

Appendix A -
Policy Statement Notice
Responsibilities and
Recruitment Guides

Holy Cross Bearsted

Safeguarding Children and
Vulnerable Adults from
Harm Policy

July 2021

Contents

1	Parish Safeguarding Policy Statement Notice	2
2	Parish Roles and Responsibilities	3
3	Key Tasks for PCC's – Responsibilities Checklist	6
4	Churchwardens	7
5	Parish Safeguarding Officer	8
6	PSO job description	9
7	Parish Disclosure Officer	10
8	Additional Parish roles	10
9	Safeguarding in the Parish – who's who?	11
10	Model Safeguarding Provision that can be attached to a Hire of Church Premises Agreement	12
11	Safer Recruitment	13
12	The Recruitment Process	13
13	Secure storage, handling, use and disposal of documentation	17
14	Forms	18

15	Safeguarding Training	19
16	Who gets what training in the Parish – a guide	20
17	Criminal Record Checks	22
18	Criminal Record Checks outcome	23
19	DBS Portability within the Church of England	24
20	Referral to the Disclosure and Barring Service	24
21	Activities requiring an enhanced criminal record check	25
22	Church of England roles where the activity is seen to be eligible for A criminal record check	28
23	Useful telephone numbers	30

1. Parish Safeguarding Policy Statement Notice

Parish of Holy Cross, Bearsted

This parochial church council has adopted the safeguarding policies and procedures of the Church of England.

In particular we are committed to: –

- The safeguarding of all children, young people and vulnerable adults.
- Carefully selecting and training paid and voluntary staff who might come into contact with children or vulnerable adults, using the Disclosure and Barring Service amongst other tools, to check their suitability.
- Responding without delay to every complaint made which suggests that an adult, child or young person may have been harmed.

- Co-operating fully with the police, local authority and any other appropriate statutory body in any investigation.
- Ministering appropriately to anyone, child or adult, who has experienced abuse.
- Extending pastoral care to those known to have offended against children or vulnerable adults whilst ensuring that children and vulnerable adults are protected from harm.

Any child wishing to talk about a problem can contact **Childline** on **0800 1111**.

Any parent or carer wishing to talk about parenting problems can contact **Family Lives** on **0808 800 2222**.

We have also appointed:

- (A)Tel.....as Parish Children’s Advocate
- (B)Tel.....as Parish Deputy Children’s Advocate
- (C)Tel.....as Parish Safeguarding Officer

all of whom are available to speak to adults or children and can be contacted in confidence.

Approved by the Parochial Church Council on

Signed (Parish Priest) Date.....

Signed (Churchwarden) Date.....

2. Parish Roles and Responsibilities

The Parochial Church Council (PCC) is the main decision maker of a parish. Its members are clergy, churchwardens and other selected by the Annual Parochial Church Meeting (APCM) of the parish. The PCC and the incumbent have a duty of care to ensure the protection of the vulnerable in their church community. In terms of safeguarding, the incumbent and the PCC will:

- Promote a safer church for all in the church community, and ensure there is a plan in place to raise awareness of, promote training and ensure that safeguarding is taken seriously by all those in the church community.

- **Adopt and implement** the House of Bishops’ Safeguarding Policy “Promoting a Safer Church” (See 1 above).

- **Appoint** an appropriately experienced, named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC. Preferably the PSO should be someone who is a lay person, has good pastoral and organisational skills and experience of working with children/young people or vulnerable adults, although not always currently involved in such work in the parish. They should not be the incumbent or his or her partner. The PSO may also be the Parish Disclosure Officer (PDO) who acts as the DBS administrator for church officers who work with children or vulnerable adults but if not, the PCC should appoint another individual. The PSO should be supported, trained and given a copy of the parish safeguarding policy and procedures.

- **Additional safeguarding roles, as required.** These roles are optional. They will be dependent on local need and available resources. They may be fulfilled by the same people. Any additional roles are left to local determination.

- **Safer recruitment, support and training:**
 - i) Have a policy statement on the recruitment of ex-offenders and ensure all those responsible for working with children, young people and vulnerable adults on behalf of the church are safely recruited.
 - ii) Ensure all church officers are aware of the safeguarding policy/guidance and are trained appropriately, at least every three years, for their roles.

- **Provide** appropriate insurance cover endorsements for all activities undertaken in the name of the PCC which involve children and vulnerable adults, including regular on-going activities, trips and frequent activities. Impromptu activities will need specific approval and authorisation. Planned term time activities will be presented at least one term in advance for approval where insurance cover is required. (See also paragraph 10.1 of the Parish Policy Document).

- **Display:**
 - i) A formal statement of adoption of the House of Bishops’ “Promoting a Safer Church’ safeguarding policy statement. This should be signed on behalf of the PCC.

- ii) Ensure information is displayed about how to contact the Diocesan Safety Adviser(s) (DSA), PSO and how to get help outside the church with child and adult safeguarding issues (see Parish – Who’s Who contact list at 9 below).
 - iii) Ensure that safeguarding arrangements are clearly visible on the front page of the parish website.
 - iv) Provide access to a safeguarding handbook.
- **Respond:**
 - i) Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse.
 - ii) Report all safeguarding concerns or allegations including those against church officers to the PSO/incumbent and the DSA.
 - iii) Ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the DSA.
 - iv) Comply with all data protection legislation especially in regard to using (e.g. storing) information about any church officers and any safeguarding records (see secure storage policy statement at 13 below).
 - v) Ensure that an “activity risk assessment” is completed and reviewed regularly for each activity, which is associated with either children or vulnerable adults, and run in the name of the Church. (Model Activity Risk Assessment Template available at www.churchofengland.org/safeguarding).
- **Review and Report Progress:** The PSO should regularly report to the PCC (a minimum of twice a year), on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC should provide an annual report in relation to safeguarding. In the PCC’s annual report will be a statement which reports on progress and a statement as to whether or not the PCC has complied with the duty to have “due regard” to the House of Bishops’ Safeguarding Policy and Practice Guidance, as detailed in the Church Representation Rules 9(2A).
- **Hire out church premises:**

