



Safe Recruitment and Disclosure and Barring Service Application Procedures



THE CHURCH
OF ENGLAND
BIRMINGHAM

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Introduction

The Church of England is committed to:

- The care, nurture of, and respectful pastoral ministry for all: children, young people and all adults
- The safeguarding and protection of children, young people and all adults
- The establishing of safe, caring communities which provide a loving environment where victims of abuse can report or disclose abuse and where they can find support and best practice that is implemented to contribute to the prevention of abuse

When recruiting volunteers and paid workers the Church of England will carefully select, support and train all those with any responsibility within the Church, in line with the principles of safer recruitment, ensuring that our recruitment and selection processes are inclusive, fair, consistent and transparent. We will take all reasonable steps to prevent those who might harm children, or adults who may be vulnerable, from taking up positions of respect, responsibility or authority where they are trusted by others, following legislation, guidance and recognised good practice.

Legislation

The Safeguarding Vulnerable Groups Act 2006, with subsequent amendments in the Protection of Freedoms Act 2012, establishes 2 new offences:

- first, it is an offence to knowingly apply for a post (paid or otherwise) to work with children or vulnerable adults in regulated activity if the person is included on the Children's Barred List and/or the Vulnerable Adults Barred List overseen by the Disclosure & Barring Service;
- second, it is an offence to knowingly recruit anyone to work with children or vulnerable adults in regulated activity who is included on the Children's Barred List and/or the Vulnerable Adults Barred List overseen by the Disclosure & Barring Service;

The latter clearly acts as an incentive to recruiters to use the service offered by the Disclosure & Barring Service. Failure to use the service could render a recruiter liable to a claim in the civil courts and/or a prosecution in the criminal courts if a child or vulnerable adult was abused by someone engaged in regulated activity about whom it could be shown that the Disclosure & Barring Service had, at the time of their appointment, evidence of their relevant disqualification.

Government guidance ‘Working Together to Safeguard Children March 2013’ issued under sections 11 and 16 of the Children’s Act 2004 applies to faith communities. One of the requirements for faith communities is to have in place:

“Safe recruitment practices for individuals whom the organisation will permit to work regularly with children, including policies on when to obtain a criminal record check”

Church of England Policy

Full details of current safer recruitment policy for the Church of England can be found at www.churchofengland.org. The procedure outlined in this document is based on the Church of England policy and contextualised for use in the Church of England – Birmingham. *Failure to follow this procedure may invalidate your insurance cover.* The procedure must be followed for all paid and volunteer roles, however, private arrangements made between families or friends are not covered by the procedure, even where the people involved know each other through their church links. Only activities formally provided by the church are covered.

It is the policy of the Church of England that all those who work regularly with children and / or adults who may be vulnerable, including those on a rota, should have, where appropriate, an enhanced criminal record check (with or 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 enhanced checks, 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 enhanced checks, provided they are eligible.

The incumbent / priest-in-charge (area dean in an interregnum) has ultimate responsibility for the recruitment of volunteers, paid workers and members of commissioned pastoral teams with the Parish Church Council (PCC). The selection and appointment of clergy and Readers rests with the Bishop.

Before You Begin

Before you can recruit volunteers or paid workers you must ensure that your church:

1. has a safeguarding policy for children and vulnerable adults, a health and safety policy and a policy statement on the recruitment of ex-offenders. (The Disclosure & Barring Service has a sample policy statement at www.gov.uk/dbs You may also have other policies – for example policies on equal opportunities, disciplinary action, social media, photography, information sharing etc – that are relevant to the role and need to be given to the person appointed.
2. checks whether you need to register under the Data Protection Act at www.ico.org.uk.
3. has a system for keeping a list of all your volunteers, their contact details, duties, responsibilities and a system for reviewing it periodically

4. appoints a person to be responsible for the recruitment of the worker or volunteer who ensures all the necessary steps are completed. This could be different people for different roles - for example a Head Server could be responsible for the process for all Servers, the person who does the rota for flower arrangers could be responsible for this group or the children's group co-ordinator could be responsible for all children's leaders and helpers – or this could be one central person – for example parish administrator, parish identity verifier or parish safeguarding co-ordinator
5. appoints a person to take particular responsibility for recruitment to roles that have substantial contact with vulnerable groups (steps 4 -10 on page 6) – for example parish identity verifier, parish safeguarding co-ordinator or incumbent/priest-in-charge (area dean in an interregnum). This person must be capable, competent, able to keep personal matters confidential and attend SC4 Safer Recruitment training provided by the Church of England – Birmingham as soon as possible after taking up their role. Details of training sessions are available at www.cofebirmingham.com
6. does not allow a potential volunteer or paid worker to commence their role with children or vulnerable adults until the Church of England procedure has been completed

