



DIOCESE of
WINCHESTER

SAFEGUARDING CASE WORKER

Job Description

Context

The Diocesan Safeguarding Team supports parishes and senior clergy to safeguard children and adults who may be at risk of abuse and neglect, and those in abusive relationships, through: immediate response to current and past allegations of abuse and harm, in partnership with statutory agencies; safe recruitment, training and support to voluntary and paid workers with children and adults; and creation of safe environments, through implementation of policies and procedures following the national legal and procedural framework for safeguarding children and adults, and Church of England policy and practice guidance.

Responsible to: Diocesan Safeguarding Manager (DSM)

Main Purpose: To ensure the Diocese maintains the highest standards of safeguarding advice, support and case management by working closely with the DSM and in line with the Church of England policy, procedures and standards.

To provide professional advice to parishes on safeguarding issues, cases and incidents ensuring that;

- i. All advice is in line with the law, government guidance and national policy and guidance from the House of Bishops.
- ii. All work is recorded in line with the House of Bishops' safeguarding policy and guidance.
- iii. All proper referrals and information is shared with all appropriate bodies and Diocesan officers.

Hours: 3 days per week (21 hours)

Salary: Spine Point 16 £47,744 per annum for full time. Approx £28,646 for 3 days per week per annum

Terms: 3 year fixed term

Responsibilities and Purpose

1. To provide direct case management support and safeguarding agreement reviews as directed by the DSM, to all parishes, schools, clergy and members of the Diocesan Team.
2. Together with other members of the Diocesan Safeguarding team, support the effective implementation of House of Bishops Practice Guidance, policies and processes across the Diocese of Winchester.
3. To assist in casework and case reviews arising from the Past Cases Review 2 process.
4. To assist the DSM to ensure clear protocols are maintained for the reporting and sharing of information with statutory agencies, key members of the Diocesan Team. To maintain effective working relationships with partner agencies.
5. To ensure all files and correspondence relating to Safeguarding matters, electronic or paper, are maintained in accordance with best practice and in line with all guidance and requirements from the House of Bishops and the Data Protection Act. This will require saving all files within our Case Managements System.
6. To ensure regular reports are provided on all current cases to the Safeguarding Case Panel highlighting the key facts and actions taken.
7. To provide advice on how we support victims and survivors of abuse and neglect, working closely with the Diocesan Safeguarding team to ensure that the Diocese responds well to those who have suffered abuse.
8. Under the direction of the DSM, to provide advice to parishes and diocesan departments on responding to concerns relating to the well-being of children, young people and vulnerable adults.
9. Work co-operatively with the police, local authorities and other statutory bodies (DBS) and agencies in cases in which it is suspected that a child, young person or vulnerable adult has suffered abuse or is at risk of suffering abuse.
10. Assist in undertaking risk assessments in all situations where a risk might be posed. To assist in carrying out risk assessments all 'on blemished' DBS or Confidential Declaration disclosures.
11. To support the preparation and regular review of safeguarding agreements to ensure the safe and appropriate inclusion of those who may pose a risk in the church community.

General

12. To support and cover for colleagues when required, playing a full part as a member of the Diocesan Safeguarding Team.
13. To undertake other tasks as may reasonably be required by the DSM.

Person specification

Education and qualifications

A demonstrable use of the English language in written and spoken communication is essential due to the need to provide direct advice to others and interpretation of written guidance.

Relevant professional qualification or equivalent (for example; social care, health, education, teaching, law, police probation etc.) with current registration where applicable and evidence of CPD desirable.

It will be a requirement of the appointment that Safeguarding Training to Leadership level is completed along with:

- a. Equality and Diversity
- b. GDPR
- c. Fire Safety Awareness
- d. DSE for Home workers/office workers
- e. First Aid refreshers
- f. Office Health and Safety

Background and Experience

Extensive professional safeguarding expertise in a relevant statutory, voluntary or judicial agency.

Experience of managing and co-ordinating cases involving the statutory response for the safeguarding of children and vulnerable adults.

Experience of implementing policies, procedures and good practice in relation to the safeguarding and protection of children and vulnerable adults.

Experience of undertaking statutory case and /or management reviews.

Experience of undertaking safeguarding risk assessments.

Practitioner/manager experience of working with victims and survivors of abuse and with offenders and perpetrators of abuse.

Experience of working with a range of statutory and non-statutory organisations in managing or contributing to safeguarding, including managing allegations against people in positions of trust and the management of those who may pose a risk.

Skills and Competencies

A demonstrable team player with a collaborative and open working style. Able to work under pressure, flexible in attitude, highly organised and able to work to deadlines.

Flexible in working relationships, comfortable with some ambiguity and able to see projects and tasks to completion.

Able to relate well at all levels, a strong communicator, able to build positive professional relationships. When necessary, able to give disappointing news clearly.

Intermediate level of proficiency with various software programmes, including but not limited to Microsoft Office.

Other

A proven ability to maintain the highest standards of confidentiality and work sensitively with those affected by safeguarding issues.

Current driving license and access to a vehicle.

An understanding of and a commitment in principal to the Church's ministry and mission is essential. Sympathy with the aims and mission of the Church of England is desirable.

An understanding of other Christian denominations and non- Christian faiths is desirable.

NOTES

The following general principles should be noted:

- a. This role will be based at The Diocesan Office, Old Alresford Place, Old Alresford SO24 9DH. It is anticipated that some home working may be available/necessary.
- b. The role is offered on a fixed term basis of 3 years and is subject to a probationary period of 6 months.
- c. The role is a part-time post, ideally working on a Wednesday, Thursday and Friday per week. The post requires the post holder to occasionally work evenings and weekends as necessary.
- d. In line with House of Bishops guidelines, the Safeguarding Case Worker will not be a member of ordained clergy; will not be undertaking any other paid role in the Diocese and will not have and will have ever discharged, any managerial functions in the Diocese outside of a safeguarding role; will not have any other conflicts of interest that would impact on him/her undertaking a safeguarding role.
- e. The role is offered on the basis of the role holder having a right to work in the UK.
- f. Due to the sensitive nature of the work and dealing with victims and situations a satisfactory DBS report at the enhanced level, child and adult workforce but no barred/regulated checks, will be a condition of employment.
- g. As the post holder will be required to travel about the diocese, sometimes outside usual business hours and to remote locations, having access to one's own transport will be essential.

h. The employer will be The Winchester Diocesan Board of Finance. As such the role is under the leadership of the Diocesan Secretary & Chief Operating Officer. WDBF policies and procedures are directly applicable to the role. WDBF Employee Terms and Conditions apply.

This job description and person specification is not an exhaustive list of tasks and responsibilities

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4 December 2024 Agreed SMB & JR