



The Church of England

Diocese of Ely

Parish Safeguarding Officer Guidance Pack

April 2017

We pray to be generous and visible people of Jesus Christ.

Contents		Page
Introduction		3
Section 1 Your role and the essentials of parish safeguarding	1.1) Why we need to have a Parish safeguarding policy and a Parish Safeguarding Officer	4
	1.2) Parish Safeguarding Policy	6
	1.3) Safer Recruitment Guidance	9
	1.4) Training for parish workers	13
	1.5) Reporting allegations, concerns & the Diocesan Safeguarding Adviser	16
	1.6) Record Keeping & Storage	18
Section 2 Criminal record checks	2.1) The process from start to finish	20
	2.2) Eligibility for different levels of DBS check	24
	2.3) DBS “portability” and portability via the DBS Update Service	32
Section 3 Forms & Templates		
Appendix 1	Parish Safeguarding Policy	34
	TEMPLATE ROLE OUTLINES	
Appendix 2	Blank volunteer role outline form	37
Appendix 3	Role outline: Messy Church Team Leader	38
Appendix 4	Role outline: Messy Church Helper	40
Appendix 5	Role outline: Parent & Toddler Group Helper	41
Appendix 6	Role outline: Pastoral Visitor	42
Appendix 7	Role outline: Children’s Group Volunteer	44
Appendix 8	Role outline: Home Communion Assistant	46
Appendix 9	Role outline: Flower Arranger	48
	OTHER RECRUITMENT PROCESS ESSENTIALS	
Appendix 10	Recruitment Process Checklist	49
Appendix 11	Model Application Form	50
Appendix 12	Confidential Declaration Form	52
Appendix 13	Model Reference Request Letter	56
Appendix 14	Model Reference Form	57
Appendix 15	Model Interview/Discussion Template	58
Appendix 16	Policy on the Recruitment of Ex-Offenders	60
Appendix 17	Model Letter of Appointment	62
Appendix 18	Volunteer blank contact form	63
Appendix 19	Volunteer Agreement Form	64
	SAFEGUARDING LOG FORM	
Appendix 20	Logging a Concern and Body Map	66
	DBS AND APCS RELATED MATERIALS	
Appendix 21	Parish ID Verifier Registration form	68
Appendix 22	Parish ID Verifier Role Description	70
Appendix 23	Invitation to complete criminal record check letter	71

Appendix 24	DBS ID Checking Routes	72
Appendix 25	DBS List of Acceptable ID documents	73
Appendix 26	Information provided on a DBS check	74
Appendix 27	Handling of Disclosure Certificate information DBS Sample Policy	75
Appendix 28	APCS Statement of Fair Processing	77
	<i>ADDITIONAL FORMS AND TEMPLATES FOR SPECIFIC ACTIVITIES</i>	
	General parental permission form for children's groups and activities	78
	Checklist for Leaders of Regular Groups/Activities for Children and/or Vulnerable Adults	79
	Pictures, Computer Images and Social Networking Permission Form	80
	Overseas/Overnight/Residential trips: Supplementary Permission Form	81
	Volunteer Drivers: Checklist	84
	<i>MODEL POSTER FOR KEY SAFEGUARDING CONTACT DETAILS AT YOUR CHURCH</i>	85
	Local Contact Details	87

This version of the 'Parish Safeguarding Officer Guidance Pack' – dated April 2017 replaces all previously published versions.

Introduction

This document has three numbered sections containing information about:

1. Your role as Parish Safeguarding Officer (also known as Parish Safeguarding co-ordinator) and the essentials of parish safeguarding
2. Detailed guidance relating to DBS checks – what checks are required, for what roles, and the process for obtaining them
3. Forms and templates you will need or may find useful when developing the materials that you need to use in your parish.

Each parish may have a slightly different idea of what makes up the role and the responsibilities of the Parish Safeguarding Officer. This pack is intended to provide some clarity on what is expected from the Parish Safeguarding Officers so that you can be confident that your local practices comply with diocesan and national church expectations.

In some parishes, the responsibilities of Parish Safeguarding Officer are split between two or more people. If this is the case and your colleagues have not received this pack directly, please could I ask you pass a copy of this document on to your colleagues so they have access to the same guidance. Can you please also ensure that I am given their names and contact details to ensure that they obtain material from me directly in future.

I have drawn on several sources in compiling this document, including:

- the DBS website www.gov.uk/government/organisations/disclosure-and-barring-service
- current Church of England policies www.churchofengland.org/clergy-office-holders/safeguarding-children-vulnerable-adults/national-policy-practice-guidance.aspx
- our own diocesan policy and procedures www.elydiocese.org/safeguarding/

If there is any further information/guidance you feel should be included or you would find useful please let me know. Feedback is always gratefully received.

My contact details, and those of Rebecca Boswell, the Diocesan Safeguarding Adviser, are provided on page 85.

Lastly my thanks go to Jo Miles (PSO and training team member) for her valued contributions of proof reading and editing this document.



Sarah King
Diocesan Safeguarding Officer

Section 1: Your role and the essentials of parish safeguarding

1.1) Why we need to have a Parish safeguarding policy and a Parish Safeguarding Officer

It is the legal responsibility of each PCC to fulfil their duty of care towards all those present during worship, all church sponsored activities and activities in church buildings. In practice, this means that each parish must adopt an appropriate safeguarding policy, appoint a safeguarding officer, and generally ensure that all of its practices and procedures comply with that policy and with relevant law.

The Ecclesiastical Insurance Group has made it clear that their insurance cover is only valid where national safeguarding policy and practice guidance is being followed. The Safeguarding and Clergy Discipline Measure 2016, requires all clergy authorised to officiate, other relevant Church Officers (e.g. churchwardens) and PCCs to have 'due regard' to safeguarding policy and practice guidance issued by the House of Bishops. A duty to have 'due regard' to guidance means that the person under the duty is not free to disregard it but is required to follow such guidance unless there are cogent reasons for not doing so.

With the Incumbent, the PCC will appoint at least one appropriately experienced designated Parish Safeguarding Officer (PSO) to work with the Incumbent and PCC. This PSO should be:

- a lay person,
- either be a member of the PCC (elected or co-opted) or have the right to attend the PCC's meetings, and
- should report at least annually on the implementation of the policy within the parish.

The PSO is also usually the DBS administrator for church workers with children or vulnerable adults. If not, the PCC should appoint another individual who sits on the PCC to undertake that role.

The table on the next page provides an outline of the key responsibilities of Parish Safeguarding Officers. The rest of this section then covers:

- Parish safeguarding policies
- The recruitment process for volunteers and paid church workers
- The training that those volunteers and paid workers must have
- The process for logging and reporting safeguarding concerns
- Guidance on storing safeguarding-related information.

Parish Safeguarding Officers – Job Description

Role	Parish Safeguarding Officer
Responsible to	Designated member of the Parish Church Council
Key Responsibilities of the Role (tasks to be undertaken)	
<ul style="list-style-type: none"> • Work closely with the Incumbent to advise on all safeguarding matters relating to children, young people and vulnerable adults within the parish; • Receive, with the Incumbent, any concerns about children or adults in the parish and make sure that proper advice is sought and proper referrals are made; • Report all matters relating to concerns and allegations of abuse against church officers (in liaison with the Incumbent, where appropriate), to the Diocesan Safeguarding Adviser who will liaise with the statutory agencies, as required. Concerns about the Incumbent should be raised directly with the DSA; • Ensure that any ex-offenders with offences against children or vulnerable adults known to be in the church community are notified to the Diocesan Safeguarding Adviser and contribute to managing Safeguarding Agreements; • Promote safer practices in all activities and make any recommendations required taking into account the particular arrangements of the parish; • Be involved in the recruitment of people who are involved in relevant activities within the parish, and facilitate the DBS process at local level, ensuring that everyone who is required to go through the vetting process does so; • Ensure individuals, groups or organisations using church premises have seen and agree to abide by the Parish Safeguarding Policy; • Attend safeguarding training at least every three years; • Maintain safeguarding records; • Complete national, diocesan and parish safeguarding self-assessments as required; • Contribute to the annual review of parish safeguarding arrangements; • Be an elected or co-opted member of the PCC, or if not a member report to the PCC on a regular basis; • Act as the DBS Administrator, including setting up and maintaining an account to process Disclosure & Barring Service applications with Access Personal Checking Service (APCS); • Support the workers with children or vulnerable adults through regular meetings and in other ways; • Provide or arrange provision of safeguarding training for all workers (volunteers and paid staff). 	

1.2) Parish Safeguarding Policy

Each parish must have a safeguarding policy, which should be displayed clearly in the church and any other public church premises.

The safeguarding policy states our commitment to the safeguarding of our vulnerable people. The welfare of any person who feels vulnerable – child or adult - must always be held paramount, no matter how uncomfortable that may be because only in that way can we create a church that is safer for everyone

The example below can be amended to best suit your parish's needs. It is repeated at Appendix 1.

EXAMPLE SAFEGUARDING POLICY

This policy statement on safeguarding children and adults in the Church was adopted by

..... (Parish)

at a Parochial Church Council meeting held on

..... (date).

The Parish Church Council of

recognises the need to safeguard the children, young people and adults in our care and guard against the possibility of any form of abuse of children, young people and adults by persons who may be acting in the name of our parish. We aim to create a safe environment for the nurture and development of children, young people and adults, in order for them to feel valued and confident to ask for support and help. We will create policies and procedures that uphold the importance of our responsibility to protect and safeguard the welfare of children, young people and adults entrusted to our care. A Parish Safeguarding Officer will be appointed to ensure the implementation of this policy.

- We commit to providing a safe physical environment for work with children, young people and adults
- We recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
- As members of this parish we commit ourselves to respectful pastoral care for all adults to whom we minister.
- We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.

- We commit ourselves to promoting safe practice by those in positions of trust.
- The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.
- We commit to informing the whole church community about our safeguarding policy and procedures and recognise that it is the responsibility of each of us to prevent and report abuse that we discover or suspect
- We will ensure the children, young people and adults in our care know who they can talk to if they have any concerns
- We recognise our responsibility to always respond to and report abuse in whatever context, inside or outside the church environment and will always listen to and take seriously any child, young person or adult who reports that they have been abused
- We will always report allegations of abuse and concerns about a child, young person or an adult who is experiencing or at risk of abuse due to their, illness or disability in accordance with our procedures
- We will always report all allegations of abuse against Church Officers* to the appropriate statutory agency and to the Diocesan Safeguarding Adviser and co-operate with any investigation
- We will keep records in relation to safeguarding concerns, allegations and the recruitment of volunteers and paid workers securely.
- We commit to the safe recruitment of all new and current Church Officers* who have contact with children, young people and adults experiencing or at risk of abuse due to their, illness or disability.
- We will assess all new and current Church Officer* roles and, in every case where the role is deemed to be eligible, apply for an appropriate level criminal record check every five years
- We commit to providing every Church Officer* with clear instructions and information in respect of their role, adequate resources and support and regular opportunities for review
- We will ensure that all Church Officers* working with children, young people and adults experiencing or at risk of abuse due to their age illness disability or are in a trusted role attend Church of England safeguarding training every three years
- We will inform the Diocesan Safeguarding Adviser, and ensure appropriate supervision, of anyone who is known to have offended against a child, young person or an adult at risk of abuse due to their age, illness or disability who attends activities organised by the Parish Church Council of and will follow all recommendations of the Diocesan Safeguarding Adviser in this regard
- We require all hirers of our premises to have their own safeguarding policy and procedures, to provide us with an assurance that these are implemented and to provide us with a copy
- The parish adopts the policy and practice guidance of The Church of England - Ely Diocese
- The policy will be reviewed each year to monitor the progress which has been achieved
- We will review our safeguarding policy annually to ensure that it meets all current legislation, House of Bishop's and The Church of England – Ely policies and practice guidance
- Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by this church.

This church appoints to represent the concerns and views of vulnerable people at our meetings and to outside bodies **as the parish safeguarding officer.**

This church appoints as a **Parish ID Checker** to process online Disclosure and Barring Service applications

Incumbent.....

Churchwarden.....

Churchwarden.....

Date.....

** A 'Church Officer' is anyone appointed by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.*

The parish should provide details of how the above policy statements will be implemented in the parish

1.3) Safer Recruitment Guidance

“The danger is that too much reliance will be placed on CRB [now DBS] checks. There is a concern that many abusers do not have convictions and no intelligence is held about them. Therefore the selection and recruitment process if properly conducted is an important indeed essential safeguard”

(The Bichard Inquiry Report 2004)

This part of the guidance sets out safer recruitment practices for all Church Officers working or volunteering in a Church of England setting with children and young people and adults experiencing, or at risk of, abuse or neglect. In local churches the responsibility for appointments and approval of paid officers and volunteers rests with the PCC.

It is often difficult to find people to fill the roles we have within our churches. But this does not mean that, whenever we find a willing candidate, we are going to accept their offer without carrying out the safer recruitment processes required. If there is a vacancy or additional people are required to assist with events, then clear information needs to be provided – either in the form of an advert or a listing in the parish newsletter – giving details of:

- what the role is,
- what the expectations and responsibilities are,
- what checks applicants for the role will need to complete, and
- how a person can apply for the role.

There are several stages to the recruitment process:

- a) Job descriptions or role
- b) Application forms
- c) References
- d) Interview/discussion
- e) Confidential declarations
- f) Have a policy statement on the recruitment of ex-offenders
- g) Criminal record checks
- h) Approval
- i) Induction, probation/settling in period
- j) Supervision and regular review

These stages are each discussed in further detail below. You will also find a Recruitment Process Check List at **Appendix 10**

a) **Job descriptions or role**

All those working in our churches should have a job description or role which sets out what tasks the applicant will do. See **Appendix 3 - 9** for a range of model job descriptions. These can be adapted to suit your parish's requirements but all job descriptions should detail any work with children or adults, whether specific to this role or an additional area of work carried out by the individual, to aid the decision-making as to whether a criminal record check is required and if so what type of check this should be. Guidance regarding activities that are eligible for a criminal record check can be found in **Section 2 Criminal Record Checks – Eligibility** on page 24.

b) Application forms

It is recommended that application forms are used to fill roles, as they can be designed to extract the information you require to best judge if a person may be suitable, and therefore could be shortlisted for interview, for the role advertised. Application by way of CVs alone is not acceptable, as CVs only provide the information the applicant chooses to give. Ensure that you carefully examine application forms. Make sure that the information that has been provided is consistent and that you have been given a satisfactory explanation for any discrepancies and / or any gaps in an applicant's personal history and / or career. **Appendix 11** provides a model application form

c) References

Always ask for and take up references. A model template reference request letter for volunteers can be found at **Appendix 13** plus a model reference form at **Appendix 14**. Ask referees specifically about an individual's suitability to work with vulnerable people. If anything is unclear in the reference, contact the referee to clarify the position.

d) Confidential declarations

Where an individual is going to work or volunteer with vulnerable people, ask him/her to complete a 'Confidential Declaration' Form. This applies to those in supervised¹ and unsupervised positions. A copy of the Confidential Declaration is to be found at **Appendix 12**.

