



# Roles and responsibilities

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## Safeguarding Manager

**To be responsible for the coordination of all safeguarding practices by:**

- Directing and implementing the safeguarding policies;
- Liaising with and supporting parishes and communities to ensure the implementation of local policies and procedures;
- Liaising with the safeguarding committee and the advisory panel;
- Ensuring that all safeguarding personnel are kept up to date with practice, as communicated from the NBSCCCI;
- Reporting directly to the Church authority on all child safeguarding issues.

## Designated liaison person (DLP)

**To promote safeguarding by:**

- Hearing safeguarding concerns;
- Passing on safeguarding concerns to the statutory authorities;
- Managing cases and all associated documents;
- Liaising with the support person, advisor and the Church authority;
- Passing on safeguarding concerns relating to children to the NBSCCCI;
- Conducting internal inquiries;
- Contributing to upholding the three standards in practice and behaviour;
- Completing an annual report regarding compliance with the Standards for the Church authority;
- Monitoring respondents or, with the Church authority, appointing a suitable person to carry out
- this role.