



# SAFE PRACTICE GUIDE

## Appointing a Local Safeguarding Representative

### **Why is this important?**

Local Safeguarding Representatives (LSR) assist in promoting safeguarding, establishing and maintaining safe environments, and achieving compliance with safeguarding standards, policy and practices.

### **What should we be doing?**

Parishes, ministries, agencies that work with children or adults-at-risk should appoint a LSR.

Working with children and adults-at-risk means being engaged in a role or activity where contact with children and adults-at-risk is a usual part of the role or reasonably expected, and the contact is more than incidental.

A LSR candidate must be suitable for the role having regard to their experience, qualifications and prior conduct, and be able to fulfil the roles and responsibilities set out in the LSR position description.

As a key volunteer role, the appointment of a LSR should be overviewed and endorsed by the relevant leadership group (e.g. parish council, pastoral council, board).

The People & Culture Office should be consulted in the selection, recruitment and on-boarding of a LSR.

The LSR appointment period should be 2 years with the possibility of a one-year extension.

At a minimum, a LSR candidate will need to submit to a criminal history screening undertaken by the Archdiocese, hold a Working with Children Blue Card linked to the Archdiocese, and complete the Safeguarding Induction and Local Safeguarding Representative Training before commencing the role.

The Office for Safeguarding Services should be notified of the appointment of a LSR so that appropriate support can be arranged.

It is important that LSRs are visible, can be readily identified and contacted. Therefore, the appointment of a LSR should be publicised (e.g. in a newsletter and on a public website) and their photograph and contact details displayed in high visibility locations.

On appointment, the LSR should be provided with an Archdiocesan email account and access to the volunteer portal, safeguarding resources, and the volunteer register and compliance reports.

As a key volunteer role, the LSR should participate in an annual performance review process as set out in the Volunteer Management Manual.

An interim LSR should be appointed in circumstances where the appointed LSR is unable to undertake the role for more than one 1 month (e.g. due to leave or illness).

An interim LSR must satisfy the standard LSR suitability criteria (above).

An interim LSR should be provided with access to the LSR email account and safeguarding resources.

The interim LSR's photograph and contact details should be publicised.