This form, in broad summary, asks if there is any reason why the applicant should not be working with children and adults experiencing, or at risk of abuse or neglect. It can also help to identify any issues that might need resolving at an early stage. Having a criminal record may not necessarily be a bar to working with children or adults experiencing, or at risk of, abuse or neglect.

The Diocesan Safeguarding Adviser can provide advice to the person responsible for the appointment and **must be contacted** if an applicant discloses any information in the Confidential Declaration. Should the applicant not wish to complete the Confidential Declaration, which is entirely his/her choice, the application **must not** proceed further and must be terminated.

The confidential declaration form is renewed every 5 years at which time the references should also be taken up again. Where the person's role has a DBS check, this will need renewing at the same time.

e) Interview/discussion

Have a face-to-face interview or discussion with pre-planned and clear questions to assess a person's suitability for a role. A model interview/discussion template and a form showing positive and negative interview indicators for volunteers can be found at **Appendix 15**.

¹ The definition of supervision is an activity where the supervisor (who has him / herself been safely recruited) is always able to see the supervised worker's actions during his / her work. Supervision **must** be on-going e.g. not for a few weeks during a probationary period and then tailing off

In paid roles (and sometimes in volunteering roles), the candidate's identity will need to be checked by asking him/her to bring photographic ID² as well as evidence of his/her relevant qualifications.

Include questions about:

- their attitude to working with children and adults experiencing, or at risk of, abuse or neglect, and
- their motives for wanting to engage in such work.

Always ask if the applicant knows of any reason why he/she should not be working with children or adults experiencing, or at risk of abuse or neglect or if there are any pending cases/issues which could affect him/her or his/her ability to carry out the role.

If the applicant discloses any matter during the interview that relates to children and/or adults experiencing, or at risk of abuse or neglect that might affect the applicant's suitability for the role, then this **must be referred** to the Diocesan Safeguarding Adviser for advice.

f) Have a policy statement on the recruitment of ex-offenders

The DBS code of practice states that information on a DBS certificate should only be used in the context of a policy on the recruitment of ex-offenders. This is designed to protect applicants from unfair discrimination on the basis of non-relevant past convictions

Employers must have a written policy on the recruitment of ex-offenders, a copy of which can be given to DBS applicants at the outset of the recruitment process.

To help you meet this requirement the DBS has produced a sample policy statement which can be used or adapted for this purpose. See **Appendix 16**

You can also direct applicants to the guidance and criteria on the filtering of old and minor cautions and convictions which are now 'protected' so not subject to disclosure to employers on the DBS website. <https://www.gov.uk/government/collections/dbs-filtering-guidance>

g) Criminal record – i.e. “DBS” – checks [see section 2 for fuller detail]

For certain roles working with children or vulnerable adults, our churches need to carry out a criminal record check on new employees/volunteers before they can start. A DBS check is also required for certain roles in the church which are seen as positions of trust.

Criminal record checks are carried out by the Disclosure and Barring Service (DBS), and are called DBS checks throughout this document.

² Employers have a duty to prevent illegal working in the UK by carrying out document checks on people before employing them to confirm they have a right to work here. Failing to conduct these checks is not itself a criminal offence, but if an employer only carries them out on people who they *believe* are not British citizens, for example, on the basis of their colour, or ethnic or national origins, they could find themselves accused of discrimination and it could be used as evidence against them in proceedings under the Equality Act 2010. See *Home Office Code of practice for employers - Avoiding unlawful discrimination while preventing illegal working*.

It is a criminal offence for an individual who is barred from working with vulnerable groups to apply for a regulated activity role and it is a criminal offence for an organisation to appoint a barred person to a regulated activity role. We will be looking at what qualifies as regulated activity below.

The Diocese of Ely carries out all DBS checks online using a company call Access Personal Checking Service (APCS)

See Section 2 for full information on who needs a DBS check, the types of checks, administration of the system and “portability” of DBS checks between different organisations.

h) Approval

The decision to appoint to voluntary or paid work must be made by those who have the responsibility for appointments. A model letter of appointment template can be found at **Appendix 17**, along with a Volunteer Agreement form at **Appendix 19**.

i) Induction

It is good practice to induct a new volunteer and to ensure supervision and support are in place. Ensure the new volunteer has copies of all the relevant policies and procedures and routes for referrals. Set a probationary period of 3 to 6 months. This gives the new volunteer a chance to settle into the role and for either party, the volunteer or the PCC, to end the appointment if things do not work out.

j) Supervision and regular review

All volunteers and paid staff should know who their supervisor/line manager is – this will be listed on their job description. The supervisor/line manager will conduct a regular review (annually) to identify and support the development of volunteers and staff and to help them to become more effective in their roles. It is also a time when volunteers and staff can highlight any development ideas or concerns they may have.

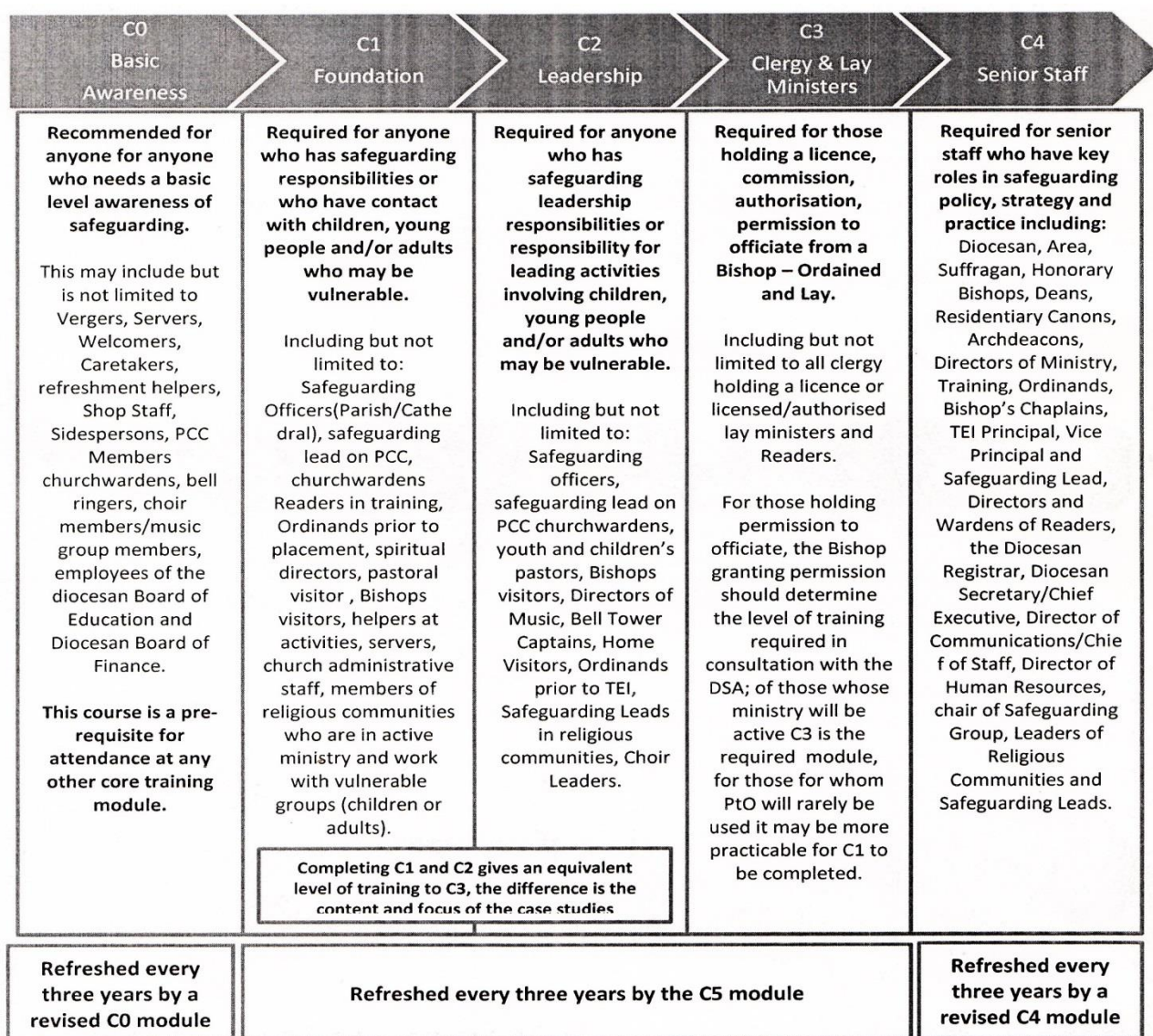
1.4) Training

The Diocese of Ely is now delivering the training produced by the Church of England's National Safeguarding Team. This training includes a range of Core modules and Specialist modules.

Core safeguarding training modules

C0 is an online module that can also be delivered face to face. It is a pre-requisite for attendance at all other modules. After C0 has been completed, the range of Core training a person will need to attend depends on their role and responsibilities. For example, a member of Clergy will be required to attend C3, whereas a Sunday School Leader would attend C1 and C2.

This diagram sets out these different core training requirements in detail:



The Ely Diocesan Safeguarding Training Team are happy to come out to parishes to deliver C0, C1 and C2 training. Please contact the Diocesan Safeguarding Officer (sarah.king@elydiocese.org) for further details.

Specialist safeguarding training modules

Specialist modules covering a range of subject areas are being developed to complement the Core modules. While the Core modules provide the training necessary to recognise, respond, refer and record safeguarding concerns, many ministers and church officers will also need to do further Specialist training in particular areas.

The table below shows these modules and their outline content. Currently only the S1 – Safer Recruitment and S3 – Domestic Abuse are available. The table identifies for whom they would be compulsory or desirable.

Module	Essential (Required)	Desirable (Best practice)
S1 Safer Recruitment Explores the scope of safer recruitment procedures in the church context for all paid staff and volunteers with children and adults	<ul style="list-style-type: none"> Those with responsibility for administering DBS Clergy and those with recruitment responsibilities (for example designated members of PCCs or members of staff who regularly sit on interview panels) Senior staff where they are involved in recruitment Diocesan/Parish/Cathedral Safeguarding Officers Safeguarding Leads on PCC/within Religious Communities/within TEIs 	Anyone involved in the recruitment of church officers, paid and unpaid, ordained and lay.
S2 Pastoral Relationships, Confidentiality and Confession Explores the practical and other implications of pastoral care, confidentiality and confession on safeguarding policies and practice. This module will eventually form part of the Core C3 module for those required to complete C3, a specialist module will however be retained for everyone else needing to complete this training.	<ul style="list-style-type: none"> Anyone holding the Bishop's licence, permission, commission or authorisation Ordinands and Readers in Training Diocesan/Parish/Cathedral Safeguarding Officers Spiritual Directors Bishops Visitors Pastoral Visitors Leaders of children/adults activities Authorised Listeners 	<ul style="list-style-type: none"> Senior staff teams Churchwardens Others as relevant to role.
S3 Responding to Domestic Abuse Examines issues relating to domestic abuse, especially for	Anyone holding the Bishop's Licence or Permission to Officiate <ul style="list-style-type: none"> Spiritual Directors Bishops Visitors 	Anyone holding the Bishop's commission or authorisation <ul style="list-style-type: none"> Senior staff teams

vulnerable groups and children in the context of adult abuse, and how the Church can respond well to this.	<ul style="list-style-type: none"> • Pastoral Visitors • Leaders of children/adults activities • Diocesan/Parish/Cathedral Safeguarding Officers 	<ul style="list-style-type: none"> • Churchwardens • Youth Workers <p>Others as relevant to role.</p>
S4 Grooming, sexual abuse, responding to survivors Examines issues relating to grooming and sexual abuse, and how the Church can respond well to survivors of these abuses.	<ul style="list-style-type: none"> • Anyone holding the Bishops's licence, permission, commission or authorisation • Spiritual Directors • Bishops Visitors • Pastoral Visitors • Leaders of Youth and Children's Work • Diocesan/Parish/Cathedral Safeguarding Officers • Authorised Listeners 	<p>Anyone holding the Bishop's commission or authorisation</p> <p>Others as relevant to role.</p>
S5 Assessing and Managing Risk Explains the way in which the Church will respond to assess and manage risk in serious safeguarding situations.	<p>Anyone holding the Bishop's Licence or Permission to Officiate, commission or authorisation</p> <ul style="list-style-type: none"> • Senior staff teams • Spiritual Directors • Bishops Visitors • Pastoral Visitors • Diocesan/Parish/Cathedral Safeguarding Officers 	<p>Anyone holding the Bishop's commission or authorisation</p> <p>Others as relevant to role.</p>
S6 Spiritual Abuse Examines issues relating to spiritual abuse and how the Church can respond well to this.	<p>Anyone holding the Bishops licence, permission, commission or authorisation</p> <ul style="list-style-type: none"> • Ordinands and Readers in Training • Spiritual Directors • Bishops Visitors • Pastoral Visitors • Leaders of children/adults activities • Diocesan/Parish/Cathedral Safeguarding Officers 	
S7 Authorised Listeners / Link Persons Explores the responsibilities of Authorised Listeners and Link Persons.	<p>Anyone wishing to undertake the role of Authorised Listener or Link Person</p>	

The training sessions for the Specialist modules are currently being held at the Diocesan Office in Ely. Please contact the Diocesan Safeguarding Officer for further details (sarah.king@elydiocese.org).

1.5) Reporting Allegations, concerns and the Diocesan Safeguarding Adviser

Logging concerns

It is very important that records are kept of any safeguarding situations and concerns, however minor. See **Appendix 20** for a template form for logging a concern

It is not necessary to record every pastoral encounter. However, recording must start as soon as a safeguarding concern comes to light. Records of concerns – no matter how trivial they may seem – can help to establish patterns of concern, which may collectively indicate that someone is suffering or is at risk of abuse or neglect.

A safeguarding record should contain all pertinent emails, letters, notes of phone calls, text messages, meetings and interviews. A record of a phone call, text, meeting or interview that includes a disclosure or other concern, or discussion of a safeguarding concern, should include, as relevant:

- Date, time and place
- Who else present
- Summary of what was said or observed (factual, qualify if opinion)
- Potential or actual safeguarding issues identified
- Actions taken and decisions made, including advice taken and with whom information was shared
- **The record should always be signed and dated.**

The Diocesan Safeguarding Adviser's Role

The role of the Diocesan Safeguarding Adviser (DSA) is to support clergy, PCCs and parish volunteers when dealing with allegations and concerns of a safeguarding nature. The DSA should be notified and consulted in all these circumstances. The DSA will:

- Advise the diocese on all safeguarding matters when there are concerns about harm to children or adults who may be vulnerable, or when allegations or observations of abuse have been made
- Work with parishes to support and manage those who pose risk e.g. setting up safeguarding agreements
- Take the key role when allegations are made or concerns expressed about church officers
- Liaise with statutory agencies – police, public protection and social care teams
- Ensure the provision of appropriate advice and support is available to survivors and victims of abuse
- Advise clergy or church officers where they are made vulnerable through their role **and** adults at risk are involved (e.g. bullying, harassment)

Always contact the Diocesan Safeguarding Adviser when you receive safeguarding information concerning a church officer, i.e. anyone who:

- holds the Bishop's licence, permission or commission
 - holds parish positions of trust
 - works or volunteers with children, young people and adults at risk of neglect and/or abuse
- Or
- when you receive information about an offender or someone who presents a risk to a child or an adult.

