, which will be included in the report submitted to the APCM.
- He/she will be available to provide advice and assistance to Group Leaders and to be involved in any training initiatives run within the parish for those working with children and young people.
- In emergency, he/she may take any action necessary to protect children.
- He/she will inform the Vicar, or, in his absence, the Church Wardens, of any allegations, problems or anxieties about the safety of children and/or young people.
- Should any allegation involve the Vicar, the Co-ordinator will inform the Church Wardens who will report the matter to Bishop's House without delay.
- He/she will have the right to contact the Bishop of Blackburn's Child Protection Officer for advice or information.
- He/she will report to each meeting of the PCC, either in person or by informing the Vicar or Church Wardens, any matters arising in connection with the safety of children.