- i) Ensure an addendum to a hire agreement is always used when any person/body hires church premises (i.e. a church building or a church hall) for activity that involves children, young people or vulnerable adults, for example a pre-school, youth group or mental health support group. (see Model “Hire of Church Premises attachment” at 10 below and also available at www.churchofengland.org/safeguarding). This does not include hiring by private individuals for private events, e.g. a child’s birthday party (see point iii below).
 - ii) The hire agreement should also contain a provision whereby all those hiring church premises are required to ensure that children and vulnerable adults are protected at all times, relevant staff have had appropriate DBS checks and that all reasonable steps have been taken to prevent injury, illness, loss or damage occurring.
 - iii) Ensure all those hiring church premises carry a full public liability insurance for this, or be covered through the church insurance (for example hire for a children’s party).
- **If working within a Local Ecumenical Partnership (LEP)**, agree which denomination or organisation’s safeguarding policy to follow, including where to seek advice in urgent situations in line with practice guidance (LEP Safeguarding Practice Guidance 2015). This decision should be ratified both by the bishop and other appropriate church leaders in the partnership and shared with the DSA; in the event of a specific safeguarding concern, ensure that all the LEP partners are notified.
 - **During a clergy vacancy** (interregnum) the PCC must, working with the Churchwardens, ensure that all information about safeguarding matters is securely stored before passing the information on to the new incumbent. The departing incumbent must give the safeguarding information to the PSO who can pass the information to the new incumbent when he/she takes up the new role.

Support & Compliance

The measures identified in the paragraphs above will be checked during parish visitations and the documents referred to can be found on the National Website and

Diocesan Website. If there are any questions or the PCC needs support to complete the steps on the responsibilities and checklist contact the DSA.

(Source HOB “Key Roles and Responsibilities etc. Practice Guidance” 2017 and HOB “Parish Safeguarding Handbook” 2018)

3. Key Tasks for PCCs – Responsibilities Checklist

- Appoint** named PSO.
- Safer Recruit, Support and Train** all church officers who work with children, young people and/or vulnerable adults.
- Provide** appropriate insurance cover for activities.
- Display**
 - i) HOB policy statement.
 - ii) Who’s Who contact details.
 - iii) Diocesan Safeguarding Team contact details.
 - iv) Information on domestic abuse and key helplines.
 - v) Provide access to hard copy Parish Safeguarding Handbook.
 - vi) Provide access to hard copy Diocese Safeguarding Handbook.
- Respond**

- i) Create welcoming and respectful environment enabling safeguarding issues appropriately.
 - ii) Have procedure for prompt action on safeguarding issues in consultation with DSA.
 - iii) Report all safeguarding concerns against church officers to DSA.
 - iv) Effectively manage/monitor known offenders/others who pose safeguarding risks in consultation with DSA.
 - v) Comply with data protection legislation.
 - vi) Ensure “activity risk assessment” completed and reviewed regularly for each activity.
- **Review and Report Progress** regularly by PSO on safeguarding matters.
 - **Hire of church premises**
 - i) Hire agreement contains provision to comply with HOB/Diocese safeguarding guidance.
 - ii) Hire agreement contains provisions to protect children/vulnerable adults and appropriate DBS checks.
 - iii) Ensure hirer has full public liability insurance or covered by church insurance.
 - **Working in LEP** - agree which safeguarding policy to follow. Ensure that all those working with children and vulnerable adults are appropriately recruited, trained and supported under Safer Recruitment Guidelines.
 - **Clergy vacancy** - ensure all safeguarding information securely stored before passing to new incumbent.

(Abbreviated Model Checklist – HOB Key Roles and Responsibilities etc. Practice Guidance 2017)

4. Churchwardens

Churchwardens are the senior lay representatives of the parish. The role of the churchwarden is extremely varied but generally involves management, maintenance and mission in accordance with the Churchwardens Measure 2001 and the Canons of the Church of England (particularly Canon E1). They are the foremost in representing the laity and in co-operating with the incumbent, and they have a duty to maintain order and decency in the church and churchyard, particularly during the times of divine service. In co-operation with the incumbent, churchwardens are generally responsible for the day-to-day functioning of the parish.

In relation to safeguarding, the churchwardens work with the incumbent, PCC and PSO to:

- Ensure that in the period of a vacancy (during an interregnum), that the incumbent's safeguarding roles and responsibilities are fulfilled, in consultation with the PCC, PSO and the Area Dean.
- Pay attention to the specific needs of children and vulnerable adults when undertaking health and safety inspections and risk assessment.
- Ensure that risk assessments are carried out before new activities are undertaken.
- Ensure that all parish activities with children and vulnerable adults are adequately supervised and insured.
- Ensure that the parish has procedures for responding to complaints and grievances about the quality of a response or activity.
- Answer questions regarding safeguarding as they arise in the archdeacon's visitations, and respond to any specific safeguarding advice, which may be given from the archdeacon.

(Source – HOB Key Roles and Responsibilities etc. Practice Guidance 2017)

5. Parish Safeguarding Officer

Each Parish Safeguarding Officer's (PSO) role is to:

- Work closely with the incumbent and advise within the parish on all safeguarding matters relating to children, young people and vulnerable adults.
- 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, to the diocesan safeguarding adviser (DSA) 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 DSA and contribute to managing Safeguarding Agreements.
- Promote safer practices in all activities and make recommendations required taking into account the particular arrangements of the parish.
- Seek to ensure that Safer Recruitment practice is followed, with the support of the diocese.
- Attend diocesan 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.
- The PSO should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC will provide an annual report in relation to safeguarding.

The PSO may also be responsible for:

- Being the Children's and/or Vulnerable Adult Advocate (see 8 below).
- Being the DBS Administrator (see 7 below).
- Supporting other church officers who work with children or vulnerable adults.
- Providing or arranging provision of safeguarding training for parish workers (both volunteers and paid staff).

Preferably the PSO should be someone who is a lay person, has good pastoral and organisational skills and experience of working with children/young people or vulnerable adults, although not always currently involved in such work in the parish. They should not be the incumbent or his or her partner (see job description at 6 below). The Safeguarding Team at Diocesan House should be advised of any change of PSO.