Concerns







If you have any concerns about an applicant at any point in following the procedure, or if you decide not to appoint before applying for a Disclosure and Barring Service check due to safeguarding concerns, you must refer these concerns to the Bishop's Safeguarding Advisers by contacting the Bishop's Chaplain on 0121 427 1163. You may also have a duty to refer your concerns to the Disclosure & Barring Service (see [Appendix A Duty to Refer](#))

Who are these procedures for?

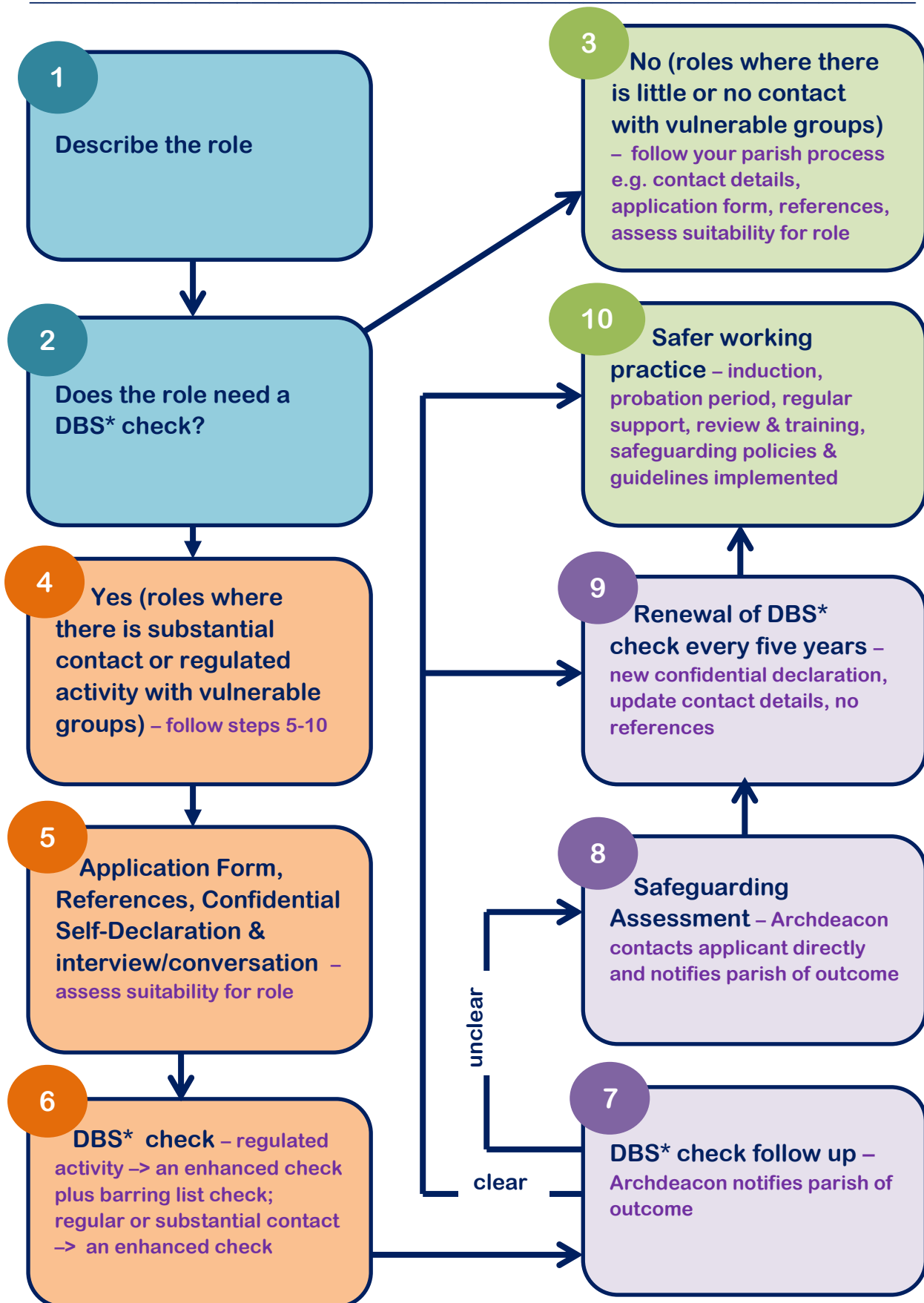
These procedures are for every incumbent / priest-in-charge and parish church council to implement in their church when recruiting a new volunteer or paid worker or when an existing volunteer or paid worker moves to a new role. There are particular responsibilities for the:

Incumbent/Priest-in-Charge (Area Dean in an interregnum)	Steps 2, 5, 7, 8
Parish Safeguarding Children Co-ordinator / Parish Lead Person for Vulnerable Adults	Steps 2, 7
Parish Identity Verifier	Steps 6, 7, 9

Key to colours

	Steps to be completed for every paid and volunteer role
	Steps to be completed for roles where there is regular contact with children, young people or vulnerable adults
	Assessment of the Disclosure & Barring Service check and recording the outcome
	The volunteer or paid worker can be appointed
	Appendices relevant to the step
	People who might do the step

Church of England Recruitment Process



*Disclosure & Barring Service

1

Describe the role

- What would you like the volunteer or paid worker to do?
- What will be their main responsibilities?
- What skills do they need to be able to do the role?

Having a clear outline of what is involved can assist in the recruitment of new volunteers. For paid roles you must have a clearly defined job description and the qualities, skills and experience required to carry out the role must be included in the person specification.

All role outlines and job descriptions must

- include a statement on the church's commitment to safeguarding vulnerable groups and that, if at any time, the person in this role sees or hears anything which gives them cause for concern about, a child or a vulnerable adult or an adult's behaviour they must report it immediately in accordance with the church's safeguarding policies
- state whether the role is eligible for a Disclosure & Barring Service check, (see step 2) and if so, the level of check required

Appendices ([click here](#))

Form 1 Volunteer Role Outline

Who might do this step?

- Someone who has done the role before
- The co-ordinator/person responsible for the role
- Parish Safeguarding Children Co-ordinator
- Parish Lead Person for Adults
- Incumbent / Priest-in-Charge

Examples of role outlines for a variety of roles are available at www.cofebirmingham.com

2

Does the role need a DBS check?

Use the role outline for volunteers, or job description for paid workers, from Step 1 to decide whether a Disclosure & Barring Service check is required:

- Regulated Activity with children or vulnerable adults:
Enhanced Disclosure with a check of the barred lists for children and/or adults
 - go to Step 4
- Substantial or regular contact with children or vulnerable adults
Enhanced Disclosure (NO check of the barred lists for children and/or adults)
 - go to Step 4
- Little or no contact with children or vulnerable adults
No Disclosure & Barring Service check
 - go to Step 3

The assessment of a role involving vulnerable groups must be carried out by a person who has attended SC4 Safer Recruitment training (details available at www.cofebirmingham.com) or who understands the definitions of 'Regulated Activity' and 'Substantial Contact' as outlined in these procedures and appendices .

Regulated Activity

Regulated Activity is defined in the Safeguarding Vulnerable Groups Act 2006 and amended in the Protection of Freedoms Act 2012. Regulated Activity cannot be done by anyone whose name appears on the Disclosure & Barring Service lists of those who are barred from working with children and/or vulnerable adults.

Substantial or regular contact

The government refers to this level of contact with vulnerable groups as more than the casual contact a shopkeeper would have with a child or vulnerable adult that came into their shop. In church terms, examples would be more contact than a sides-person, or member of the after church coffee team.

Appendices ([click here](#))

- B Regulated Activity
- C Substantial or Regular Contact with vulnerable Groups
- D Roles which may be eligible for a Disclosure & Barring Service check
- E Disclosure & Barring Service Checks – Guidance for Specific Situations
- N CCPAS DBS Eligibility Guide

Who might do this step?

- Parish Safeguarding Children Co-ordinator
- Parish Lead Person for Adults
- Incumbent / Priest-in-Charge
- Someone who has attended SC4 Safe Recruitment training
- Someone who understands the definition of Regulated Activity

3 **No DBS check (roles where there is little or no contact with vulnerable groups) – follow your parish process e.g. contact details, application form, references, assess suitability**

Where the role does not involve regulated activity or substantial or regular contact with vulnerable groups it is not eligible for a Disclosure & Barring Service check.