Diocesan Safeguarding Adviser – Rebecca Boswell

☎ 01353 652731 ✉ rebecca.boswell@elydiocese.org

There is specific practice guidance available on recording: Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church (2015):

www.churchofengland.org/media/2254792/safeguarding%20joint%20practice%20guidance%20-%20safeguarding%20records.pdf.

1.6) Record-keeping and storage

What information needs to be kept:

You need to keep the following information about volunteers and paid workers in the parish:

- Name
- Contact details
- Emergency contact details
- Job description
- Application form
- Interview notes
- References
- Confidential declaration forms
- DBS issue date
- DBS disclosure certificate number
- Induction note
- Annual review notes
- Any safeguarding information (see below)

How long to keep it for:

These files should be kept for as long as the person holds a post in the parish, and can be destroyed **6 months after** the person has ceased to have a parish role.

However, you may also receive information of a safeguarding nature (e.g. a log of a safeguarding concern involving that person) that must be kept on the person's file. **These files should not be destroyed**, even after the person has left the role, as there may be an ongoing investigation or further information may come to light, in which case we would need to review the information already held. So when an individual ceases to conduct the role and you are disposing of their *personnel* information, you must first ensure that you weed out and retain any *safeguarding* information for secure storage.

Where to keep it:

When planning where to keep recruitment and safeguarding files, please think carefully about access to the proposed location and the type of information you are storing. Access, either hard copy or electronic, should be restricted to **only** those people who have safeguarding and recruitment responsibilities.

What happens to the information during a vacancy:

When the parish is in interregnum, the member of clergy who is leaving the parish will send the files with safeguarding information to the Diocesan Office for safekeeping. In the past, files have been lost either through deliberate pruning of files left in the parish or accidentally when the vicarage/rectory is prepared for the incoming clergy person. This must be avoided! Once the new incumbent has taken up post, the files will be returned to the parish.

Specific requirements regarding DBS data:

The Disclosure and Barring Service (DBS) code of practice states that all registered bodies (Ely Diocesan Board of Finance is a registered body) must have a written policy on the correct handling and safekeeping of DBS certificate information. This also applies to parishes, as they too hold sensitive information relating to the DBS process.

The DBS have provided a sample policy for parishes to adopt: see **Appendix 27**

Section 2

Criminal Record Checks

One of your main responsibilities as PSO is to conduct or oversee the process of securing DBS checks for church workers (volunteer and unpaid) who need them. This section provides:

1. A step by step guide to the online DBS checking service used by the Diocese of Ely, run by APCS
2. Guidance about the level of DBS check, if any, that each of your workers will need
3. Guidance about “portability” of DBS checks, i.e. whether and what circumstances someone who has a DBS check from outside the Diocese can use that check to work for your church.

This section is supported by several documents in the Appendices:

- Appendix 21 Parish ID Verifier Registration form
- Appendix 22 Parish ID Verifier Role Description
- Appendix 23 Invitation to complete criminal record check letter
- Appendix 24 DBS ID Checking Routes
- Appendix 25 DBS List of Acceptable ID documents
- Appendix 26 Information provided on a DBS check
- Appendix 28 APCS Statement of Fair Processing

2.1 The process from start to finish

Setting up your local systems

The ***Disclosure and Barring Service*** (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children and adults at risk of abuse and neglect. It cannot provide guarantees that our workers are all safe, but it is the best tool that we have, along with other safer recruitment practices, to protect our community.

Access Personal Checking Service (APCS) is a registered body with the DBS that administers the online DBS checking system used by the diocese. It also provides external validation for applicants who cannot provide sufficient proof of ID or their current address.

If you are concerned about APCS’s handling of personal information please see **Appendix 28** which contains APCS’s Statement of Fair Processing

Each parish/benefice is registered, via the Diocesan Safeguarding Officer, with APCS. We ask you to identify some “ID Checkers” in your parish who will administer the system. The Incumbent and PSO are obvious people to do this role, but you might involve others. See **Appendix 21** for a Parish ID Checker registration form and **Appendix 22** for a Parish ID Checker role description.

Each ID checker will be given a range of unique application numbers to be given to applicants needing a DBS check – see further below.

Doing a DBS check using the APCS online system

We describe the online system in different stages here:

- ID checker invites applicant to fill out online form
- Applicant fills out online form
- ID checker receives email from APCS advising them that form has been completed
- ID checker checks the applicant's id and logs into the system to provide the necessary confirmation.

But there is no reason why you cannot do all of this together with the applicant in one sitting. This can be particularly useful for applicants who are less confident using online systems or who do not have their own computer. And it can also help prevent errors being made at an early stage, saving time.

In summary, the Parish ID Checker must:

- follow the three-route ID checking process as outlined in **Appendix 24**
- check and validate the information provided by the applicant on the application form – APCS will provide this information via a link in the e-mail prompting them to conduct the check
- establish the true identity of the applicant through the examination of a range of documents as set out in **Appendix 25**
- check the applicant has provided details of all names by which they have been known
- check the applicant has provided details of all addresses where they have lived in the last five years
- check the application form is fully completed and the information it contains is accurate. Failing to do this can result in delays.

The invitation to complete an application

When a volunteer or paid worker is identified as needing a DBS check (either for a new position or a renewal), the Parish ID Checker will invite the applicant to complete a criminal record check using the online system. The invitation letter (see **Appendix 23**) must provide the login details and a unique User ID number from the list given to the ID Checker when they were registered on the system via the Diocese (see above). Make a record of the User ID numbers that you have issued so that you do not accidentally issue the same number twice.

The applicant can then go online and complete their part of the application form.

The ID checker's checking role

Once the applicant has completed their online application, APCS's system will automatically (and instantaneously!) send the Parish ID Checker an e-mail to inform them that they must check the applicant's ID checked and verify that the application details are correct.

When the Parish ID Checker clicks on the link in that e-mail, they will be taken to the first of two screens.

The first screen will contain the information provided by the applicant, as follows:

Full Name Title, Forename: Middle names: Surname:

Birth Surname: (if known via evidence provided)

Date of birth:

Gender

Email

Other Names used (including any commonly known nicknames)

Telephone Contact Details

National Insurance Number: (if used as proof of ID)

Driving licence:

- Driving licence number
- Driving licence type
- Driving licence valid from

Current Address

The Parish ID Checker will be required to indicate that the applicant's full name, date of birth and current address have been verified.

The Parish ID Checker will also be required to indicate which documents were provided and seen in support of this application, such as:

- National insurance number verified
- Driving licence number verified
- Passport number verified
- Birth Certificate

The Parish ID Checker will also be asked to confirm the following information:

- level of disclosure required (see next section for detailed discussion of this)
- the position applied for (see * below)
- the workforce, i.e. the group with whom the applicant will be working (Children, Adults or Children and Adults)
- whether the position a Regulated Activity for children (see next section)
- whether the position a Regulated Activity for adults (see next section)
- whether the position involves working with children or adults at the home address of the applicant
- whether the application for an unpaid volunteer (a person on work placement or working towards a work-related qualification is **not** considered to be a volunteer; NB that DBS checks for volunteers are **free** for your parish)
- whether the true identity of the applicant had been established, by examining a range of documents set out in DBS guidance, and verified the information provided by the applicant by crossing the verification checkboxes provided.

* In some cases, an applicant for a role such as Children's Worker may be intended to have specific duties, such as transporting children in their car or in a youth bus. In this case, you will list the position applied for as 'Children's Worker', but there is a box available for entering any notes that may need to be pass onto APCS regarding this application. In this example, you would want to use this box to alert the DBS to check for any driving offences that might affect the person's employment in this specific role.

The second screen will ask for further re-confirmation regarding the type of work being carried out, such as whether the role is Regulated Activity for children or for adults, and whether the role is a voluntary post.

After this has been confirmed the Parish ID Checker can click “submit”.

What APCS and the DBS do next with the completed application

APCS will run a quick check over the application in case there are any errors or queries regarding eligibility. If none are found, they will then forward the application to the DBS.

Depending on the type of criminal record check requested (see next section, and Appendix 26), various checks will be completed by the DBS and a disclosure certificate produced.

Release of the disclosure certificate, next steps and confirming the appointment (or not)

Once the DBS have carried out all the relevant checks, they will send a disclosure certificate to the applicant.

The DSO will at the same time receive a disclosure notice to indicate that the process has been completed. That notice will also indicate if there is any information (any “blemish”) listed on the disclosure certificate, but will not indicate what this information is.

- If the disclosure notice indicates there is no information listed, an e-mail will be sent to the Parish ID Checker to inform them that the appointment may go ahead. **No one should take up a role until this confirmation e-mail has been received.**
- If there is a “blemish”, the DSO will notify the Parish Safeguarding Officer and ask you either to obtain a copy of the disclosure (with the applicant’s permission) or to provide a written account of **all** the information provided on the certificate. This information will then be passed to the DSA who will consider the level of risk (if any) and whether the person can take up the role they have applied for. This will be carried out in consultation with the incumbent and any other relevant agencies, dependent on the information received. Not all blemishes would prevent a person taking up a role in the parish. All blemishes are assessed on a case by case basis.

If an applicant’s disclosure certificate contains information and they refuse to show their certificate then they will not be allowed to take up the role applied for.

Renewals

DBS checks must be renewed every 5 years. Renewals should be triggered a couple of months prior to the end of the 5 year period to ensure a parish worker can continue in their role uninterrupted. DBS checks normally only take 2 to 4 days to complete (though this depends on the area that the applicant is from – checks via the London Metropolitan Police, for example, tend to take rather longer). However, other checks (such as obtaining references for the applicant – see above re repeating the Confidential Declaration process) may delay the appointment, so always try to get the process in motion early.

Criminal Record Checks for those from or have lived overseas

The DBS is unable to access criminal records held overseas, and so applicants from outside the UK must provide an overseas criminal record check (certificate of good conduct) from their country of origin and any other country they may have lived or worked prior to coming to the UK...

All UK nationals who have lived and/or worked abroad, for six continuous months or more, will also need to provide an overseas criminal record check (certificate of good conduct) from all the countries this applies to..

Guidance on how to apply for an overseas criminal record check (country by country) can be found on the DBS website <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>.

Like a UK DBS check, the overseas criminal record check must have been received prior to the applicant taking up the role applied for.

2.2) Eligibility – what are the different levels of DBS check available and who needs what level of check?

Perhaps the most complicated part of the DBS checking process is knowing:

- Who needs to be checked at all, and
- What level of check is required for different roles in the church.

Getting the right DBS check for the role undertaken, not the individual person

The first point to make is that you need to select the appropriate check for the role, not for the person doing that role. This is particularly important where, as is very common, one person in the church may be taking on more than one role. Each of those roles might have very different DBS check requirements. It is essential that any one person has the highest/appropriate level of DBS check required for the various roles that they are doing. For example, a member of the flower team who becomes churchwarden will need to have a DBS check at the higher level required for a churchwarden. Or a pastoral care worker who has been working with adults (and has a DBS check for that role already) but who then joins the Sunday Club team will need to have a new DBS check that covers working with children.

Different levels of DBS check

There are four different levels of DBS check as listed below:

- **Basic:** This checks for unspent convictions; individuals can apply for a Basic Disclosure for any purpose
- **Standard:** This checks for spent and unspent convictions, cautions, reprimands and final warnings
- **Enhanced:** This is a Standard check, plus additional information held by local police this is reasonably considered relevant to the role applied for
- **Enhanced + barred:** This is an Enhanced check, but also includes a check of the DBS “barred lists” that identify individuals who have been judged to be unsuitable for working with children or with adults.

Appendix 26 shows this in diagram form.

What level of check is required for which roles in the church?

General introduction

All job descriptions that you prepare for your church should provide the information required indicating the level of DBS check required, position applied for and whether there is any further information about the role that need to be provided with the application. It is important that you select the level of check appropriate to the role. In particular:

- **It is against the law for employers to employ someone or allow them to volunteer for work that requires an “Enhanced + Barred” check if they know they’re on one of the barred lists.**
- **It is also against the law for someone who is barred from working with children or adults to apply to work with children or adults.**

But whilst there are some roles that **must** have that highest level of check, other recent changes to the law mean that we must be equally careful not to require someone to go through a higher level of check than is necessary for their role.

A key issue here is whether a role is “**supervised**”. If it is supervised, then a DBS check is **not** required, but all other safer recruitment procedures – including the Confidential Declaration form and references – must be followed. A role is “supervised” where the supervisor (who has him / herself been safely recruited) is always able to see the supervised worker’s actions during his / her work. Supervision **must** be on-going, i.e. not for a few weeks during a probationary period and then tailing off. If you are uncertain whether this level of monitoring can be maintained continuously – for example, providing cover for all holidays and sickness absence by the supervisor – then the role is not a supervised position and a DBS check is necessary. Any job description should clearly show whether this is a role where the volunteer will be supervised, under this definition, or not. Any changes to the level of supervision should be monitored and a DBS check requested if the volunteer is no longer supervised as per the definition.

If an applicant is not in “Regulated Activity” (see below – this would need an **Enhanced + barred** check) or their role is not eligible for an **Enhanced** (only) criminal record check, then a **Standard** check could be applied for. A Standard disclosure will contain details of any spent and unspent convictions,³ as well as cautions, reprimands and warnings recorded by the police centrally. It will also indicate if there are no such matters on record.

Basic Disclosures are currently available to all employers through Disclosure Scotland (accessed via APCS), and reveal any unspent criminal convictions a person may have. This check might be used for those in a position that are not eligible for an enhanced with barred list check, for example PCC member who do not have any other parish responsibilities or role.

It would be impossible to list every single role within the church, with their different responsibilities, and give a clear indication about what DBS check is required. However, there are

³ Convictions become “spent” after a period of time, dependent upon the sentence received by the individual for the offence. These periods range from one year for a conditional discharge. A conviction is never spent if the sentence was for more than 30 months imprisonment.

some roles where a certain level of check is required because of the nature of their work or the fact that the position will be viewed as a position of trust – I have listed a few below.

When deciding what level of check is required, there are a number of points to consider:

- Will the person be supervised⁴ for the whole time they are carrying out their role in the church? If so they will not be eligible for a DBS check. Or is it possible, during holidays or if a group leader is unwell, this person will have to take on a leadership role in which case they will need a DBS check.
- Does the type of work the person will be carrying out fit within the definition of “Regulated Activity” (children and/or adults)? – see below
- Will the work a person will be carrying out include other duties outside of the role applied for? See above – you need to select the right check for each of the various roles/activities that each individual is undertaking, and make sure that they have the highest level of check necessary.

Roles that are eligible for a Standard or Basic criminal conviction check only:

- Refreshment helper
- Shop Staff
- Flower arranger
- Sidesperson
- PCC members
- Bell ringers (rank and file)
- Choir leader or musical director for adult choir – unless set up specifically for vulnerable adults, in which case an Enhanced + barred check will be needed – see below
- Choir members / music group members (unless the role includes responsibility for teaching, training, caring for or supervising vulnerable groups (children or adults), in which case an Enhanced + barred check will be needed – see below.