The level of the resource will be dependent on the size and complexity of the parish. These roles often are voluntary but some larger parishes have paid posts. Some parishes have one PSO for children and one for vulnerable adults. If required, in rural parishes, or in group arrangements, arrangements for safeguarding maybe shared whilst remembering that legal responsibilities will continue to rest with the individual parishes.

(Source – HOB Key roles and Responsibilities etc. Practice Guidance 2017)

6. PSO job description

The Parish Safeguarding Officer is the key link between the Diocese and the parish concerning safeguarding matters. S/he will have an overview of all parish activities involving children, young people and vulnerable adults and will seek to ensure the implementation of safeguarding policy. The role can be taken by one person or the role shared, with one person covering children and the other vulnerable adults.

The key tasks of the Parish Safeguarding Officer are to:

1. Have an overview of all church activities involving children and vulnerable adults and keep a record of these activities.
2. Be familiar with Diocesan safeguarding guidance and ensure that leaders of activities are fully aware of, and are implementing, this guidance.
3. Liaise with the incumbent over safeguarding issues.
4. Keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters.
5. Liaise as necessary with the Diocesan Safeguarding Advisers. Report all concerns or allegations against church officers to the DSA.
6. Attend diocesan safeguarding training offered for PSOs.
7. Assist with safeguarding training in the parish as appropriate.
8. Attend a meeting of the church leadership (PCC) at least annually to ensure safeguarding issues are discussed and that the church leadership adopt the annual Church Safeguarding Policy.
9. Ensure that the Parish Safeguarding Policy and contact details are displayed in all Church premises.
10. Keep good records of any safeguarding concerns that may arise and ensure that others do the same.
11. Promote inclusiveness in places of worship and within church activities.
12. Keep the church leadership informed of good safeguarding practice.
13. Undertake a regular parish safeguarding self-assessment in the format offered by the Diocese.

7. Parish Disclosure Officer

Every parish should have a nominated person who is responsible for administration of DBS applications. Usually the PSO will incorporate the administration of DBS applications into his/her role, however, where necessary or appropriate (e.g. in large busy parishes), this position may be undertaken by a separate person.

In particular, the Parish Disclosure Officer (PDO) is responsible for:

- Establishing the true identity of the applicant, through the examination of a range of identification documents as set out by the Disclosure and Barring Service.
- Checking and validating the information provided by the applicant on the electronic or paper application form.
- Ensuring the application is fully completed and the information it contains is accurate.
- For keeping of PDO records see part 13 below.

The Safeguarding Team at Diocesan House should be advised of any change of PDO.

(Source – HOB Key Roles and Responsibilities etc. Practice Guidance 2017 and
Diocesan Safeguarding GDPR Policy Statement 2020)

8. Additional Parish roles

These roles are optional and will not be required in every parish. This is for local determination depending on need and resources. If any of the roles are required they can be carried out by the same person or a number of different people depending on the circumstances of a particular parish.

- **Children’s Advocate/Youth advocates/Independent person** – an individual whom children and young people know they could talk to about any problems, if they so wish.
- **Vulnerable Adults Advocate/Independent person** – an individual whom vulnerable adults/victims of domestic abuse know they could talk to about any problems, if they so wish.
- **Children’s/Young people Officer** – an individual responsible for ensuring the welfare of any children and/or young people in activities such as choirs, music groups, bell ringing or as an escort in transport arranged by the church.

(Source – HOB Key Roles and Responsibilities etc. Practice Guidance 2017)

9. Safeguarding in the Parish – who’s who?

Name(s)	Contact number
The incumbent	
The churchwardens	
The Parish Safeguarding Officer	

<p>The team of licensed/accredited ministers</p> <p>(and others in a position of trust/authority in the church)</p>	
<p>Hall managers and bookers</p>	
<p>Employed staff</p> <p>(employed by the church e.g. cleaners, caretakers, administrators)</p>	
<p>Who co-ordinates work in the church relating to children, young people, adults at risk?</p> <p>(e.g. Sunday School, youth club, visiting team, transport)</p>	
<p>Who are the other youth and children's/adults at risk workers?</p>	
<p>Who will you talk to if you observe or are told about Safeguarding concerns?</p>	

(Source – HOB Key Roles and Responsibilities etc. Practice Guidance 2017)

10. Model Safeguarding Provision that can attached to a Hire of Church Premises Agreement

The Parochial Church Council of Holy Cross Church, Bearsted, has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is attached. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- You will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent.
- You will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the parish policy.
- You will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely.
- You will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually. You will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group.
- No person under the age of 18 years will be left in charge of any children or young people of any age.
- No child or group of children or young people should be left unattended at any time.
- A register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin.
- You will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
 - i) The occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it;
 - ii) Any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Parish Safeguarding Officer for Holy Cross Church, Bearsted, is:

Name

E-mail

Tel. No.

Declaration

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed.....Designation.....

Organisation.....Date.....

Please sign two copies, one to be retained by the church, and one by the organisation.

(HOB Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance 2017)

11. Safer Recruitment

A key way of protecting children and adults from harm is to ensure the careful recruitment of those working with them. The House of Bishops' Safeguarding Policy states '*The Church will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church*'.

The PCC is responsible for the appointment of those working with children, young people and vulnerable adults, paid or unpaid. Often the responsibility is delegated to the incumbent. At least two individuals (who could include the incumbent) must be responsible for recruitment. All those involved in recruitment must be capable and competent, trained in safer recruitment and able to keep personal matters confidential. Expert advice should be taken about the recruitment of paid workers where employment law will apply. Some of the principles will apply to both groups.

(HOB Parish Safeguarding Handbook – Promoting a Safer Church 2018)

12. The Recruitment Process

1. **Finding and recruiting** the right people to work with children and adults experiencing, or at risk of abuse or neglect can be difficult. What follows is a safer recruitment checklist to help make sure dioceses and parishes recruit/appoint safely the most appropriate people as employees or volunteers. 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.

Good practice – the parish should follow safer recruitment practices which are set out in the HOB's safeguarding guidelines for Safer Recruitment.