Paid Roles

For paid roles a more formal recruitment process should be adopted. Contact the relevant adviser – for example youth, children or community regeneration – at the Church of England – Birmingham for further help and advice. Contact details are available at www.cofebirmingham.com

Volunteer Roles

1. Obtain contact details
2. Assess the potential volunteer's suitability for the role:
 - do they understand what is involved in the role?
 - do they have the necessary skills, experience and personal qualities?
 - do they need any additional training or support?

Volunteers in Positions of Trust and Responsibility

E.G. PCC Treasurer, PCC Secretary, church key holders, caretaker, parish administrator, website/social media administrator

You may wish to ask the potential volunteer to complete a detailed application form and provide two referees.

You must not ask for information about spent or protected convictions or cautions or other information such as findings in the family court or civil court for these roles but you may ask for information about unspent convictions or cautions.

Appendices ([click here](#))

F Safe Recruitment for Paid Roles
G Rehabilitation of Offenders
H Protected Cautions & Convictions
Form 2 Volunteer Contact Details
Form 3 Position of Trust & Responsibility Application

Who might do this step?

- Incumbent / Priest-in-Charge
- Co-ordinator/person responsible for the role
- PCC member

4

Yes – DBS check required – (for roles where there is substantial contact or regulated activity with vulnerable groups)

For all these roles adopt the safer recruitment process outlined in Steps 5 – 10.

Paid Roles

For paid roles a more formal recruitment process should be adopted. Contact the relevant adviser – for example youth, children or community regeneration – at the Church of England – Birmingham for further help and advice.

Commitment to Safeguarding

All role outlines or job descriptions must emphasise the church’s commitment to safeguarding vulnerable groups and state that the role requires an Enhanced Disclosure & Barring Service check, with a check of the barring lists if it involves regulated activity. Research with sexual offenders has confirmed that they can be deterred from applying for roles where this level of safeguarding activity is made obvious from the outset.

Apply for a Disclosure & Barring Service check when:

- Appointing a new volunteer or paid worker to work with vulnerable groups
- An existing volunteer or paid worker changes jobs or roles to begin working with vulnerable groups
- An existing volunteer or paid worker moves from working with children and young people to working with adults who may be vulnerable or vice versa
- The job or role changes to involve regulated activity and an Enhanced Disclosure & Barring Service check with a check of the barring lists is now required

Appendices ([click here](#))

F Safe Recruitment for Paid Roles
Form 1 Volunteer Role Outline

5

**Application Form,
References, Confidential
Self-Declaration, &
interview/conversation –
assess suitability for role**

Application Form

All applicants must complete either a Personal Details Form or an appropriate alternative used by your parish. Ensure that information provided is consistent and discrepancies or gaps in personal or career history are followed up.

References

Two referees must be given and the references must be applied for and followed up to ensure they are received. Where the person seeks to use a friend from within church as referee, every effort should be made to supplement this with a reference from someone more objective – where possible, from a professional work context.

Where a standard pro-forma is used to obtain references ensure there is a question that explicitly asks about any safeguarding concerns and suitability to work with vulnerable people. Where any specific queries arise from a written reference, ensure that this is followed up by a telephone call to the author. Too often people 'hint' at difficulties in their written reference but the reader does not pick up the implication.

Confidential Self-Declaration

All applicants must complete the Confidential Self-Declaration form provided by the Church of England – Birmingham without amendment by the local parish church. This offers the person an opportunity to tell you about any information that may be disclosed in the Disclosure & Barring Service check. Should an applicant not wish to complete this form, this is entirely their choice but the application should not proceed any further and must be terminated. It should be remembered that people can be deeply embarrassed about incidents from their past even when there is no link with safeguarding and any information disclosed is confidential and should not be shared except within the recruitment process for the purposes of safeguarding. Where the form is usually returned to someone other than the incumbent / priest-in-charge (area dean in an interregnum), the applicant must always have the option to only return to and discuss this form with the incumbent / priest-in-charge (area dean in an interregnum). The incumbent / priest-in-charge (area dean in an interregnum) must always see this form as part of the recruitment process where information has been disclosed. It should also be made clear to the applicant that the form may be seen by the Archdeacons and Bishop's Safeguarding Advisers as part of a safeguarding assessment.