Roles that are eligible for an Enhanced (without barred list) check:

- Parish Verger
- Server
- Caretaker
- Organist, unless also directing a choir which contains children – in which case, see below
- Churchwarden

Roles requiring an Enhanced + barred list check:

Clergy. All Church of England ordained and licensed Clergy including Archbishops, Bishops, Archdeacons, Deans, stipendiary parish Clergy, self-supporting Minister / non stipendiary Ministers, Chaplains, locally ordained Clergy, Clergy with ‘permission to officiate’, and those seeking ordination training or ordination. These checks are all done by the Diocesan Safeguarding Officer, so you do not need to deal with these at parish level.

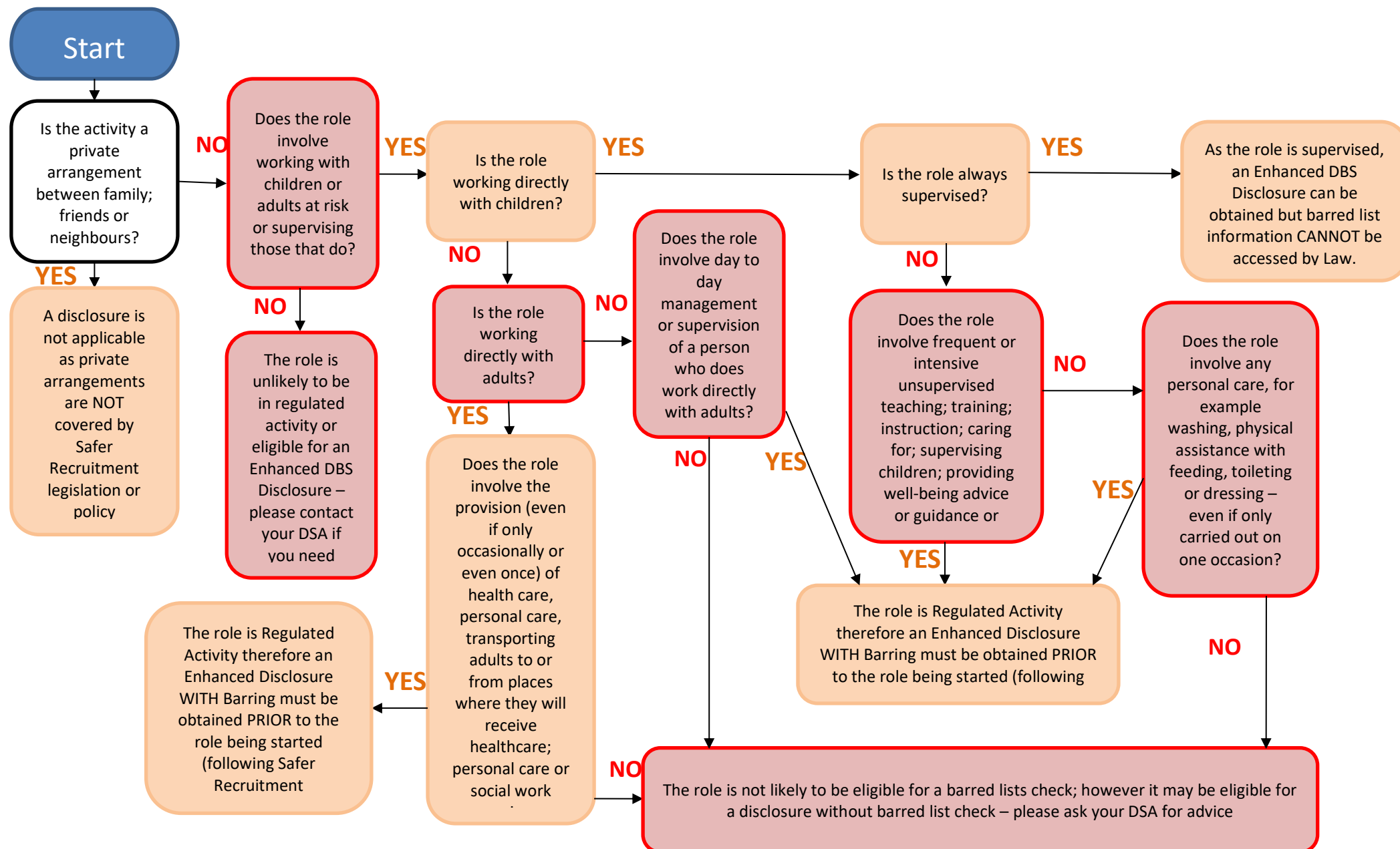
⁴ Definition of Supervision is an activity where the supervisor who has been safely recruited is always able to see the supervised workers actions during his or her work. Supervision must be ongoing not just during probationary period.

Church Officers (other than clergy) working with children and/or working with adults experiencing, or at risk of, abuse or neglect. For example:

- Readers and Licensed Lay Ministers
- Worship Leaders
- Authorised Lay Ministers
- Licensed Evangelists
- Lay people authorised to provide pastoral care. For example; Parish Pastoral Assistant, Pastoral Home Visitor (if they are delivering any personal care, providing transportation to and from health appointments or doing some shopping and therefore dealing with a person's money), Street Pastor, Authorised Listener, Pastoral Outreach Worker Youth worker (unless supervised) or leader
- Childrens worker (unless supervised) or leader
- Sunday school teacher (unless supervised) or leader
- Leader of Parent & Toddler Groups (but not parent helpers who supervise their own children or if a self-help group).
- Family workers who work with children (unless supervised) or their Leader
- Managers of individuals working with vulnerable groups (children and adults) who teach or train.
- Parish volunteer driver for vulnerable groups (children or adults) for children's / adults' activities organised by the Church – (Please note – private / personal arrangements among parents/friends etc. are exempt) Music leader where the choir or musical group includes children
- Bell ringers who teach or train children plus the Tower Captains who manages those adults
- Head Server– only when the role includes supervision or training of children – otherwise an Enhanced (only) check is sufficient
- Parish Safeguarding Officers

As noted above, the listings above are just a general guide, based on what these roles generally involve. It may be different in your church, depending on what specific roles and responsibilities you attach to each role. The flow chart on the next page may help you in deciding whether a role is classed as Regulated Activity – if so, it will need an appropriate Enhanced + barred check (for working with either children or adults as appropriate). The following tables then provide further information on what roles require Enhanced + barred (column A) or Enhanced only (column B) checks.

Regulated Activity Flow Chart



What activities make a person eligible for an Enhanced or Enhanced + barred criminal record check?

An individual will be eligible for an enhanced criminal record check, if he / she engages in work which is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and is 'work with children' and / or 'work with adults' as defined in the Police Act 1997 (Criminal Records) Regulations 2002 (as amended). Such work includes the following:	
CHILDREN	
COLUMN A An enhanced criminal record check with barring information	COLUMN B An enhanced criminal record check without barring information
<p>Frequency Criteria:</p> <p><i>(i) once a week or more;</i> <i>(ii) four days or more in any 30 day period;</i> <i>(iii) overnight between the hours of 02:00 & 06:00. ((iii) only applies to work of a 'Specified Nature' (see below))</i></p> <p>Children – Regulated Activity</p> <p>Each of the following situations MUST also satisfy one of the Frequency Criteria:</p> <p>1 Specified Nature: Teach, train, instruct, care for or supervise children (unsupervised – where supervised see Column B); or provide advice / guidance on physical, emotional or educational well-being.</p> <p>2 Specified Establishment Work in a 'specified establishment' where there is opportunity for contact with children (e.g. a nursery school, school, Further Education Establishment, children's homes, childcare premises) - <i>but not work by supervised volunteers or occasional or temporary contract work that is not of a 'Specified Nature', (e.g. maintenance contractors).</i></p> <p>3. Moderating an online forum for children used wholly or mainly by children and must be carried out by the same person.</p> <p>4. Driving a vehicle used to convey children and any person supervising or caring for the children under arrangements made by a third party.</p> <p>Each of the following situations DOES NOT have to satisfy the Frequency Criteria:</p> <p>5. Healthcare (e.g. doctor or nurse etc.) or personal care</p>	<ol style="list-style-type: none"> 1. Work of a 'Specified Nature' (as defined in Column A) where that work is supervised* 2. Work of a supervised volunteer (or occasional or temporary contract work) in a 'Specified Establishment' (as defined in Column A). 3. Any activity that involves people in certain defined positions of responsibility (e.g. trustees of a children's charity or school governors). 4. Work done infrequently which if done frequently would be regulated activity relating to children (either as defined now or as defined prior to 10 September 2012). 5. Obtaining information in respect of any person who is aged 16 or over and who lives in the same household as an individual who is engaged in activity which used to be regulated activity as defined prior to 10 September 2012, where the activity normally takes place on the premises where the relevant individuals live. <p>*Supervision - Where the supervisor - who has him / herself been safely recruited - is always able to see the supervised worker's actions during his / her work</p>

Personal care includes assistance with toileting, washing, bathing and dressing for reasons of age, illness or disability (and prompting and supervision of the same) or teaching a child for reasons of age, illness or disability to do any of these tasks. Assistance with eating, drinking for reasons of illness or disability (and prompting and supervision of the same) or teaching a child for reasons of illness or disability to do these tasks.

6. Child-minding or fostering a child.

7. Day to day management on a regular basis **of a person** who is **providing a regulated activity** in relation **to children**. *Please note this includes **a supervisor of a person who would be in regulated activity** if not under regular supervision.*

8. Assessing the suitability of any person who is aged 16 or over to have regular contact with children and **who lives in the same household as an individual who is engaged in regulated activity**, where the activity normally takes place **on the premises** where the relevant individuals live.

What activities make a person eligible for an Enhanced or Enhanced + barred criminal record check

An individual will be eligible for an enhanced criminal record check, if he / she engages in work which is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and is 'work with children' and / or 'work with adults' as defined in the Police Act 1997 (Criminal Records) Regulations 2002 (as amended). Such work includes the following:	
ADULTS	
COLUMN A An enhanced criminal record check with barring information Adults - Regulated Activity²⁹ Frequency Criteria: <i>There is no longer a requirement for a person to carry out activities over a certain period. Any time a person engages in an activity set out below, he / she is engaging in regulated activity, (i.e. includes one off events)</i> 1. Healthcare (by a healthcare professional). 2. Personal Care. Personal care includes assistance with eating, drinking, toileting, washing or bathing, dressing, oral care or care of skin, hair or nails due to age, illness or disability (and prompting and supervision of the same) or teaching someone to do one of these tasks. 3. Social Work by a Social Worker. 4. Assistance with a person's cash, bills or shopping because of their age, illness or disability. Assistance with the conduct of an adult's own affairs , for example, lasting or enduring powers of attorney, or deputies appointed under the Mental Capacity Act 2005. 6. Conveying: conveying adults for reasons of age, illness or disability to, from or between places where they receive healthcare, personal care or social work . This would not include friends or family or taxi drivers. 7. A person whose role includes the day to day management or supervision of any person who is engaging in regulated activity.	COLUMN B An enhanced criminal record check without barring information Frequency Criteria: (i) once a week or more; (ii) four days or more in any 30 day period; (iii) overnight between the hours of 02:00 & 06:00. ((iii) only applies to work of a 'Specified Nature' (see below)) 1. Provision of any activity listed below to an adult who receives a health or social care service (e.g. includes adults in care homes; sheltered housing or receiving any form of care or assistance due to age, illness or disability) or a "specified activity" (e.g. in prison). Please note that you MUST also satisfy the Frequency Criteria in relation to any such activity listed below. The activities will include: a. Any form of care or supervision ; b. Any form of treatment or therapy ; c. Any form of training, teaching, instruction, assistance, advice or guidance d. Moderating a public electronic interactive communication service , e. Any form of work carried on in a care home , ; f. Advocacy services ; g. Transportation of an adult who receives a health or social care service etc., (whether or not the adult is accompanied by a carer) (except where already included in Column A – Adults – No. 6 "Conveying"). 2. Individuals who are trustees of a vulnerable adult's charity.

2.3) DBS “portability” and updating

“Portability” is the term used for refer to using a criminal record check obtained in one role being carried across to a new role.

When portability will apply within the Church of England

Anyone applying for a new role in a Church of England organisation **within** the diocese or cathedral where he/she currently works does **not** require a second criminal record check (i.e. his/her current check will be portable), **provided**:

- the result of the criminal record check has been seen
- The check does not need renewing (remember renewal is every 5 years), and
- The new role is:
 - With the same “workforce” (i.e. either working with children or working with adults experiencing or at risk of abuse or neglect) and
 - Eligible for the same/lower level of criminal record check as the previous role.

When portability will **not** apply within the Church of England (cf DBS Update Service, below)

Portability will not apply, and so a new criminal record check will **always** be required, where:

- A person applies for a role in the Church of England having obtained their DBS check from an external organisation e.g. a volunteer with Scope (the disability charity) wants to volunteer in a church or a youth worker, working in a local authority; or
- An individual is seeking ordination, reader or lay ministry training; or
- A person moves to a new job or role in a **new** diocese or cathedral; or
- A person moves roles to work with a different workforce. For example from working with children to working with adults experiencing, or at risk of, abuse or neglect and vice versa; or
- The level of check required changes to a higher level, e.g. in his / her new role a person is eligible for an Enhanced + barred check, but in his / her previous role he /she was only eligible for an Enhanced check without a check of the barred list.

Portability via the DBS Update Service

The only exception where DBS checks can be “ported” from one organisation or diocese to another is where the individuals has joined the update service when their last DBS check was done. This puts them in greater control of their information, and allows them to reuse their DBS certificates when applying for similar roles in different organisations.

If an individual joins the update service, their new employer can go online, with their consent, and carry out a free, instant check to find out if the information released on the DBS certificate is current and up-to-date.

Although this seems to be a way to avoid completing endless DBS application forms, some checking processes still are required (by the DBS) prior to checking the status of the certificate:

- View the applicant's original certificate – recording any blemishes
- Check the security features of the DBS certificate.
- Check the applicant's ID to confirm their identity?
- Obtain the applicant's permission to check the status of their certificate
- Check that the same level of DBS check - standard or enhanced etc – is required for this new post as that listed on the certificate
- Check that the DBS certificate lists the same workforce as that required for the new post.

If you have an applicant who says that they have subscribed to the DBS Update Service please contact the DSO sarah.king@elydiocese.org who will send a form for completion. This should be then returned to the DSO so the certificate status check can be carried out.

If there is no change to the status of the certificate, the DSO will confirm the appointment can go ahead. However, if there is a change of status, the applicant will be asked to complete a new DBS application and the resulting disclosure certificate must be viewed in the usual way. Any information on the certificate must be recorded and passed to the DSA so the level risk can be assessed, as described above.

Remember, the applicant will still be required to complete a Confidential Declaration form whether they have subscribed to the DBS Update Service or not.

Appendices



The Church of England
Diocese of Ely

Parish Safeguarding Policy

Appendix 1

Each parish must have a safeguarding policy, which should be displayed clearly in the church and any other public church premises.