2. **Be clear about who is responsible for appointments.** While there will always be local variations, responsibility for appointing clergy and licensed or approved lay ministers normally resides with the Bishop. Responsibility for paid posts, in the diocesan office, is usually with the Diocesan Secretary. In the case of religious communities because they are independent charities appointments will be governed by their constitutions. In local churches the responsibility for appointments and approval of paid officers and volunteers rests with the PCC.

In each case it is important that each of these bodies is clear about who is responsible for the recruitment process. Responsibility can be delegated but it is important that the person to whom it is delegated is capable, competent and trained in safer recruitment and is also able to keep personal matters confidential. You must seek advice if it is unclear who has the responsibility for appointments.

3. **Have a policy statement on the recruitment of ex-offenders.** Applicants for paid and volunteer positions must be clear about how they will be treated if they are ex-offenders. The Disclosure and Barring Service (DBS) has published a sample policy statement on the recruitment of ex-offenders.
4. **Ensure that there are safeguarding policies in place.** The HOB safeguarding principles must be used in the recruitment process to ensure the applicant is aware of the safeguarding approach of the Church of England.

5. **Job/role description.** Construct a clear and accurate job description and person specification, or for an unpaid role, a role outline, which sets out what tasks and responsibilities the applicant will undertake, and the skills and experience required. This will include what level of DBS check is required.
Good practice – prospective volunteers should be regarded as job applicants. Volunteers (unpaid staff) should have a defined role with a written job description provided by the parish.
6. **Job description or role and Criminal Record Checks.** It is the policy of the Church of England that all those who work regularly with children and/or adults experiencing, or at risk of abuse or neglect, including those on a rota, must have, where appropriate, an enhanced criminal record check (with/without a check of the barred list, as appropriate). In addition, those who work only occasionally with vulnerable groups will also be asked to apply for an enhanced check, provided they are eligible. Those who manage or supervise those who work with vulnerable groups and those in a leadership capacity who carry responsibility for safeguarding, will also be required to obtain an enhanced check, provided they are eligible (see Section 21.1 below - Column A point 7 for both children and adults).
7. **Advertise** unpaid roles within parish notices and paid roles more widely.
8. **Application form/references.** Ask all applicants to complete an application form for all paid roles (a Curriculum Vitae may be used for voluntary roles but an application form is good practice and is recommended). Always ask for, take up and check two references. Ask referees specifically about an individual's suitability to work with vulnerable people. Ensure that you carefully examine application forms and references and make sure that the information that has been provided is consistent and the organisation is provided with a satisfactory explanation for any discrepancies and/or any gaps in an applicant's personal history and/or career. If anything is unclear in the reference, contact the referee to clarify the position. (Specimen forms available on National and Diocesan Websites).
Good practice – volunteers should fill in a job application form and two references should be sought. For those under 18 years and in education, at least one reference must be from their school/college. Any young person on work experience must have a reference from their school. No young person under 18 years of age should be expected to take on a role with sole responsibility.
9. **The Confidential Declaration.** At the start of the process, where an individual is going to work or volunteer with vulnerable people, ask him/her to complete a 'Confidential Declaration' which, in broad summary, asks if there is any reason why he/she 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 a risk of abuse or neglect. The Diocesan Safeguarding Adviser is there to 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. (Specimen forms available on National and Diocesan Websites).
10. **Shortlist (paid posts).** Shortlist, carefully examining the application forms. Identify any gaps in employment/personal history and ensure those shortlisted meet the requirements of the person specification.
11. **Shortlist (unpaid posts).** Review any interest from volunteers and assess suitability against requirements.

12. **Interview/discussion.** Have a face-to-face interview (or informal discussion if unpaid) with pre-planned and clear questions **to assess applicants' suitability for the role.** Seek explanations for gaps in employment/personal history. It may also be appropriate to ask the individual to complete a test or presentation if applicable. Check the Confidential Declaration and the references. In paid roles (sometimes in volunteering roles) the candidate's identity will need to be checked by asking him/her to bring photographic ID as well as evidence of his/her relevant qualifications. Include questions about an applicant's values, attitude to working with children and adults experiencing, or at risk of abuse or neglect and motives for wanting to engage in such work. Always ask if he/she knows of any reason why he/she should not be working with children or adults experiencing, or at risk or 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 and which may affect the applicant's suitability for role, then this must be referred to the Diocesan Safeguarding Adviser for advice.
13. **Asking for Criminal Record Check.** If the person/chair of the interview panel conducting the interview/discussion is minded to recommend approval then the applicant must be asked to carry out an appropriate criminal record check. A list of roles, which are eligible for, enhanced criminal record checks are outlined at Section 14. Special arrangements apply to overseas applicants (see paragraph 14 below). Provided they are eligible, an enhanced criminal record check must always be required in relation to people sent abroad to work with vulnerable groups (children or adults experiencing, or at risk of abuse or neglect) as part of the UK recruitment process. Should the applicant not wish to apply for a criminal record check, which is entirely his/her choice, the application must not proceed further and must be terminated.
- Good practice – an enhanced DBS disclosure should be obtained if appropriate preceded by the filling in of the confidential declaration (downloadable from the Safeguarding section of the Diocesan Website) by the applicant. They must not take up post until the disclosure is returned.**
14. **Overseas applicants.** If a candidate/applicant etc. for a position that is eligible for a DBS check is coming from overseas who, either has never lived in the UK or spent a period of time abroad (i.e. lived abroad), the person making the appointment should request an additional check and ask the applicant to obtain criminality information (also known as a certificate of good conduct/character) from his/her relevant embassy/high commission (or police force). This means that in addition to the DBS check, the candidate/applicant must seek this additional check to cover the time he/she spent abroad. (Further advice can be found on the Home Office website).
- If such information is not available from the embassy/high commission etc. or if there are concerns about the reliability of the information provided, the person(s) making the appointment should take extra care when taking up references and checking any previous employment record. In such cases, additional references should be sought and at least one reference from a previous employer should be contacted by telephone as well as by letter.
15. **Offer the role and checks.** Decide whom to offer the role to. This decision will be made by the interviewing panel subject to completion of all checks to the satisfaction of the PCC (see paragraph 2 above). It is recommended to undertake an occupational health check for paid roles where possible. Having offered the role ask the applicant to complete an enhanced Disclosure and Barring Service (DBS) check application via the parish DBS administrator. Any blemished DBS checks or information of concern on the Confidential Declaration Form (see

paragraph 9 above) must be risked assessed by the DSA. No role can commence until satisfactory checks have been completed.

