



Checklist for the Parish Safeguarding Officer recruitment:

Task	Action	Due by
Application form	Completed by PSO	30 th October
Role description	Tick boxes for each item and signed by PSO	30 th October
Declaration	Tick boxes and signed by PSO	30 th October
Declaration	Witnessed signed by Parish Priest	30 th October
Referee Checks x 2	Conducted by Parish Priest or Delegate	30 th October
Offer Letter	Successful applicant will receive an offer letter from Professional Standards Division when all recruitment documents received	10 th November

PSO Preferred Qualifications	<ul style="list-style-type: none"> • child and family related occupation • social workers • psychologist • school teachers • Family and Community Service Workers • disability workers • and nurses who work in child related employment • or any other suitable person who demonstrates a genuine interest in children's welfare
Other things to consider when recruiting PSO	<ul style="list-style-type: none"> • mature attitude • ability to maintain confidentiality • approachable • flexible • non-judgmental attitude • community acceptance • gets along with most people • have a genuine interest in children's welfare

Developed by Professional standards Division