The safeguarding policy states our commitment to the safeguarding of our vulnerable people. The welfare of any person who feels vulnerable – child or adult - must always be held paramount, no matter how uncomfortable that may be because only in that way can we create a church that is safer for everyone

The example below can be amended to best suit your parish's needs.

EXAMPLE SAFEGUARDING POLICY

This policy statement on safeguarding children and adults in the Church was adopted by

..... (Parish)

at a Parochial Church Council meeting held on

..... (date).

The Parish Church Council of

recognises the need to safeguard the children, young people and adults in our care and guard against the possibility of any form of abuse of children, young people and adults by persons who may be acting in the name of our parish. We aim to create a safe environment for the nurture and development of children, young people and adults, in order for them to feel valued and confident to ask for support and help. We will create policies and procedures that uphold the importance of our responsibility to protect and safeguard the welfare of children, young people and adults entrusted to our care. A Parish Safeguarding Officer will be appointed to ensure the implementation of this policy.

- We commit to providing a safe physical environment for work with children, young people and adults
- We recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
- As members of this parish we commit ourselves to respectful pastoral care for all adults to whom we minister.
- We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.
- We commit ourselves to promoting safe practice by those in positions of trust.
- The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.
- We commit to informing the whole church community about our safeguarding policy and procedures and recognise that it is the responsibility of each of us to prevent and report abuse that we discover or suspect
- We will ensure the children, young people and adults in our care know who they can talk to if they have any concerns
- We recognise our responsibility to always respond to and report abuse in whatever context, inside or outside the church environment and will always listen to and take seriously any child, young person or adult who reports that they have been abused
- We will always report allegations of abuse and concerns about a child, young person or an adult who is experiencing or at risk of abuse due to their, illness or disability in accordance with our procedures
- We will always report all allegations of abuse against Church Officers* to the appropriate statutory agency and to the Diocesan Safeguarding Adviser and co-operate with any investigation
- We will keep records in relation to safeguarding concerns, allegations and the recruitment of volunteers and paid workers securely.
- We commit to the safe recruitment of all new and current Church Officers* who have contact with children, young people and adults experiencing or at risk of abuse due to their, illness or disability.
- We will assess all new and current Church Officer* roles and, in every case where the role is deemed to be eligible, apply for an appropriate level criminal record check every five years
- We commit to providing every Church Officer* with clear instructions and information in respect of their role, adequate resources and support and regular opportunities for review
- We will ensure that all Church Officers* working with children, young people and adults experiencing or at risk of abuse due to their age illness disability or are in a trusted role attend Church of England safeguarding training every three years
- We will inform the Diocesan Safeguarding Adviser, and ensure appropriate supervision, of anyone who is known to have offended against a child, young person or an adult at risk of abuse due to their age, illness or disability who attends activities organised by the Parish Church Council of and will follow all recommendations of the Diocesan Safeguarding Adviser in this regard
- We require all hirers of our premises to have their own safeguarding policy and procedures, to provide us with an assurance that these are implemented and to provide us with a copy
- The parish adopts the policy and practice guidance of The Church of England - Ely Diocese
- The policy will be reviewed each year to monitor the progress which has been achieved

- We will review our safeguarding policy annually to ensure that it meets all current legislation, House of Bishop's and The Church of England – Ely policies and practice guidance
- Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by this church.

This church appoints to represent the concerns and views of vulnerable people at our meetings and to outside bodies **as the parish safeguarding officer.**

This church appoints as a **Parish ID Checker** to process online Disclosure and Barring Service applications

Incumbent.....

Churchwarden.....

Churchwarden.....

Date.....

** A 'Church Officer' is anyone appointed by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.*

The parish should provide details of how the above policy statements will be implemented in the parish

VOLUNTEER ROLE OUTLINE FORM

Appendix 2

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Work in ways that meet and develop the personal, spiritual, social and pastoral needs
- Promote their rights to make their own decisions and choices, unless it is unsafe
- Ensure their welfare and safety
- Promote social justice, social responsibility and respect for others
- Maintain confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above.

Role		
Responsible to		
Key Responsibilities of the Role (tasks to be undertaken)		
Any arrangements for induction, training & support		
Any practical arrangements relevant to the role (e.g. process for paying expenses, times role should be carried out, provision of equipment)		
Role to be reviewed (insert date)		
The role is eligible for a criminal record check which is renewable every five years		Yes / No

EXAMPLE ROLE OUTLINE: MESSY CHURCH TEAM LEADER

Appendix 3

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Working in ways that meet and develop the personal, spiritual, social and pastoral needs
- Promote their rights to make their own decisions and choices, unless it is unsafe
- Ensure their welfare and safety
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above.
-

Role	Messy Church Team Leader
Responsible to	
Key Responsibilities of the Role (tasks to be undertaken)	
Your role includes: <ul style="list-style-type: none"> • Meeting to plan the sessions • Helping source and prepare the materials and equipment • Praying for Messy Church independently and when possible at the prayer meeting beforehand • Letting the rest of the planning team know your availability • Helping set up the night before if possible • Welcoming families and chatting to them • Leading your activity, sharing the story and helping families enjoy their time at your table • Clearing up as much as you can • Joining in the Celebration, leading it as required and encouraging families to participate • Eating with the families and chatting with them • Clearing up afterwards as much as possible • Emailing in reflections on how the session went and on any thoughts / stories / changes/ suggestions • Encouraging, affirming and inspiring the rest of the team 	
Required for role <ul style="list-style-type: none"> • A love of Jesus Christ and a desire to share your faith with the families through actions and words 	

<ul style="list-style-type: none"> • A positive, cooperative, helpful, loving, forgiving attitude to team and families • An understanding that it's messy and will never be perfect • Ability to take responsibility and take the initiative • Ability to soothe troubled breasts and build up the team 	
Desirable for role <ul style="list-style-type: none"> • Experimenting with initiatives to deepen discipleship • Attending / organising periodic team training and socials • Adaptability • 'Mucking in' where needed • A willingness to share your own ideas and limitations without fear of being judged 	
Any arrangements for induction, training & support Attendance at Safeguarding Training within six months of beginning role and thereafter every three years required	
Any practical arrangements relevant to the role <i>(e.g. process for paying expenses, times role should be carried out, provision of equipment)</i>	
Role to be reviewed <i>(insert date)</i>	Annually
The role is eligible for a criminal record check which is renewable every five years	Yes

Example Role Outline: Messy Church Helper

Appendix 4

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Co-ordinator.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Working in ways that meet and develop the personal, spiritual, social and pastoral needs
- Promote their rights to make their own decisions and choices, unless it is unsafe
- Ensure their welfare and safety
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above.

Role	Messy Church Helper
Responsible to	Messy Church Leader
Key Responsibilities of the Role (tasks to be undertaken)	
<ul style="list-style-type: none"> • Be timely • Set up craft materials • Set up food and drink • Be aware of any health and safety concerns and take appropriate action • Attend monthly team meetings • Be responsible for one activity/group • Help clear away at the end of the session • Read the Parish Child Protection Policy and guide lines 	
Any arrangements for induction, training & support	
Attend safeguarding training every three years Attend a session of training with Messy Church Leader Annual one-to-one meeting with Messy Church Leader for review	
Any practical arrangements relevant to the role (e.g. process for paying expenses, times role should be carried out, provision of equipment)	
Receipts for resources to be submitted to Treasurer via Messy Church Leader for reimbursement On a rota by negotiation (on average twice a month)	
Role to be reviewed (insert date)	
The role is eligible for a criminal record check which is renewable every five years	No - if supervised

Example Role Outline: Parent & Toddler Group Helper

Appendix 5

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Co-ordinator.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Working in ways that meet and develop the personal, spiritual, social and pastoral needs
- Promote their rights to make their own decisions and choices, unless it is unsafe
- Ensure their welfare and safety
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above.

Role	Parent and Toddler Group Helper
Responsible to	Leader of parent and toddler group (Leader responsible to the Incumbent)
Key Responsibilities of the Role (tasks to be undertaken)	
<ul style="list-style-type: none"> • Set up/clear up • Tea/coffee making • Registration • To help parents play well with their children and promote that. • Helping parents feel welcome, and to get to know each other. 	
Any arrangements for induction, training & support This is the responsibility of the group leader (in accordance with relevant parish policies on discipline, grievance, behaviour etc. Attend safeguarding training every three years	
Any practical arrangements relevant to the role (<i>e.g. process for paying expenses, times role should be carried out, provision of equipment</i>) Expenses paid on a monthly basis from the Treasurer (keep receipts). Once a week; an hour and half for the session; half an hour either side to set up/clear away	
Role to be reviewed (<i>insert date</i>)	
The role is eligible for a criminal record check which is renewable every five years	No

Example Role Outline: Pastoral Visitor

Appendix 6

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Co-ordinator.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Working in ways that meet and develop the personal, spiritual, social and pastoral needs
- Promote their rights to make their own decisions and choices, unless it is unsafe
- Ensure their welfare and safety
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above.

Role	Pastoral Visitor
Responsible to	Incumbent through Pastoral Visitor Co-ordinator / Team Leader
<ul style="list-style-type: none"> • Key Responsibilities of the Role (tasks to be undertaken) • Visiting as directed by Incumbent or Team Leader • To listen • Offer conversation • Pray and support • Assessment of particular needs • Recognition of boundaries • Listening • Visit in homes, hospital, workplace as directed • Ensure appropriate confidentiality • Take Communion to housebound as directed • Build relationships with those visited • Make and maintain telephone contact with identified people • Be aware of vulnerable adult safeguarding issues 	

Any arrangements for induction, training & support Provision of mentoring, supervision and access to training. Shadow Team Leader/Vicar/experienced team member. Options for debrief and support depending on need. Feedback to Team Leader (or Vicar if no leader). Team meetings monthly Attend safeguarding training every three years	
Any practical arrangements relevant to the role <i>(e.g. process for paying expenses, times role should be carried out, provision of equipment)</i> Take mobile phone Consider exit strategies Consider safe visiting practice Record and report concerns Access to consecrated elements (for home Communion) Official badge/cord Expense arrangements As agreed with Team Leader or pastoral team members and recorded.	
Role to be reviewed <i>(insert date)</i>	
The role is eligible for a criminal record check which is renewable every five years	Yes

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Co-ordinator.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Working in ways that meet and develop the personal, spiritual, social and pastoral needs
- Promote their rights to make their own decisions and choices, unless it is unsafe
- Ensure their welfare and safety
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above.

Role	Children's Group Volunteer
Responsible to	Children's work co-ordinator
Key Responsibilities of the Role (tasks to be undertaken)	
<ul style="list-style-type: none"> • Be a practising Christian, a member of the church and regularly attend services in addition to the Sundays when leading children's groups • Pray for children and co-workers • Seek to get to know the children in the group– their names, likes, dislikes and family circumstances – both within group sessions, and before and after weekly services • Create space for children to talk, both formally and informally • Communicate effectively with children • Work collaboratively with other leaders • Prepare and conduct sessions and activities relevant to the age and ability of the children in the group • Be aware of any health and safety issues that may affect the group • Undertake training relevant to the role • Undertake child protection training every three years • Read the parish's child protection policy and know how to respond to, report and record any concerns you may have about a child • Read and implement any other PCC policies and guidelines relevant to your work with children • Keep a register, contact details for the children and any consent forms required • Regularly review your work with your co-workers and/or church leadership 	

Any arrangements for induction, training & support Induction to be carried out by children's work co-ordinator Attend safeguarding training every three years and Growing with God yearly Meet with co-workers every term	
Any practical arrangements relevant to the role (<i>e.g. process for paying expenses, times role should be carried out, provision of equipment</i>) Receipts for resources should be given to children's work co-ordinator Keys for the children's resources cupboard are kept in the vestry On a rota by negotiation	
Role to be reviewed (<i>insert date</i>)	
The role is eligible for a criminal record check which is renewable every five years	Yes

EXAMPLE ROLE OUTLINE: HOME COMMUNION ASSISTANT

Appendix 8

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Working in ways that meet and develop the personal, spiritual, social and pastoral needs
- Promote their rights to make their own decisions and choices, unless it is unsafe
- Ensure their welfare and safety
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above.

Role	Home Communion Assistant
Responsible to	Incumbent / Priest-in-Charge
Parish	
Key Responsibilities of the Role (tasks to be undertaken)	
<p><i>Taking Holy Communion to those who unable to attend a church service to receive provides an opportunity for recipients to still be linked to the body of the congregation and the main acts of worship. As a Home Communion Assistant you are a representative of that worship and congregation as you bring the consecrated elements; the recipients are a part of it even though they receive bread and wine at home. It is therefore important that you have given careful thought to the practice and meaning of Holy Communion and received appropriate training from your incumbent / priest-in-charge.</i></p> <ul style="list-style-type: none"> ▶ To take Holy Communion to the housebound and/or those living in residential care homes ▶ Agree boundaries and expectations with your incumbent / priest-in-charge: <ul style="list-style-type: none"> • Frequency and expected length of visits • How often, if at all, the incumbent / priest-in-charge will take Holy Communion, with or without the Home Communion Assistant present • Frequency of review meetings with incumbent / priest-in-charge • Frequency of review meetings with other Home Communion Assistants in the parish • How Holy Communion is to be administered – bread and wine or one kind only • Order of Service to be used • Discuss the risks of visiting care homes and the housebound before you begin to visit and what you can do to minimise these risks 	

<ul style="list-style-type: none"> • How to collect and return the reserved sacrament and Home Communion Set from church • In advance of the first visit, who will seek permission of the manager of the residential care home before Holy Communion is administered to a resident • How and when the incumbent/priest-in-charge will be notified if the recipient is close to death <p>► Agree expectations and boundaries with the recipient:</p> <ul style="list-style-type: none"> • A plan for the visit – Holy Communion service only, conversation before or after the service, prayers, refreshments, time • Confirm how the recipient likes to receive Communion e.g. bread or wine only, dipping wafer in wine, holding chalice themselves, placing wafer directly into their mouth etc • Consider the recipients needs and abilities at all times and identify any additional aids that will help them to worship (large print, gentle music, prayer cards, holding cross, gluten free wafers, non-alcoholic wine etc) • Where possible and appropriate invite the recipient to participate in the service, e.g. reading Scripture or parts of the service or leading prayers <p>► To ensure you are properly prepared for visits:</p> <ul style="list-style-type: none"> • call the person to be visited in advance (or the care home) to confirm the place and time of your visit • take agreed orders of services, Bible readings and collect for the week with you • ensure you have prayer cards, linen, crucifix, candles, matches (check that you are allowed to light candles) as appropriate • Arrive in good time for the appointment and leave sufficient time for any further commitments - rushing in and/or out not only appears uncaring but undermines the value of the worship <p>► Where possible visit with at least one other person. Always do this when visiting someone for the first time. Where it is necessary to visit alone, as a minimum:</p> <ul style="list-style-type: none"> • Always take a mobile phone with you and ensure someone else knows about your visit – date, time, location • Carry identification and a note of introduction from your church at all times • Adhere to any boundaries agreed with your church and the person you are visiting • Consider how you can leave the premises quickly or summon help in the event of an emergency • Never agree to meet in a locked or lockable room <p>► Be alert to pastoral issues that might arise through the visit – possibly through things you are told or that you see - and, if in doubt, refer these confidentially to your incumbent / priest-in-charge.</p>	
Any arrangements for induction, training & support	
Attend a training session with the incumbent / priest-in-charge before visiting for the first time Visit with an experienced Home Communion Assistant for the first three months	
Any practical arrangements relevant to the role (e.g. process for paying expenses, times role should be carried out, provision of equipment)	
Home Communion Set, reserved sacrament, linen, crucifix, candles, orders of service, Bibles available from church	
Role to be reviewed (insert date)	annually
The role is eligible for a criminal record check which is renewable every five years	After agreeing boundaries and expectations with incumbent / priest-in-charge assess

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Co-ordinator.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Working in ways that meet and develop the personal, spiritual, social and pastoral needs
- Promote their rights to make their own decisions and choices, unless it is unsafe
- Ensure their welfare and safety
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above.