16. **Appoint.** Once all checks are satisfactory and support the interview decision, the person can be formally appointed. It is recommended to add an end date to unpaid roles. This can always be extended but helps set expectations for both parties. All paid posts will receive a letter of appointment (template on National and Diocesan Website). It is also good practice for volunteers to receive a letter of appointment, which can set out both an organisation's commitment to its volunteers and what it hopes from its volunteers. Included with the appointment letter should be a copy of the "Statement of Safeguarding Principles" and a copy of the "What to do if ..." Guidance.

Good practice – The appointment offer should be confirmed in writing.

17. **Probationary/settling in Period.** It is good practice to have a period of probation for any paid role or a settling in period for unpaid when the volunteer and the organisation can see whether the volunteer is suited to the particular role. During these periods relevant training can be planned and the support can be arranged. In addition, regular meetings with the supervisor can be organised to discuss any issues etc. that arise. For paid roles, at the end of the probationary period a person must be confirmed in his/her role in writing.

Good practice – there should be a 3 to 6 month probationary period before confirming the appointment, depending on the role.

18. **Induct, train and support.** Induct new unpaid and paid workers. This should include expectations in relation to behaviour (Code of Conduct). Employees or volunteers whose roles involve working with children and adults experiencing, or at risk of abuse or neglect must receive relevant Church of England safeguarding training from the Diocese after starting their role, regardless of previous experience. They must also attend regular updates every three years.

19. **Supervision and regular review.** All paid posts will be subject to management supervision and appraisal. For all volunteer posts, working with children and adults experiencing, or at risk of abuse or neglect, it is good practice to ensure regular supervision and conduct a review regularly, as the role requires, (e.g. annually) so that volunteers feel supported and issues can be discussed and/or resolved.

Good practice – there should be clear and consistent supervision arrangements. There should be an annual review and supervision meetings should be not more than 3 months apart.

(HOB Safer Recruitment Practice Guidance 2016 and HOB Parish Safeguarding Handbook 2018)

20. **Recruitment records** should only be kept for as long as there is a clear business need for them. For **unsuccessful** candidates this should not exceed six months. For **successful** candidates information to be retained should include:

- Applications
- References
- Shortlisting notes
- Interview notes for all members of the selection panel
- Selection test paperwork
- Any other documentation provided by candidates (copies of qualifications etc.)

Good practice – each parish should create and retain adequate records on all those working With children/vulnerable adults, taking care to store them securely.

21. **An exit interview** should be offered to all employees/volunteers when they finish in the job or role.

13. Secure storage, handling, use and disposal of documentation

The Diocesan Safeguarding GDPR Policy Statement (September 2020) provides for the secure storage, handling, use and disposal of disclosures and disclosure information.

The Diocesan Board of Finance Safeguarding Department complies fully with the DBS Code of Practice and the Data Protection Act (1998) regarding the correct storage; retention; handling; use and disposal of Disclosures and Disclosure information held electronically and in paper format.

- Diocesan Safeguarding Officers and Parish Disclosure Officers are to be informed of the following requirements as part of their GDPR induction training and up-to-date information is available on the Diocese of Canterbury website.
- Diocesan employees will attend in-house GDPR training organised and run by the Data Protection Officer. In addition, new starters receive a copy of the ICT policy (Data Protection), which forms part of the Employee Handbook as part of their induction and which is accessible at any time via a Staff Share folder. HR retain and organise records in line with the Regulations and HR Professional Guidelines.

Data Storage Limitation/Retention/Disposal

- Diocesan Safeguarding Office and Parishes/organisations may retain personal information for the minimum amount of time required for recruitment; DBS certificate application; and renewal purposes to allow for consideration or resolution of any disputes or complaints.
- Only electronic and/or paper records are to be kept of: the date of issue; the name of the subject; type of Disclosure; the position for which the Disclosure was requested; the unique reference number; and details of the recruitment decision and case assessments taken where appropriate.
- Retaining Disclosure information in paper format is discouraged, however, if Disclosure information needs to be held in a paper format these documents must be kept securely, in lockable, non-portable, storage containers.
- Disclosure information held in an electronic format must be kept securely and password protected.
- No photocopy or other image of the Disclosure certificate is retained for more than 6 months. Disclosure information held in paper format is to be shredded and securely disposed of through confidential waste.
- While awaiting destruction, Disclosure information on paper format is to be kept in secure receptacles.
- Electronic copies of any personal information or data obtained must be completely deleted from all data bases other than that already detailed.
- In line with the Church of England Safeguarding Records: Joint Practice Guidance, safeguarding case files will be held for a maximum of 75 years and after which paper and electronic files will be destroyed.

Data Access

- Access to personal data is strictly controlled and limited to those who are entitled to see it as part of their safeguarding duties.

Handling

- In accordance with Section 124 of the Police Act (1997), Disclosure information is only passed to those who are authorised to receive it in the course of their duties.
- A record is maintained of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

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

Supporting Documents

- DBS Code of Practice; Data Protection Act 2018; General Data Protection Regulations 2018; Police Act 1997 Section 124; Data Storage Limitation/Retention; Safeguarding Records: Joint Practice Guidance for the C of E and Methodist Church.

14. Forms

The following forms are downloadable from the Safeguarding section of the Diocesan Website:

- An application form template for voluntary staff working with children and/or vulnerable adults.
- A reference request form to send to nominated referees.
- A job description and job agreement.
- The Confidential Declaration.

2. Some may find such processes and procedures over-bureaucratic. However, the primary concern must be the need to protect children and vulnerable adults. In addition, a well conducted recruitment process protects the interests of both the PCC and the person appointed; it also makes clear to the person appointed the value the parish places on the work being undertaken and the contribution that the person appointed is making.

15. Safeguarding Training

The HOB Safeguarding Policy states that the Church '*will train and equip church officers to have the confidence and skills they need to care and support children, young people and vulnerable adults and to recognise and respond to abuse*'.

Refresher Training every 3 years – all candidates complete Basic and Foundation modules before signing up for relevant course.

