**APPOINTMENT OF PVG CO-ORDINATORS**

Every Congregation should select at least one co-ordinator to take responsibility on behalf of the Vestry for ensuring that the work of the Church is carried out in accordance with the Law and the Church’s policies on the protection of Children and Vulnerable Adults. Vestries may nominate a co-ordinator to take responsibility for either one or both of the policies. A co-ordinator may be appointed to more than one Congregation in a linked charge. Large Congregations may need more than one co-ordinator.

**ROLE PURPOSE**

The role of the co-ordinator is one of responsibility and confidentiality and should be occupied by someone of competence who attracts the respect and trust of others. Usually this will be a lay person who is not involved in working with the vulnerable in the congregation. The co-ordinator is supported by the Vestry and the Diocesan Protection Officer, and the Provincial Officers. Whilst executive duties are delegated to the co-ordinator(s), the Vestry is ultimately responsible for implementation of the Church’s policies and compliance with the Law.

When the Vestry has identified a suitable candidate, the Vestry Secretary should seek references (which should be sent to the Bishop) and ask the Bishop to approve the appointment. The Bishop may delegate this responsibility to the Diocesan Protection Officer. When the appointment has been approved by the Bishop, the Vestry Secretary should advise the Diocesan Protection Officer and the Assistant Provincial Officer at the General Synod Office.

Co-ordinators do not need to apply for PVG disclosure unless they are working with Children or Protected Adults in another capacity. The Provincial Office will accept PVG applications countersigned by co-ordinators as soon as the appointment is approved by the Bishop. In the absence of a co-ordinator, the Assistant Provincial Officer may authorise a member of a Vestry to carry out ID checks on a temporary basis.

**DUTIES**

* To facilitate and promote the dissemination of information on the protection of Children and/or Vulnerable Adults from abuse and promote the awareness of risk.
* To advise on and facilitate training opportunities for all who are engaged directly or indirectly in work with children and young people under 18. Training of pastoral visitors and others working with adults is the responsibility of the priest in charge of the congregation. Training may also be delivered by the Diocesan Protection Officer or the Provincial Officer.
* To facilitate PVG Disclosure checks in respect of volunteers and paid workers in Regulated Work with Children and/or Protected Adults, and those in ministries authorised by the Diocesan Bishop as and when required.
* To check the identity of applicants and countersign ID checks accompanying PVG applications and submit these to the Provincial Office for processing.
* To keep records of all volunteers/workers with Children. This will include the job description, completed application forms and references, written summaries of training and support sessions and any steps taken to manage incidents/issues of concern about the conduct of a worker towards children or young people. Records for those working with Protected Adults may be kept by the co-ordinator or priest in charge of the congregation.
* To explain to volunteers and paid workers, clergy and others in authorised ministry who are being recruited that the post depends on PVG Scheme membership, and the PVG Disclosure will need to satisfy the Provincial Child Protection Officer that the person is not unsuitable for the post.
* To show the applicant the SEC Policy on the Recruitment of Ex-Offenders, explain that because of the nature of the appointment the SEC is entitled to ask ‘exempted questions’ (questions about the applicant’s Criminal Record including spent convictions and non-conviction information), and ask the applicant to complete the ‘Caring for the Vulnerable Declaration’.
* To explain to the applicant the right of appeal against the content of the PVG Disclosure certificate and against a decision not to appoint by the Provincial Officer.
* To be available to leaders and other adults associated with the congregation who may wish to express concerns about child protection relating to persons or procedures. All such concerns should be reported to the Diocesan Protection Officer or Provincial Officer.
* To receive reports of any physical, sexual or emotional abuse of children or young people and to be responsible for liaison with the police or other authorities in any action taken. A Co-ordinator must inform the Provincial Officer of any incidents where a person has harmed or been accused of harming a child or has been moved away from working with children because of a risk of harm. The Provincial Officer is responsible for making a referral under the PVG regulations.
* To monitor on behalf of the Vestry awareness of the Code of Good Practice by all groups or organisations under the jurisdiction of the Vestry. To report on a regular basis to the Vestry. To make a report to the AGM of the Church and to the Diocesan Protection Officer.