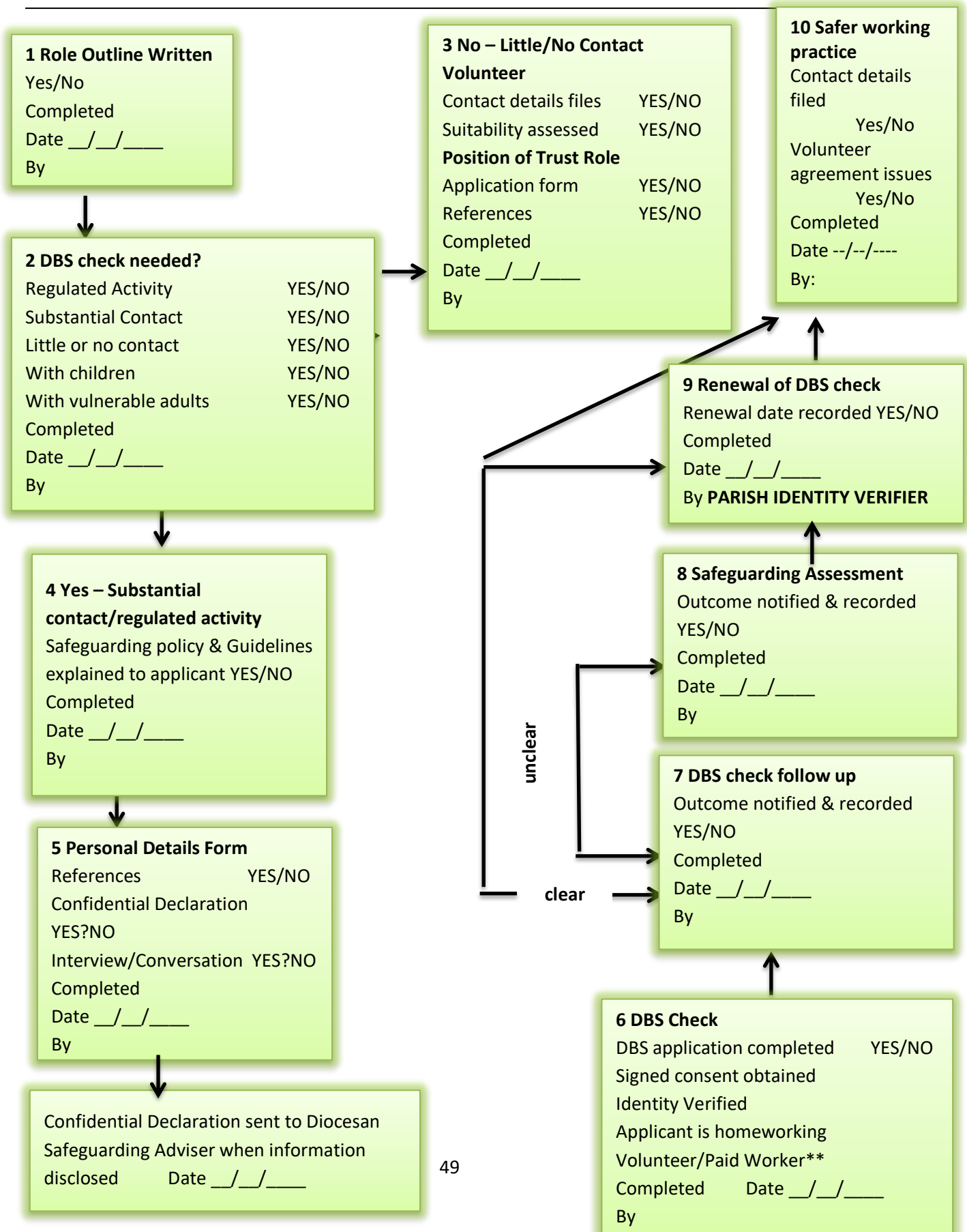
Role	Flower Arranger
Responsible to	Church warden
Key Responsibilities of the Role (tasks to be undertaken)	
<ul style="list-style-type: none"> • Be a team leader • Be responsible for flower display when appropriate • Collect donations for flowers • Keep receipts and claim money • Request plant donation – communicate with congregation • Liaise with incumbent re flowers required for seasons and festivals • Liaise with church warden re where flowers are to be placed • Keep equipment tidy, clean and stored in the designated storage area • Water flowers regularly and remove dead flowers • Liaise with parish secretary re weddings and funerals – may on occasion need to meet couples and families for an assessment of their requirements. 	
Any arrangements for induction, training & support	
Any practical arrangements relevant to the role (e.g. process for paying expenses, times role should be carried out, provision of equipment)	
All receipts and payments to be given to the church secretary / administrator Keys for the flower arrangement cupboard to be kept in the Vestry On a rota by negotiation	
Role to be reviewed (insert date)	
The role is eligible for a criminal record check which is renewable every five years	No

Church of England Recruitment Process – Parish Checklist

Appendix 10

PARISH:

NAME OF APPLICANT:





Model Application Form

Appendix 11

This is a simple model application form template for a volunteer which can be used, amended or substituted by a local model as required.

Name of Church

Application form for voluntary workers with children and / or adults experiencing, or at risk of abuse or neglect.

Application for the post of:

Full Name	
Date of birth	
Former name	
Home address	
Postcode	
Telephone	
E-mail	
Relevant Qualifications/Training	

<p>Previous experience of working with children or adults experiencing, or at risk of, abuse or neglect - continue overleaf if necessary</p>	
<p>Please provide two references one of which must be from current employer or previous church</p>	
<p>Referee 1</p> <p>Name</p> <p>Address</p> <p>Postcode</p> <p>Tel:</p> <p>E-mail</p>	<p>Referee 2</p> <p>Name</p> <p>Address</p> <p>Postcode</p> <p>Tel:</p> <p>E-mail</p>



Church of England Confidential Declaration Form

Appendix 12

The Confidential Declaration Form must be completed by all those wishing to work with children and / or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and / or adults experiencing, or at risk of abuse or neglect. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment / appointment process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role / position. All forms will be kept securely in compliance with the Data Protection Act 1998.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question which you are answering.

Please note that the Disclosure and Barring Service (DBS) is an independent body, which came into existence on 1st December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

If the role you have applied for is not eligible for a DBS check you MUST only answer questions 1 and 2 of this form

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules? (Include both 'spent' and 'unspent' convictions) YES / NO
2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules⁵? YES / NO

Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules. Please also provide details of the circumstances and/or reasons that led to the offence(s).

*Broadly, where your position / role involves substantial contact with children and / or adults experiencing, or at risk of abuse or neglect (i.e. where you are eligible for an enhanced criminal records check) you will be expected to declare **all** convictions and / or cautions etc., even if they are 'spent' provided they have not been filtered by the DBS filtering rules.*

⁵ You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences referred to in footnote 1 above. Please note that a caution etc. must comply with (a) and (b) in order to be filtered

If your position / role does not involve substantial contact with children and / or adults experiencing, or at risk of abuse or neglect you should only declare ‘unspent’ and ‘unfiltered’ convictions / cautions etc.

Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.

If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and / or adults experiencing, or at risk of abuse or neglect. Although it is important to note that the existence of a conviction, caution etc. will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.

3. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence / misconduct? YES / NO
4. Are you or have you ever been prohibited and / or barred from work with children and/or vulnerable adults? YES / NO
5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and / or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and / or vulnerable adult was at risk of significant harm from you? YES / NO
6. Has your conduct ever caused or been likely to cause significant harm to a child and / or vulnerable adult, and / or put a child or vulnerable adult at risk of significant harm? YES / NO

Note: Make any statement you wish regarding any incident you wish to declare

7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things? YES / NO
8. Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult’s Social Care)? YES/NO

If you reply yes to questions 7 and/or 8, please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or adult who is vulnerable. Any allegation or complaint investigated by the police, Children’s Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities.

9. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation? YES / NO
10. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules; or is that person at present the subject of a criminal investigation/pending prosecution? YES/NO/Not Applicable

If yes, please give details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s)

*Note applicable to Q10: You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include **all** clergy).*

Note: All these matters shall be checked with the relevant authorities

Declaration

I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge.

After I have been appointed I agree to inform my line manager or supervisor if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Social Services/Social Work Department (Children or Adult's Social Care) investigation.

Signed.....

Full Name.....Date of Birth.....

Address.....

.....

Date.....

Please return the completed form to your Parish Safeguarding Officer

References*

Please give the names of **two** people who would be able to provide a reference. They should be people who have known you at least two years, and who are not in your family. If you are employed, one of the referees should be your current employer.

Referee 1:

Name

Address

Tel:

How does this person know you?

Referee 2:

Name

Address

Tel:

How does this person know you?

Before an appointment can be made applicants who will have substantial contact with children and / or adults experiencing, or at risk of abuse or neglect in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service.

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and / or adults experiencing, or at risk of abuse or neglect.

Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and / or an adult experiencing, or at risk of abuse or neglect at risk.

*Referees will only need to be provided if this is not in support of a new post where references were applied for as part of the recruitment purpose. However referee will need to be nominated if this is a renewal.



Model Reference Request Letter

Appendix 13

Church name

Address

Date

Dear

(Name of volunteer/worker) has offered to help with our *children's/young people's/vulnerable adults* work.

As you are probably aware, before we can accept any new *volunteers/paid workers*, we must be sure that they are suitable. *(Name)* has given us your name as someone who can give a character reference.

I would be grateful if you could complete the enclosed questionnaire (*overleaf*), which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible.

(Name) will mainly be working with *(age) year olds/vulnerable adults*, as *(give a brief description of the work)*.

In commenting on the *volunteer/worker*, please bear in mind that it is the church's duty to protect *children/vulnerable adults* from harm of a physical, emotional or sexual nature, and all *volunteers/paid workers* are required to sign an undertaking to this end.

With thanks,

Yours sincerely,

(Incumbent)

Insert and delete where necessary



The Church of England Diocese of Ely

Model Reference Form

Appendix 14

Private and Confidential

Name of applicant _____

In what capacity do you know the applicant? _____

How long have you known him/her? _____

With your knowledge and experience of the above person, please comment on his/her suitability to work with children/adults who are vulnerable:

His/her previous experience of working with children / adults who are vulnerable

His/her ability to provide kind, consistent and safe care

Evidence of his/her willingness to respect the background and culture of children/adults who are vulnerable and to treat everyone with equal concern

Please include comments about his/her honesty, reliability, health and experience of working with children/young people/vulnerable adults.

Are there any other comments you would like to make about the applicant?

Are you aware of any health concerns relevant to working with children/adults who are vulnerable that need to be taken into account? ☐ Yes ☐ No

If yes, please outline.

Have you any evidence or concerns that this person is not suitable for work with children/vulnerable adults? ☐ Yes ☐ No

If yes, please outline. Your comments will be treated in confidence. You may wish to call the number overleaf to discuss.

Signed _____

Date _____

Print name _____



MODEL INTERVIEW / DISCUSSION FORM

Appendix 15

Name of Church:

Interview /discussion questions for a volunteer seeking to work with children/adults who are vulnerable and outcome

The purpose of the interview/discussion is to explore the applicant's suitability. Notes of the interview / discussion should be retained and attached to this form which should be returned to the incumbent/priest-in-charge to be held on behalf of the church council. The following factors should be addressed:-

Name and date of birth of applicant:

1. What experience have you of working with children / adults who are vulnerable?
2. Can you give some examples of how you would provide kind, consistent and safe care?
3. Can you describe how you would respect the background and culture of children / adults who are vulnerable with whom you would volunteer?
4. How would you treat all children / adults who are vulnerable as individuals with equal concern?
5. Do you consider yourself to be in good health or are there any issues / situations that need to be taken into account or avoided in relation to your volunteering?
6. Do you know of any reason why you should not be working with children or adults who are vulnerable? Are there any police or employment matters outstanding which could affect your ability to volunteer?

Outcome

Are there any issues in the Confidential Self-Declaration?

YES / NO

If Yes, action taken:

Do the references support the appointment?

YES / NO

If No, action taken:

Do you recommend their approval to the church council?

YES / NO

If No, action taken:

Signed

Name (Print)

Date

Date Approved by parish church council:

Positive and Negative Interview Indicators*

The following indicators can be used to assess an applicant's suitability for a role with vulnerable groups as part of the selection process:

Positive Indicators	Personal Competencies	Negative Indicators
<ul style="list-style-type: none"> • Convincing responses based on balanced understanding of self & circumstance; • Has, a realistic knowledge of personal strengths & weaknesses; • Examples of having considered / tried other options & alternatives; • A realistic appreciation of the challenges involved in working with children/vulnerable adults; • Evidence of others having supported and encouraged based on observation of personal talent. 	<p>1. Motivation for working with children and/or adults experiencing, or at risk of, neglect and/or abuse</p> <p><i>Self-awareness / knowledge & understanding of self, interconnection between self and role.</i> <i>Example Questions:</i></p> <ul style="list-style-type: none"> • What do you feel are the main drivers, which led you to want to work with children and/or adults experiencing, or at risk of, neglect and/or abuse? • How do you motivate young people and/or adults experiencing, or at risk of, neglect and/or abuse? • What has working with young people and/or adults experiencing, or at risk of, neglect and/or abuse to date, taught you about yourself? 	<ul style="list-style-type: none"> • Unconvincing responses based on whimsical examples; • Not self aware, don't see themselves as others do; • Driven by personal needs not needs of others; • Not realistic about personal strengths & weaknesses; • Unrealistic impression of what working with children/vulnerable adults is really like; • Failure to consider other alternatives; • Pushed by others, forced by circumstance to do something they don't appear to have personally thought through.



The Recruitment of Ex-offenders -Sample policy

Appendix 16

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), [Organisation Name] complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly
- [Organisation Name] undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- [Organisation Name] can only ask an individual to provide details of convictions and cautions that [Organisation Name] are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- [Organisation Name] can only ask an individual about convictions and cautions that are not protected
- [Organisation Name] is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- [Organisation Name] has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- [Organisation Name] actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records
- [Organisation Name] select all candidates for interview based on their skills, qualifications and experience
- an application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position
- [Organisation Name] ensures that all those in [Organisation Name] who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences

- [Organisation Name] also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- at interview, or in a separate discussion, [Organisation Name] ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- [Organisation Name] makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request
- [Organisation Name] undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.