The Training and Development Framework 2019 outlines the core safeguarding training that is available from the diocese.

Basic Awareness (on line)	Recommended that everyone who has any role within their church completes a basic level of awareness of safeguarding.
Foundation (on line)	In addition to Basic Awareness module required for anyone who has a significant role leading or making decisions about activities with young people or vulnerable adults.
Leadership: Lay Leaders (currently delivered virtually)	In addition to Basic Awareness and Foundation modules required for anyone who is involved in shaping the safeguarding culture of the parish.
Leadership: Licensed and Ordained Ministry (Currently delivered virtually)	Senior staff who have key roles in safeguarding policy, strategy and practice.

In addition:

Induction Training for Parish Safeguarding Officer (for individuals new to role or for refresher purposes).

DBS Application e-Training for Parish Disclosure Officers (the Diocesan safeguarding webpages provide a video to refresh PDO's and provide supporting documents as aides).

16. Who gets what training in the Parish – a guide

Basic Awareness and Foundation

The Basic Awareness and Foundation courses can be completed by any member of the congregation, to support awareness raising and a culture of support and vigilance within the Church. They can be undertaken online at <https://safeguardingtraining.cofeportal.org/login/index.php>.

However, it is recommended that the following roles are encouraged to complete them: Vergers, Servers, Welcomers, Caretakers, Refreshment Helpers, Shop Staff, Sidespersons, Flower Arrangers, Administrative Staff, Bell-ringers, Choir Members/Music Group Members (including Sound/AV Technicians).

Additional core training requirements

Role	Basic Awareness	Foundation	Leadership
Incumbent and clergy, including those who hold PtO			
Licensed Lay Ministers e.g. Readers			
Parish workers with children or vulnerable adults (paid or volunteer)			x
Leaders/Supervisors of work with children or vulnerable adults (paid or volunteer)	✓	✓	✓
Parish Safeguarding Officers			
Church Operations Managers			x
Churchwardens			
PCC Members		x	x

PCC Safeguarding Leads			
Youth and Children’s Pastors			
Music Group Leaders/Choir Leaders			
Bell Tower Captains			

(HOB Parish Safeguarding Handbook as amended 2019)

Compulsory training for holders of a Bishop’s Licence

In August 2020 the Bishop of Dover advised the Diocese that during the preceding six months the National Safeguarding Team had been following a programme of redesigning the Church of England’s Safeguarding Training. This redesign commits to a move away from safeguarding training as one-off events repeated every three years, to the underpinning philosophy of a learning journey, complete with reflection before, during and after the completion of the actual learning sessions. There is also a change in emphasis, asking licenced and lay leaders to see themselves as Safeguarding Leaders within the context of their work and ministries. As such the course requires participants to take seriously both their responsibility to respond to safeguarding issues as well as promoting good safeguarding practice.

At this time the Country is subject to particular requirements in relation to Covid-19 and face to face training is currently not advisable or possible. To that end a new Virtual Leadership Course is introduced and will comprise of the following elements – **all of which need to be completed before a final Completion Certificate can be awarded:**

- Completion of online modules ‘Basic Awareness’ and ‘Foundation’ accessed through the Church of England’s training portal.
- Attendance of two 90 mins online sessions booked through the diocesan website.
- Completion of reflective work within the training workbooks prior to both Session 1 and Session 2 and submitted to the Trainer/DSA **4 days in advance of the next Session.**
- Following attendance of Session 2, completion of a 360° evaluation which is then sent to the Trainer/DSA which will then trigger the Completion Certificate.

Whilst this involves more preparatory work, the reflections allow for the opportunity to assess how well individuals have engaged or could continue to engage with their safeguarding duties, both as leaders but also as Christ’s disciples. Reflections should not take up too much time, however, should individuals have concerns about what may be involved guidance is available from the DSA’s.

If any of the elements outlined above, including the completion of the workbooks, are not submitted by the deadlines set, then candidates will be unable to attend both sessions and will have to book onto two new coupled dates.

If an individual has any queries or concerns about this training, contact the Safeguarding Team by email or call on 01227 459401.

(Reproduced & paraphrased from Bishop of Dover's Safeguarding News document dated 4th August 2020)

17. Criminal Record Checks

1. **Who is eligible?** There are four types of criminal record checks:

- **Basic** – This checks for unspent criminal conviction information only. This is currently obtained from Disclosure Scotland.
- **Standard** – This checks for spent and unspent convictions, cautions, reprimands and final warnings. This is obtained from the DBS.
- **Enhanced** – This includes the same as the standard check plus any additional information held by local police that's reasonably considered relevant to the role being applied for. This is obtained from the DBS.
- **Enhanced with barred list checks** – This is like the enhanced check, but includes a check of the DBS barred lists. This is also obtained from the DBS.

Good safekeeping practice requires those who work closely with children and/or adults experiencing, or at risk of abuse or neglect to have an enhanced criminal record check.

The eligibility criteria for enhanced criminal record checks put simply is - "is the applicant over 16 and does the role include activities that allow regular/substantial contact with children or adults experiencing, or at risk of abuse or neglect?" If the answer is "yes" then the applicant may be eligible for an enhanced criminal record check.

Details as regards eligibility for enhanced criminal record checks, as set out in legislation, can be found at Section 18. Information on how this relates to Church roles can be found a Section 19. Those in self-help groups or family and friends arrangements are not eligible for an enhanced criminal record check.

Criminal record checks are free to volunteers but there is a cost for those in employment or those training for a role where they could be paid e.g. all clergy. Dioceses have their own arrangements for paying for criminal record checks.

The HOB has decided that criminal record checks must be renewed every five years. (Should there ever be a delay in obtaining the criminal record check, the person is **not** approved by the Church to act and must stand down pending completion of the process).