Amendments to the Rehabilitation of Offenders Act 1974 Exceptions Order 1975 in 2013 mean that certain spent convictions and cautions are 'protected' and employers can no longer ask about these in their

recruitment procedures. Full details can be found on the Disclosure & Barring Service website at www.gov.uk/dbs Protected cautions and convictions are filtered by the Disclosure & Barring Service and do not appear on the Disclosure Certificate.

The incumbent / priest-in-charge (area dean in an interregnum) must always see the Confidential Self-Declaration Form and where this form contains disclosed information is responsible for sending it to their Archdeacon.

Interview

For paid roles there must be a formal interview and transparent selection procedure as part of the recruitment process. For volunteer roles the interview may be an informal face-to-face conversation that assesses the person's suitability for the role:

- Do they understand what the role involves?
- Do they have the right skills, experience and personal qualities?
- Do they need any additional training or support?
- Do they understand the commitment to safeguarding and safe working practices?
- Do they demonstrate appropriate values and attitudes for working with children and young people or adults who may be vulnerable?
- Why do they want to work with children, young people and/or adults who may be vulnerable?
- Do they know of any reason why they should not work with children, young people and/or adults who may be vulnerable?
- Have they attended any safeguarding training?

Concerns

If you have any safeguarding concerns about an applicant as a result of the application form, references, confidential self-declaration form or interview, you must refer these concerns to the Bishop's Safeguarding Advisers by contacting the Bishop's Chaplain on 0121 427 1163. You may also have a duty to refer your concerns to the Disclosure & Barring Service.

All stages of Step 5 must be completed before applying for a Disclosure & Barring Service check

Appendices ([click here](#))

A Duty to Refer
G Rehabilitation of Offenders
H Protected Cautions and Convictions
Form 4 Personal Details Form
Form 5 Reference Request
Form 6 Confidential Self-Declaration
Form 7 Interview/Discussion

Who might do this step?

- Incumbent / Priest-in-Charge
- Parish Safeguarding Children Co-ordinator
- Parish Lead Person for Adults
- Parish Identity Verifier
- Co-ordinator/person responsible for the role

Disclosure & Barring Service check – regulated activity → an enhanced check plus barring list check; substantial contact → an enhanced check

Disclosure & Barring Service checks are applied for using an online system provided by the Churches Child Protection Advisory Service (CCPAS). A Disclosure & Barring Service check can only be applied for where the role is eligible. It is therefore important to complete Steps 1 and 2 before making an application. Should any applicant not wish to apply for a Disclosure & Barring Service check, this is entirely their choice but the application for the role should not proceed any further and must be terminated.

Parish Identity Verifier

To access the online system churches must appoint a Parish Identity Verifier by completing the registration form in **Form 8** and returning this to their Archdeacon. If the Parish Identity Verifier is also the Incumbent / Priest-in-Charge this responsibility does not pass to the Area Dean in an interregnum – the church must appoint a new Parish Identity Verifier during the vacancy.

A Parish Identity Verifier should be computer literate, have good administrative skills and be able to assist others in completing an online form. All Parish Identity Verifiers must understand how to verify identity in accordance with Disclosure and Barring Service Guidelines and the Church of England's Recruitment Process – details of training sessions are available at www.cofebirmingham.com.

Following registration the Parish Identity Verifier will receive three emails from the Churches Child Protection Advisory Service (CCPAS):

1. Evidence Checker Acceptance
contains the parish's organisation reference number, password and E-Bulk Guide for Applicants that should be sent to each applicant to enable them to access and complete the online form and CCPAS Online DBS Application Guidance and DBS Eligibility Guide
2. Welcome
contains the Parish Identity Verifier's username and default date of birth (to be changed the first time they log on) to enable them to access the system and complete verification of the applicants identity
3. Notice
contains the Parish Identity Verifier's password which must be changed the first time they log on

Online Disclosure & Barring Service Application

Using the reference number, password and internet link contained in the above emails:

- i. the Parish Identity Verifier emails the organisation reference number, password, internet link, title of the role applied for and the E-Bulk Guide for Applicants to the applicant
- ii. the applicant completes the online form, notes the reference number and submits the form

Identity Verification

- iii. the applicant takes the reference number for their online application and their identity documents to the Parish Identity Verifier
- iv. the applicant gives signed, written consent for a criminal record check and permission for the Archdeacons and/or Bishop’s Safeguarding Advisers to have access to their application – consent is included on the Personal Details Form or the parish can use its own form
- v. the Parish Identity Verifier verifies the applicants identity and enters the information online.