Model Letter of Appointment

Appendix 17

This is a simple model appointment form template for a volunteer, which can be used, amended as required. It must be sent **only** after the criminal records check has been considered and approved.

Name of Church

Dear

APPOINTMENT TO THE POST OF

Thank you for agreeing to volunteer with us. As you will no doubt be aware, volunteers are essential part of Church life. We do hope that you enjoy volunteering with us and feel part of the team.

XXXXXXX will induct you into the role and show you around.

I should be grateful if you would contact me to arrange a convenient time for your induction and tour and also to confirm when you would like to start.

In the meantime, please find attached:

- Your role outline;
- a copy of the Church's Statement of Safeguarding principles; and
- what to do if..... notes on what to do if there are serious concerns.

Safeguarding training will be provided in the next round of training delivery.

If there is anything further I can help you with at this stage, please do let me know.

On behalf of the PCC, I thank you for your interest and I look forward to welcoming you to our team.

Yours sincerely,

On behalf of the PCC

Kind regards,



VOLUNTEER CONTACT DETAILS FORM

Appendix 18

First Name	
Surname	
Date of Birth	
Address	
Home Telephone Number	
Work Telephone Number	
Mobile Number	
Email Address	
Next of Kin (provide contact telephone number)	
Role	
Start Date	
Review Date	



VOLUNTEER AGREEMENT FORM

Appendix 19

Name of Parish / Organisation

Name of volunteer

Welcome to your role as

Thank you for volunteering - you are a valued member of our team and on behalf of the members of this church, we undertake to treat you with respect and courtesy at all times and support you and your work, by prayer, by our interest, and by providing resources and training.

The person who will give you primary support is

He/she is there to discuss any matters of concern you may have.

Your role will be undertaken at

at the following times

The responsibilities of your role are

If you are unable to carry out your role – for example due to illness – please telephone:

_____ on _____ as soon
as possible.

Once a year we will meet with you to talk about your work, and, if you wish to continue, we will discuss your development and training as appropriate.

We take the safety of everyone in the Church very seriously and everyone must work within our safeguarding policies for children and adults and regularly undertake safeguarding training where they work directly with children and/or adults who are vulnerable. In particular anyone who becomes aware of a safeguarding risk or of actual abuse must immediately contact

This letter is binding in honour only; it is not intended to create a legally binding contract between us and it may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.

We hope you will enjoy your work.

Signed _____
(On behalf of the Parish Church Council)

Date _____

One copy of this form should be retained by the volunteer, one by the person to whom the volunteer is responsible and one by the PCC Secretary or person who administers the volunteer contact list. If the job description changes, a new form must be completed.

To be completed by the volunteer.

I understand the nature of the work I am to do in my role as

I have read the church's guidelines for safeguarding children and adults and understand that it is my duty to report any allegations or concerns I may have about children and adults. I know what action to take if abuse is suspected or disclosed.

Signed _____

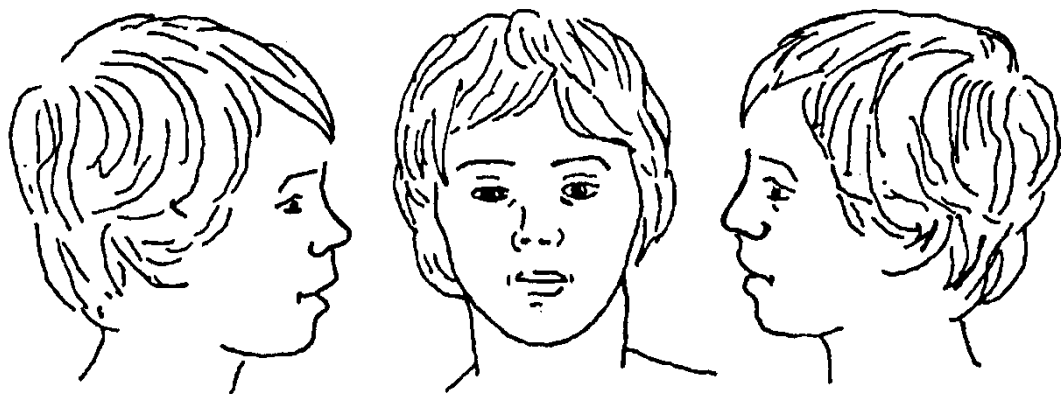
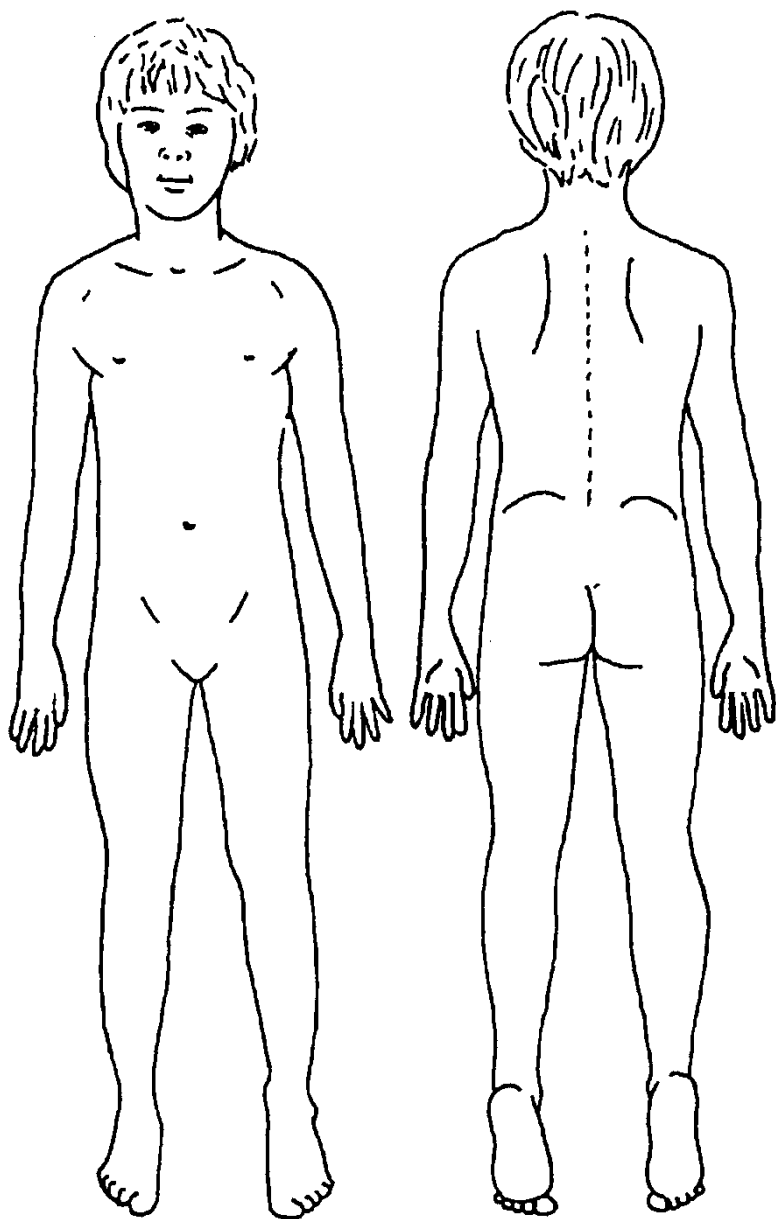
Date _____



Logging a Concern about a Child, Young Person or Adult at risk

(Insert Church name and address)	Date of this Log:	dd/mm/yy
	Time of this log:	00:00
Child/Vulnerable Adult's Full Name:		
Address:	Phone no:	
	DoB:	
	Gender	
Date of Concern/Incident: dd/mm/yy	Time of Concern/Incident: 00:00	
Your Name:	Your role:	
<p>Describe the incident as factually as possible. Include who was involved, exactly what happened, where it happened, when it happened, and the source of the information (e.g. witnesses). Remember to describe clearly any behavioural or physical signs you have observed, using the body map overleaf as necessary.</p>		
<p>Check to make sure your report is clear now – and will also be clear to anyone reading it in the future. Use a continuation sheet as necessary.</p>		
Action taken:		
Signature of reporting person:		
Form received by:		(Safeguarding Officer)
Date:	Time:	
Proposed action by the Safeguarding Officer:		

Body Map





PARISH IDENTITY CHECKER REGISTRATION FORM

Access Personal Checking Service (APCS)

Disclosure & Barring Service Parish ID Checker Registration Form

(This form must be completed for each Parish ID Checker the Parish Church Council appoints)

Please complete in BLOCK CAPITALS & BLACK INK and return in an envelope to Sarah King, Diocesan Safeguarding Officer, Church of England – Ely, sarah.king@elydiocese.org – Diocesan Office, Barton Road, Ely CB7 4DX.

1. Parish details

Parish Name: _____

Church Address: _____

_____ Post code: _____

Tel no: _____ e-mail address: _____

2. Parish ID Checker Details:

Mr/Mrs/Miss/Ms/other: _____ Surname: _____

Forenames: _____

Day-time Tel no: _____

Email: _____

This is essential and is needed for secure access to the online system.

Registration Form continued...

Do not complete – Church of England – Ely use only.

Authorised Person:

Print Name: _____

Date: ____ / ____ / ____

Signed: _____

Parish Code: _____ 68

3. Statement by Parish

This organisation is responsible for appointing individuals that have regular contact with children and/or adults at risk. In registering with the APCS Disclosure Service, we agree to comply with all the requirements of the Church of England - Ely and contained in the Disclosure and Barring Service Code of Practice and other DBS procedures and processes. In particular, we confirm that we have adopted policies for the recruitment of offenders and safe storage of information in line with DBS expectations. We will not communicate, disclose or make available all or any part of confidential information to any third party.

We undertake to keep APCS informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations.

Signed: _____ Date: _____

Parish ID Checker

Print Name: _____

Signed: _____ Date: _____

Parish Priest

Print Name: _____

Parish ID Checker Role

Role

- Verify the applicants identity in accordance with Disclosure & Barring Service guidelines (www.gov.uk/dbs) – see original documents, check photographic id face to face, check id documents against the online application form
- Enter details of the identity verification online
- Complete the ID verifier's section online
- Submit the online application by clicking 'submit'
- Pass the applicant's disclosure certificate number and date, the date the disclosure is due for renewal to the PSO(notified by the Diocesan Safeguarding Officer)

Skills

- Good computer literacy
- Good administrative skills
- Ability to assist others in completing an online form

Knowledge

- Familiar with Disclosure & Barring Service Identity Verification Guidelines
- Understanding of Church of England Recruitment Process

Accountability

A Parish ID Checker should:

- a) be appointed by the Incumbent / Priest-in-charge
- b) be approved by the PCC
- c) be notified to the Diocesan Safeguarding Officer

Training

Safer Recruitment – essential

Invitation to complete a criminal record check – Access Personal Checking Service (APCS)

Dear

Thank you for your application to work with children and / or adults at risk. In order to complete your online version of the Disclosure & Barring Service application form please click on the following link <https://www.onlinedbscheck.co.uk/login.aspx?returnurl=%2f> which will take you to the screen shown below.



The screenshot shows a web browser window with the URL <https://www.onlinedbscheck.co.uk/login.aspx?returnurl=%2f>. The page is titled "Criminal Record Checks" and "Welcome to Online CRB Check.co.uk". It provides information about the service and a "Create New Application" section. The "Create New Application" section includes a form with fields for "User ID", "Create Password", "Confirm Password", and "Email (optional)". Below the form is a "Create Application" button. There is also a "Login to existing Application" section. A sidebar on the left contains links for "Home", "About Us", "Policies", "My Account", "Log in", "Contact Us", "Management Reports", and "Employer Enrolment". A red box in the sidebar contains a "Help" icon and the text "If you need assistance please call us on 0845 643 1145". The bottom of the browser window shows the Windows taskbar with the date and time "21:53 03/03/2017".

You will be asked to provide your **User ID number - which is Parish ID Checker to insert**

You will be asked to create a password and to enter your e-mail address

Then click **Create Account**.

NB please do not click anywhere else on this screen as it may take you away from the form you are required to complete.

Don't forget that once you have completed your form online you will need to show me your identification documents .A list of document you can use is attached. Please ensure that you also give me your completed Confidential Declaration Form and Personal Details Form

If you need any further assistance, please feel free to contact me as your parish's identity verifier

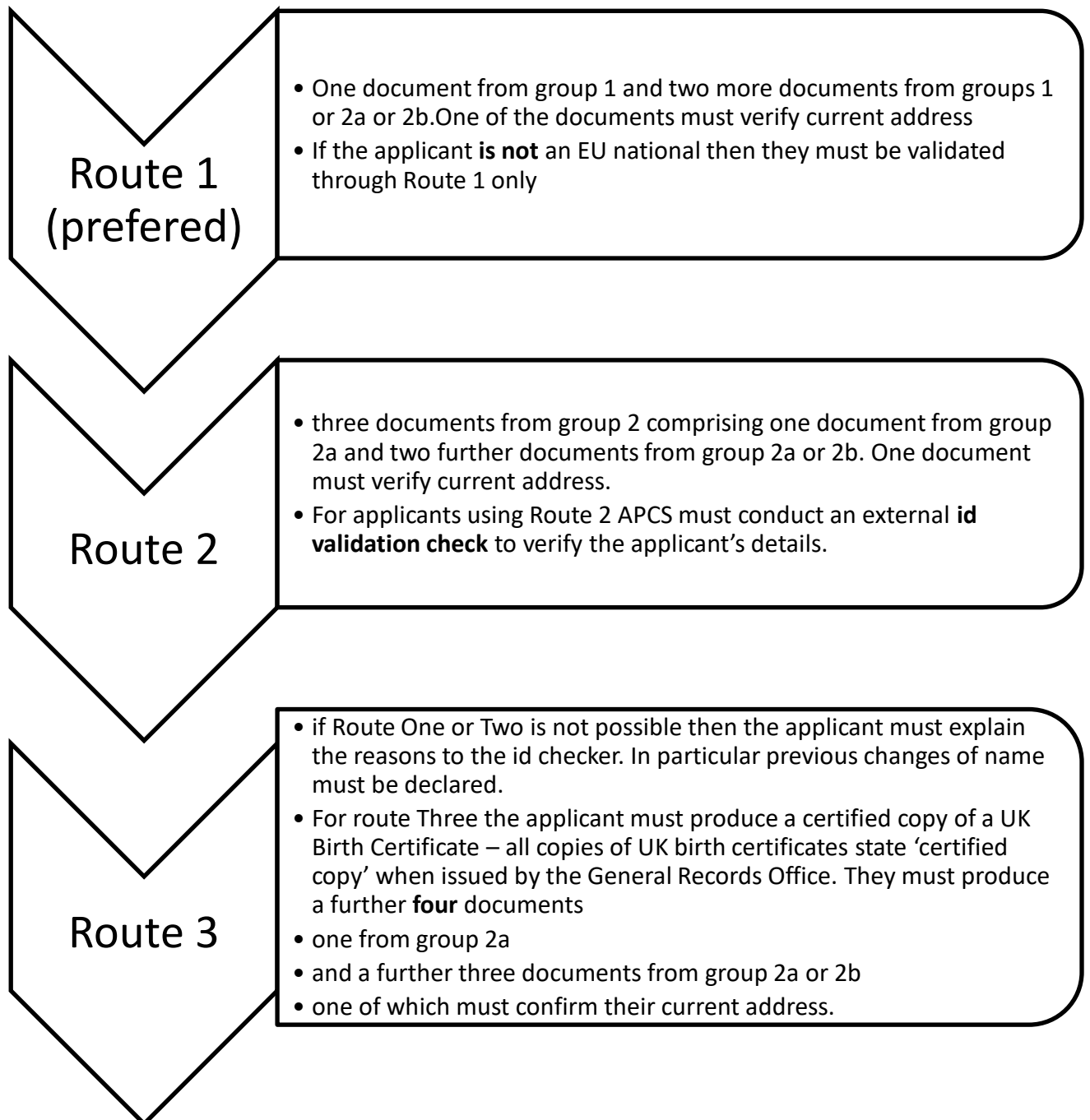
ID Document Checking Rules and routes for DBS Disclosure Applications

Appendix 24

The DBS have introduced new guidelines to strengthen the ID checking process for DBS disclosure applications. These are effective from 1st January 2015.