18. Criminal Record Checks outcome

1. Only a single paper disclosure certificate is sent to the applicant as individuals have ownership over their own information.
2. Canterbury Diocese also subscribes to the electronic criminal records system which is efficient and usually obtains results in days rather than weeks. It electronically informs the organisation if the disclosure is clear or if the certificate needs to be seen.
3. If a criminal disclosure is not clear the applicant will be asked to present the original certificate to the person responsible for the appointment. Whilst a copy may also be requested the original document must be seen. The disclosure must be cross-referenced with the Confidential Information to see if there are any discrepancies. The disclosure will be passed to the Diocesan Safeguarding Adviser for a risk assessment. If the issues are complex he/she may seek assistance with other professional bodies, following which the Diocesan Safeguarding Adviser will make a recommendation concerning the suitability of the applicant to the person responsible for the appointment. Should the applicant not wish the Confidential Declaration and/or the criminal record disclosure to be seen, (which is entirely his/her choice), the application must not proceed further and must be terminated.
4. For an annual subscription applicants can have their criminal record certificate kept up-to-date and take it with them from role to role. However, if the certificate relates to work with children and the individual's role changed to working with adults experiencing, or at risk of abuse or neglect, or vice versa, then a new criminal record application must be made as the basis on which the original certificate was issued has changed. To apply for the update service an applicant must apply within 19 days of the criminal record certificate being issued. The DBS update service is very useful to those who have multiple roles where a criminal record certificate is required.
5. The DBS update service can be very useful for organisations to check someone's criminal record certificate status online and receive a result straight away. There is no registration process or fee for organisations to check a certificate online, but organisations must:

- Be legally entitled to carry out a check, (e.g. the role must be eligible for an enhanced/standard (as appropriate) criminal record check): and
- Have the individual's permission.

Applying for the annual update services, which carries with it a number of benefits for the individual and the organisation, is a matter of individual choice for the applicant and a matter of local financial determination by the diocese or other church organisation.

19. DBS Portability within the Church of England

1. Portability is the term employed for using a criminal record check obtained in one role, for a new role.
2. Anyone applying for a new role in a Church of England organisation within the diocese where he/she currently works or applying for a new role in the cathedral where he/she 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 has been seen, does not need renewing 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.
3. Portability will not apply and a new criminal record check will always be required where:
 - A person moving into a role in the Church of England 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, applies for a role in the Church: or
 - An individual is seeking ordination, reader or lay ministry training; or
 - A person moves to a new job or role in a 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 plus barred list check; but in his/her previous role he/she was only eligible for an enhanced check without a check of the barred list).

20. Referral to the Disclosure and Barring Service

1. The safeguarding Vulnerable Groups Act 2006 (SVGA) places a duty on organisations where people work or volunteer with children or vulnerable adults in regulated activity to make a referral to the DBS on certain circumstances to protect vulnerable people from harm This is when an organisation has dismissed or removed a person from working/volunteering with children or vulnerable adults in regulated activity (or would or may have removed such a person if the person had not left or resigned etc.) because the person has:

- Been cautioned or convicted of a relevant offence (e.g. a serious sexual or violent offence); or
 - Engaged in relevant conduct in relation to children and/or vulnerable adults, (i.e. an action or inaction (neglect) that has harmed a child or vulnerable adult or put them at risk of harm as defined under the SVGA); or
 - Satisfied the harm test in relation to children and/or vulnerable adults, (i.e. there has been no relevant conduct (i.e. no action or inaction) but a risk of harm to a child or vulnerable adult still exists as defined under the SVGA).
2. Detail about how to refer can be obtained from the DBS and advice must always be obtained from the Diocesan Safeguarding Adviser.

21. Activities requiring an enhanced criminal record check

1. 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:

In respect of children	
<p>Column A An enhanced criminal record check with barring information.</p>	<p>Column B An enhanced criminal record check without barring information.</p>

Frequency Criteria

- (1) *Once a week or more;*
- (2) *Four days or more in any 30 day period;*
- (3) *Overnight between the hours of 02.00 & 06.00 – (3) only applies to work of a “Specified Nature” (see below).*

Children – Regulated Activity

Each of the following situations **MUST** also satisfy one of the Frequency Criteria:

- 1. **Specified Nature** - Teach, train, care for or supervise children (unsupervised – where supervised see column B); or provide advice/guidance on physical, emotional or educational well-being.
- 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) – *but not work by supervised volunteers or occasional or temporary contract work that is not of a ‘Specified Nature’,* (e.g. maintenance contractors).
- 3. **Moderating an online forum for children** – used wholly or mainly by children and must be carried out by the same person.
- 4. **Driving a vehicle used to convey children** and any person supervising or caring for the children under arrangements made by a third party.

- 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).

(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).**

- 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.

Each of the following situations **DOES NOT** have to

In respect of vulnerable adults	
Column A	Column B
<p>An enhanced criminal record check with barring information.</p>	<p>An enhanced criminal record check without barring information.</p>
<p>Adults – Regulated Activity</p> <p>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></p> <ol style="list-style-type: none"> 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. 5. 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. 	<p>Frequency Criteria:</p> <ol style="list-style-type: none"> (1) <i>Once a week or more;</i> (2) <i>Four days or more in any 30 day period;</i> (3) <i>Overnight between the hours of 02.00 & 06.00 – (3) only applies to work of a ‘Specified Nature’ (see below)).</i> <ol style="list-style-type: none"> 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 or care or assistance due to age, illness or disability) or a ‘specified activity’ (e.g. in prison). <p>Please note that you MUST also satisfy the Frequency Criteria in relation to any such activity listed below.</p> <p>The activities will include:</p> <ol style="list-style-type: none"> 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’). <ol style="list-style-type: none"> 2. Individuals who are trustees of a vulnerable adult’s charity.

22. Church of England roles * where the activity is seen to be eligible for a criminal record check

(* This list is indicative and not exhaustive as there will be local variations in approaches, titles and roles)

A. Clergy

All will require an enhanced criminal record check with barring information.

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..

B. Those Church Officers** other than clergy (see A above) working with children and/or working with adults experiencing, or at risk of abuse or neglect. This includes those in training and individuals on student placements.

Those working with children – Most **will** require an enhanced criminal record check **with barring information** unless they are supervised or do not fulfil the frequency criteria (i.e. on a rota).

Those working with adults experiencing, or at risk of abuse or neglect – Most **will** require an enhanced criminal record check **without barring information**, provided they satisfy the frequency criteria. Some may require an enhance criminal record check with barring information if, for example, they provide, personal care, assistance with cash, bills or shopping, conveying someone to or from healthcare, personal care or social care (but not to Church activities).