Identity Verification is very important as it tests whether a person is who they say they are. It is vital that you use the applicant’s identity documents to check that the online application form has been correctly completed. It is NOT acceptable to simply rely on personal knowledge of the applicant. You MUST SEE ORIGINAL DOCUMENTATION and CHECK names, previous surnames, addresses and date of birth AGAINST THE INFORMATION PROVIDED BY THE APPLICANT ON THE ONLINE FORM. You should also see the applicant face to face to verify photographic ID on passports, driving licences, etc. Details of acceptable identity documents are available at www.gov.uk/dbs

Section Y

- vi. The Parish Identity Verifier completes section Y

How to complete Section Y	
Application Type	always select ‘Enhanced’
Workforce	select ‘child’, ‘adult’ or ‘child and adult’ as appropriate. Do not select ‘child and adult’ unless the role is eligible for a Disclosure & Barring Service check with both groups. Never select ‘other’
<i>If the workforce cannot be easily identified from the role title you will need to provide additional information</i>	
Regulated Activity	select ‘yes’ for the workforce(s) selected above if the role has been assessed as involving Regulated Activity (see appendices B, C, D & N) in Step 2. Select ‘no’ if the role involves substantial contact but not Regulated Activity as assessed in Step 2.
<i>A ‘yes’ response will trigger an additional check of the lists of those barred from working with vulnerable groups. PLEASE NOTE: It is an offence to apply for a check you are not entitled to. Do not select ‘yes’ unless you have assessed that the role involves Regulated Activity in Step 2</i>	
Working at the home address	select ‘yes’ or ‘no’ as appropriate
<i>Where homeworking occurs the police may disclose relevant information about others who live at the same address. In order to minimise intrusion into private life, the ‘yes’ box should only be ticked if direct work with children or vulnerable adults may sometimes take place in the person’s home. For example, for a youth worker who prepares for a session at home you should answer ‘no’ but for a youth worker who leads a Bible study group for young people in their home you should answer ‘yes’</i>	
Volunteer	select ‘yes’ for volunteers or ‘no’ for paid workers, students on placement, those working towards stipendiary ordination or a qualification
Adult First Check	always select ‘no’ This type of check applies to health professionals only
Additional Information	Please always give a brief description of the role and how it involves Regulated Activity where applicable

vii. The Parish Identity Verifier submits the online form by clicking 'approve'

Detailed guidance on how to use the Churches Child Protection Advisory Service's (CCPAS) online system, verify identity and complete Section Y is given in [appendix L](#)

Appendices ([click here](#))

I Parish Identity Verifier Role
J Identity Verification
L CCPAS Online Disclosure & Barring Service Application Guidance for Parish Identity Verifiers
M CCPAS External Identity Validation Process
N CCPAS DBS Eligibility Guide
Form 4 Personal Details Form
Form 8 Parish Identity Verifier Registration
Form 9 Invitation to Applicant

Who might do this step?

- Parish Identity Verifier

7

Disclosure & Barring Service check follow up

– Archdeacon notifies parish
of outcome

The Disclosure & Barring Service Certificate is sent to the applicant only. However, the online process informs the Archdeacon whether or not the Certificate contains any information. Where no information has been disclosed, the Archdeacon will notify the incumbent / priest-in-charge (area dean in an interregnum) and the parish identity verifier that the volunteer or paid worker is able to commence the role. Parishes may request this notification to be sent to another specified person (for example the Parish Safeguarding Children Co-ordinator or Parish Lead Person for Adults) by writing to their Archdeacon for their permission.

The incumbent / priest-in-charge (area dean in an interregnum) should approve all appointments on behalf of the parish church council. This responsibility may be delegated with the approval of the PCC, however, the incumbent / priest-in-charge (area dean in an interregnum) retains overall responsibility and oversight.

The incumbent/priest-in charge or parish identity verifier (or specified person authorised to receive the outcome of criminal record checks as described in paragraph 1 above) must record the outcome of the Disclosure & Barring Service check on the Personal Details Form or an appropriate parish alternative where this form is not used.

A contract of employment for paid workers or an agreement and thank you letter for volunteers should be issued.