The first box below shows the combinations of ID documents that are acceptable. The further 3 boxes list the actual documents that are acceptable.

The last box describes the external id verification check needed to complete the Route Two check.



If the applicant cannot satisfy the requirements of Route One Two or Three then contact APCS to arrange a fingerprint check. Such an application can only be submitted on a paper form will involve a visit to a police station and will take considerably longer and cost more.

<p>Group 1 - Primary Trusted Identity Credentials</p> <ul style="list-style-type: none"> • Current valid Passport • Biometric Residence Permit (UK) • Current Driving Licence (UK/EU) (Full or provisional) Isle of Man/Channel Islands; photo card only • Birth Certificate (UK & Channel Islands) - issued at the time of birth. Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces • Adoption Certificate (UK and Channel Islands)
<p>Group 2a – Trusted Government/State Issued Documents</p> <ul style="list-style-type: none"> • Current UK Driving licence (old style paper version) • Certified copy of Birth Certificate (UK and Channel Islands) – issued after the time of birth by Registrars. Photocopies not acceptable. • Marriage/Civil Partnership Certificate (UK and Channel Islands) • HM Forces ID Card (UK) • Fire Arms Licence (UK and Channel Islands)
<p>Group 2b – Financial / Social History Documents</p> <ul style="list-style-type: none"> • Mortgage Statement (UK or EEA)** • Bank/Building Society Statement (UK or EEA)* • Bank / Building Society Account Opening Confirmation Letter (UK) • Credit Card Statement (UK or EEA)* • Financial Statement - e.g. pension, endowment, ISA (UK)** • P45/P60 Statement (UK & Channel Islands)** • Council Tax Statement (UK & Channel Islands) ** • Work Permit/Visa (UK) (UK Residence Permit) ** • Letter of sponsorship from future employment provider (non UK, non EEA only)- valid only for applicants residing outside UK at time of application.) • Utility Bill (UK)* – Not Mobile Telephone • Benefit Statement* - e.g. Child Allowance, Pension • A document from Central/Local Government/Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security • EU National ID Card • Cards carrying the PASS accreditation logo (UK) • Letter from Head Teacher or College Principal (16/17 year old in full time education. Only to be used in exceptional circumstances when no other documents available.) <p>Note - If a document in the list of valid identity documents is: denoted with * - it should be less than three months old denoted with ** - it should be issued within the past 12 months not denoted – it can be more than 12 months old.</p> <p>External ID Validation Check</p> <p>If Route Two is followed, then APCS will carry out an external id validation check to verify applicant's details. This means carrying out checks to the DBS's required standard against external data sources. If the check is successful, the application continues as normal. If it fails, APCS will contact the employer to discuss the anomalies. If they cannot be resolved, the application may have to be withdrawn. There is a charge for an external id validation check.</p>

Information provided on a DBS disclosure – depending on type of check applied for				Appendix 26
Information	Types of Disclosure			
	Basic	Standard	Enhanced	Enhanced + Barred
Unspent convictions	✓	✓	✓	✓
Spent convictions (not eligible for filtering)	X	✓	✓	✓
Cautions (not eligible for filtering)	X	✓	✓	✓
Police intelligence	X	X	✓	✓
Inclusion on the children's barred list	X	X	x	✓
Inclusion on the adult's barred list	X	x	X	✓

Handling of disclosure certificate information Sample policy statement

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, [Parish Name] complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

Statement of Fair Processing

By accessing this website and providing Access Personal Checking Services Ltd (trading as APCS) with your personal details, you agree to accept and be bound by the terms of this statement of fair processing which is summarised below.

APCS have worked closely with the Disclosure and Barring Service (DBS) and Disclosure Scotland (DS) to produce an online disclosure application route, which is an alternative to the standard paper forms. This allows you to complete your application at any location with internet access. Our online service is committed to protecting the privacy of our users. When you supply any personal information to this site, we have legal obligations towards you in the way we deal with your data, as follows:

- We will hold your personal information on our systems for as long as needed to meet the service you have requested, and remove it in the event that the purpose has been met.
- We will ensure that all personal information supplied is held securely, in accordance with the Data Protection Act 1998.
- We will provide a safe and secure experience for users of this site.
- We will ensure that the information you submit to us remains private, and is only used for the purposes set out below.
-

Fair Processing Principles

- Your personal information is only processed with your knowledge.
- Only information that we actually need is collected and processed.
- Your personal information is only seen by those who need it to do their jobs.
- Personal information is retained only for as long as it is required.
- Decisions affecting you are made on the basis of reliable and up to date information.
- Your information is protected from unauthorised or accidental disclosure.
- Inaccurate or misleading data will be corrected as soon as possible.
- Procedures are in place for dealing promptly with any dispute.

All information requested is used solely for the purpose of producing a disclosure certificate and is collected, stored and processed by APCS, the DBS and Disclosure Scotland in accordance with the Data Protection Act 1998. We will treat your personal information as confidential and we will not disclose it to any third party except: (i) with your prior agreement; (ii) as necessary for providing our online disclosure service to you; or (iii) as required by law.

Any organisation which uses the APCS online disclosure service is obliged to sign a service contract requiring them to:

- Abide by the Data Protection Act 1998
- Have a policy for secure storage, handling, use, retention and disposal of disclosures and disclosure information

The APCS online solution is hosted within an ISO27001 compliant environment, and all components of the service are protected by intrusion detection and intrusion prevention devices. Completed applications are fully encrypted and securely transferred to the DBS and Disclosure Scotland.

General parental permission form for children's groups and activities

This form should be completed annually for all regular activities involving children/young people under 18 years.

Title of Activity Group	
Usual Activity of the Group	
Full name of group/activity member	
Address	
Telephone no of parent/guardian	
Mobile no of parent/guardian	
Additional emergency contact tel.	
Any other information the group leader should know (medical/dietary etc)	

Checklist for Leaders of Regular Groups/Activities for Children and/or Vulnerable Adults

- Premises suitable, with accessible entry and facilities for the target group
- Appropriate insurance in place
- OFSTED registration in place, if applicable
- Equipment checked and tested as appropriate
- Risk assessments completed and up to date (review annually)
- Health and Safety Policy in place
- First Aid provision in place
- Registration and permission forms completed and filed for each participant
- Permission form for pictures and images completed and filed for each participant
- Transport permission form completed and filed for each participant (if applicable)
- Sufficient numbers of group leaders in place (both genders)
- Staff and volunteers DBS checked as appropriate
- Staff and volunteers trained for the activity (including safeguarding training)
- Staff and volunteers have read and agreed the safeguarding policy and behavioural guidelines
- Emergency contact numbers displayed prominently on premises

Pictures, Computer Images and Social Networking Permission Form Advice for Parents and Leaders

In the Diocese of Ely we opt for cautious common sense in our approach to the taking, storing and sharing of pictures (whether these are photos, moving images, computer-generated images or other pictures) of our young people. We would like to take pictures to publicise our events and illustrate our activities, and also to provide a memento for those taking part. However, we also accept that there may be people who are not comfortable with being included in pictures and that for some people, particularly those who have relocated after domestic violence or adoption, pictures can be inappropriate and may put someone at risk. Therefore, we will always ask permission for each activity, seeking agreement from participants themselves if they are adults, or from parents/carers where activities involve children or vulnerable adults. We will respect a person's right to decline to be included in pictures without asking them to explain why.

In addition, our leaders will remind participants, including children and teenagers, who wish to take their own photographs or mobile phone images NOT to take pictures without the permission of those involved. We will also remind everyone that images of other people should not be posted on Facebook or other social networking sites without permission, and that they must be careful not to take pictures that could be deemed to be insulting or indecent, even if the person involved gives permission.

Leaders of activities will not use their own mobile phones to take pictures of children or vulnerable adults with whom they are working. All images will be stored securely, usually in the church office, and not on computers or other equipment belonging to leaders. Images may be used on the church, Diocesan or Church of England websites but will not be electronically shared with other individuals.

No person under the age of 18 who appears in a photograph will be named or other specific identifying details given without permission from the parent/guardian. Children will also be asked for permission, in an age-appropriate context.

Please mark the statement below to show whether or not you agree to the occasional and taking of pictures by leaders who will follow the above guidelines. If you indicate you do not wish this to happen, you will not be asked for an explanation and your request will be respected.

I do/do not give permission for pictures to be taken of subject to the guidelines outlined above.

Signed

Please print name.....

Date

Overseas/Overnight/Residential trips: Supplementary Permission Form

This is a supplementary form to be used in addition to the general permission form, whenever activities will involve one or more nights away OR a trip overseas (eg a day trip outside the UK)

Insurance Advice

If the trip involves travelling in a non-UK country, parents are asked to provide their own travel insurance for the child. This should include cover for medical expenses, loss of baggage, cancellation etc. See the trip leader for further advice.

Title of trip:

Date of trip:

Surname of child

Forename(s)

Address:

Date of birth

Child's mobile phone no. (if applicable)

Are there any allergies, medical conditions and/or prescribed medicines we should be aware of?
Please use a separate sheet if necessary.

Special dietary needs? Please provide clear details, using a separate sheet if necessary.

If inoculations are required for this trip, please confirm that these have been done, with inoculations given and dates.

Are you happy for pictures and video clips to be taken by leaders of the trip, which may include your child, for use within the group and the church? (NB leaders will follow picture and image safety guidelines relating to taking, storing and sharing pictures; these are available from the trip leader or the Diocesan website).

YES NO (please circle the answer that applies)

Emergency Contact in UK

Name

Relationship to child

Address

Contact telephone number

Mobile/e mail

Alternative contact:

Name

Relationship to child

Address

Contact telephone number

Mobile/e mail

For trips outside the UK:

Passport Number

Place of issue

Date of expiry

Nationality

Please read and sign

I have read the information which has been supplied about this visit and I give permission for my child to take part.

Signed.....

Date.....

Volunteer Drivers: Checklist

For use when transport is formally offered as part of church activities. Informal agreements made between families and friends are not subject to these requirements or consent forms.

The consent of parents must be sought if activities are planned that rely on children being transported by volunteers. Carers of vulnerable adults should be similarly consulted.

All those who drive children or vulnerable adults on church-organised activities should be over 25 and should have held a full driving license for over two years.

All cars that carry children or vulnerable adults should be comprehensively insured. The insured person should make sure that their insurance covers their activities. The insurance certificate and the driver's license should be shown to the priest in charge or the safeguarding co-ordinator before the activity takes place.

All cars that carry children or vulnerable adults should be clean and in a roadworthy condition.

Children must use suitable seat belts and child safety seats appropriate to their age/weight. If there are no seat belts/child safety seats children should not be carried.

At no time should the number of passengers in a car exceed the usual passenger number.

If a passenger is known to have a disability or special need, consideration should be given whether to have a non-driving adult in the car who can assist if necessary.

Any driver who has an endorsement of 6 points or more on their license should not be accepted as a volunteer driver.

Any driver who has an "unspent" conviction for a drink driving offence or for dangerous driving or racing on the highway should not be accepted as a volunteer driver.

The driver should not transport one child or vulnerable adult on his or her own, unless there are exceptional circumstances, which should be logged.

Where a volunteer is regularly driving children or vulnerable adults, a DBS check is required. The driver should also be issued with a copy of this advice.

SAFEGUARDING IN YOUR PARISH

The incumbent/priest in charge
Name
Contact E-mail
Contact number

The parish safeguarding officers
Names
Contact E-mail
Contact numbers

In an emergency dial 999

Other organisations that can offer advice and support

NSPCC - For adults concerned about a child
Tel 0808 800 5000
Website www.nspcc.org.uk

ChildLine - For children and young people
Tel 0800 1111
Website www.childline.org.uk/?utm_source=google&utm_medium=cpc&utm_campaign=UK_GO_S_E_BND_Grant_Childline_Pure_Brand&utm_term=childline&gclid=CPX4hbSz3dICFUgW0wodFQIPxA&gclidsrc=aw.ds

Action on Elder Abuse helpline
0808 808 8141
www.elderabuse.org.uk

24-hour National Domestic Violence Helpline
0808 2000 247
www.womensaid.org.uk

Broken Rainbow (support & advice for LGBT experiencing domestic abuse)	
Tel 0300 999 5428	
email help@brokenrainbow.org.uk	Website www.brokenrainbow.org.uk

Men's Advice Line	
0808 801 0327	
E-mail info@mensadvice.org.uk	Website www.mensadvice.org.uk

NAPAC – Offer support and advice to adult survivors of childhood abuse	
Tel 0808 801 0331	

Stop It Now – preventing child sexual abuse	
0800 1000 900	

Stop it Now – Lucy Faithful Foundation - for those concerned about their own thoughts or behaviour towards children	
Tel 0808 1000 900	
E-mail help@stopitnow.org.uk	
Website www.stopitnow.org.uk/the_lucy_faithfull_foundation.htm	

Cruse – bereavement helpline	
0808 808 1677	

Local contacts

Police:

- Tel: 111 (999 in an emergency)

Children's Services:

- Tel: 0345 0455203 Out of hours: 01733 234724

Adult Services:

- Tel: 0345 045 5202 Out of hours: 01733 234724

Diocesan Safeguarding Adviser: Rebecca Boswell

- Tel: 01353 652731 Out of hours: 07904 487912
- Email: rebecca.boswell@elydiocese.org

Diocesan Safeguarding Officer – Sarah King

- Tel: 01353 652735
- E-mail: sarah.king@elydiocese.org

Safeguarding Administrative Support (Tuesday & Wednesday) – Jackie Cox

- Tel 01353 652721
- E-mail safeguardadmin@elydiocese.org

Diocesan Website (Safeguarding) <http://www.elydiocese.org/safeguarding/>

Church of England Website (Safeguarding) <https://www.churchofengland.org/clergy-office-holders/safeguarding-children-vulnerable-adults.aspx>