(** '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.)

Examples of roles that this would apply to:

- Readers
 - Worship Leaders
 - Authorised Lay Ministers
 - Licensed Evangelists
 - Lay people authorised to provide pastoral care. For example Parish Pastoral Assistant, Pastoral Home Visitor, Street Pastor, Authorised Listener, Pastoral Outreach Worker and equivalents in Cathedrals e.g. Cathedral Verger who has pastoral care in job role
 - Youth worker or Leader
 - Children's worker or Leader
 - Sunday school teacher or Leader
 - Family workers who work with children or their Leader
 - Bell ringers who teach/train children plus Tower Captains who manage those adults who teach/train
 - Music leader where the choir or musical group includes children
 - Head Server – only when the role includes supervision or training of children
 - 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)
 - Diocesan Safeguarding Advisers, Cathedral Safeguarding Advisers and Parish Safeguarding Officers who manage (i.e. includes planning, organising, advising or directing) people engaged in activities with vulnerable groups (children or adults)
-
- Members of National Safeguarding Team and other roles within Diocesan Safeguarding Teams where working with children and/or vulnerable adults (or managing on a day to day basis individuals who are working with children/vulnerable adults)
 - Diocesan Education staff who either have substantial contact with children or manage those who do
 - Leader of Parent & Toddler Group (but not parent helpers who supervise their own children or if a self-help group)
 - Managers of individuals working with vulnerable groups (children and adults)
 - Those in religious communities (e.g. monks, nuns, brothers and sisters) who are in active ministry and work with vulnerable groups (children or adults)

C. Charity Trustees of children's or vulnerable adult's charities.

The Charity Commission recommends that trustees always obtain a criminal record check when eligible to do so as it is an important tool in ensuring that the person is suitable to act.

If a governing body is registered as a charity and provided it sponsors and approves, in its own name, children's work or work with adults experiencing, or at risk of abuse or neglect then the members of the governing body will be eligible for an enhanced criminal record check without barring information. This may relate to PCCs, Cathedral Chapters, Religious Communities, NCI Pension Board etc. **In such cases all members of the governing body will be eligible.**

For example

A PCC is a charity **and** provided it sponsors and approves, in its own name, children's work or work with vulnerable adults (e.g. a Youth Club, Sunday School, home visiting scheme for the housebound or a luncheon club for adults with special needs who require assistance with feeding or toileting) then this recommendation applies. It does not apply to all PCCs only those that sponsor and approve children's work and work with vulnerable adults.

D. Roles that are not eligible for an enhanced criminal record check (unless undertaking any role in A or B or C) but remain eligible for a *basic criminal conviction check through Disclosure Scotland.**

Examples include:

- Parish Verger
- Server
- Caretaker
- Refreshment helper
- Shop Staff
- Flower arranger
- Sides person
- PCC members (including Church warden where the PCC does not qualify as a children's/vulnerable adult's charity)
- Bell ringers (rank and file)
- Choir leader or musical director for adult choir
- Organist unless also directing a choir which contains children
- Choir members/music group members (unless the role includes responsibility for teaching, training, caring for or supervising vulnerable groups (children or adults))

***Diocesan directive – rely on safer recruitment procedures. If Parish wishes to include such check it meets the cost.

23 Useful telephone numbers

Diocesan Safeguarding Advisers

Fiona Coombs mob: 07548 232395
(lead for Ashford Archdeaconry; Thanet
Deanery; East and West Bridge Deanerys)

fcoombs@diocant.org

Paul Brightwell mob: 07398 009951
(lead for Maidstone Archdeaconry; Canterbury
Deanery; Reculver Deanery)

pbrightwell@diocant.org

Katy Harper (Trainer) 07732681789

kharp@diocant.org

Diocesan Safeguarding Website		www.canterburydiocese.org/safeguarding
Diocesan House Safeguarding Office/DBS Helpdesk		
Karen Carolan-Evans	459401	01227
Diocesan House Lady Wootton's Green, Canterbury, Kent, CT1 1NQ		safeguarding@diocant.org
Childline Freepost 1111, London N1 0BR	0800 1111 www.childline.org.uk	
Family Lives	0808 800 2222 www.familylives.org.uk	e-mail: parentssupport@familylives.org.uk
KCC Social Services Main Contact		03000 41 41 41
KCC Adult Social Services		03000 41 61 61
KCC Children Social Services		03000 41 11 11
KCC Child & Families Information Services		03000 41 23 23
KCC Social Services Out of Hours		03000 41 91 91
Holy Cross Children's Advocate Beth Lloyd		01622 737902
Holy Cross PSO Malcolm Underdown	739365	01622
Holy Cross PDO Christine Underdown	739365	01622
Emergency Services		999

Police non-emergency		101 (24 hrs)
NSPCC (for adults concerned about a child)	0808 800 5000	
Action on Elder Abuse helpline	www.nspcc.org.uk	
24-hour National Domestic Violence helpline	0808 808 8141	
NAPAC (for survivors of childhood abuse)	www.elderabuse.org.uk	
Stop It Now (to prevent child sexual abuse)	0808 2000 247	
Cruse bereavement helpline	0808 801 0331	
MACSAS (for people abused by church officers)	0808 1000 900	
Samaritans (for people struggling to cope)	www.stopitnow.org.uk	
	0808 808 1677	
Sources of support for victims/families of abuse:	0808 801 0340	
	116 123	
The Survivors Trust		
Safeline		http://
	thesurvivorstrust.org	
SupportLine		www.safeline.org.uk/what-can-friends-and-family-members-do-to-support-survivors-of-sexual-abuse
Victim Support		www.supportline.org.uk/problems/rape_sexual-assault.php
Other Websites:		www.victimsupport.org.uk/crime-info/types-crime/childhood-abuse
	www.womensaid.org.uk	
	www.restoredrelationships.org	
	www.scie.org.uk	
	www.ceop.police.uk	
	www.modernslavery.co.uk	
	www.ageuk.org.uk	
	www.barnardos.org.uk	
	www.spiritualabuse.com	
	https://carers.org	