Employees and volunteers details must be added to the church's central lists and all paperwork relating to the recruitment should be filed securely and kept in perpetuity by the incumbent / priest-in-charge. During an interregnum the area dean has responsibility for the secure keeping of safeguarding records.

Appendices ([click here](#))

K Record Keeping
Form 4 Personal Details Form
Form 10 Volunteer Agreement

Who might do this step?

- Archdeacon
- Incumbent / priest-in-charge
- Parish Identity Verifier

8

Safeguarding Assessment – Archdeacon contacts applicant directly and notifies parish of outcome

Where the Archdeacon is notified that the Disclosure contains information the applicant will be contacted directly by the Archdeacon and/or Bishop’s Safeguarding Advisers and a safeguarding assessment will be carried out to assess their suitability for the role. The applicant will be asked to send their original Disclosure Certificate to the Archdeacon. All recruitment information – for example, the application form, references and Confidential Self-Declaration - held by the parish should be sent to the Archdeacon or Bishop’s Safeguarding Advisers on request to assist with this assessment.

Once the assessment is complete the Archdeacon will notify the parish of one of the following outcomes:

➤ Approval to begin the role	follow steps 7, 9 and 10
➤ Approval to begin the role with conditions	the Archdeacon or Bishop’s Safeguarding Advisers will contact the incumbent/priest-in-charge (area dean in an interregnum) to discuss the conditions and how they need to be implemented in the parish. Once this has been agreed follow steps 7, 9 and 10
➤ Not approved for the role	the Bishop’s Safeguarding Advisers will contact the incumbent/priest-in-charge (area dean in an interregnum) to discuss any measures that may need to be put in place in the parish as a result of this decision

Who might do this step?

- Archdeacon
- Bishop’s Safeguarding Advisers

9

Renewal of Disclosure & Barring Service check every five years – new confidential declaration, update contact details, no references

The Disclosure & Barring Service check must be renewed every five years. Parishes must maintain records of all Disclosure & Barring service applications – there is a section on the Personal Details Form to facilitate this - and have a system in place to ensure that checks are repeated as they become due for renewal. It is the responsibility of the parish identity verifier to ensure that Disclosure & Barring Service checks are renewed every five years for those who continue to work or volunteer with vulnerable groups

To Renew:

1. Update the individual's personal details on their recruitment file and your central list of volunteers
2. Obtain a new Confidential Self-Declaration
3. Complete Steps 6 – 10

External references are not required as the individual has been known to the church in their role for the last five years.

Where the Disclosure & Barring Service check discloses new information the process in Step 8 will be followed.

Where the individual is no longer approved for the role or approved subject to conditions, the Archdeacon or Bishop's Safeguarding Advisers will contact the parish to discuss what action needs to be taken. It may be necessary to suspend the worker or volunteer as a neutral act pending assessment and decision-making.

Appendices ([click here](#))

Form 4 Personal Details Form
Form 6 Confidential Self-Declaration

Who might do this step?

- Parish Identity Verifier

Safer working

practice – induction, probation period, regular support, review & training, safeguarding policies & guidelines implemented

The government document ‘Working Together to Safeguard Children’ requires faith organisations to provide:

‘appropriate supervision and support for staff, including undertaking safeguarding training mandatory induction, which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child’s safety or welfare; and regular reviews of their own practice’¹

Appointing someone safely is a crucial part of protecting children, young people and vulnerable adults within our churches. Even more important is creating a culture of safety and the embedding of that culture in all our practices.

Once the volunteer or paid worker has been safely appointed to work with children and / or vulnerable adults, the church should provide:

- Induction
- support
- a probationary (paid roles) or settling in (volunteers) period – e.g. six months
- training for the role
- training in safeguarding in the Church context, including the requirement to report and the process for reporting any concern, regardless of any previous experience. (Safeguarding training should be updated every three years).
- reviews, building in periodic feedback from children, young people or adults with whom the volunteer or paid worker now works
- clear boundaries, especially being alert to unsupervised contact through church, outside of the work or volunteer role
- oversight, supervision
- information about who s/he is accountable to and whom s/he is accountable for

For further help and advice contact the Bishop’s Advisers for Youth or Children’s Ministry (contact details are available at www.cofebirmingham.com)

Who might do this step?

- Incumbent / Priest-in-Charge
- PCC
- Co-ordinator/person responsible for the role

¹ Working Together to Safeguard Children, March 2013, Chapter 2 Paragraphs 4 & 38