

Safer Recruitment

Policy 2015

Diocese of Liverpool



Contents

3. Recruiting procedures for all roles within parishes
4. 10 Steps to Safer Recruitment
7. Eligibility
8. Criminal Record Checks for Church Roles
11. Useful contact details
12. Application and Self Declaration Form – Section A
14. Application and Self Declaration Form – Section B
16. Letter to referees
17. Answer form for referees
19. Working Agreement
20. Children’s General Consent Form
24. One day Activity/Outing Information and Consent Form
26. Checklist
27. Example of a parish Children’s policy (to be read at the Annual General Meeting)
28. Example of a parish Vulnerable Adults policy (to be read at the Annual General Meeting)
29. Resources

Recruiting procedure for ALL roles within parishes

Safeguarding is of vital importance. We need to be welcoming places but also safe places. As a PCC you are responsible for ensuring that you are promoting the best possible safeguarding culture.

First, let's be clear: You must make sure that safeguarding is of prime importance. Your church must have clear policies and procedures in this area. We need to make sure that everyone knows that abuse is not tolerated. You must make sure you have a culture that allows anyone to report appropriate concerns plus procedures that deal with those concerns properly.

Yet the Diocese of Liverpool does not want to prevent the culture of volunteering that is the lifeblood of our churches and congregations. It would be unworkable to follow a high degree of recruitment for every role so your judgment is needed.

You cannot rely solely on DBS Criminal Record checks. You need to have a strong culture that ensures you are safeguarding those in your church which includes good safe recruitment procedures. The nature of churches means that there may be others in your congregation who could pose a risk to these groups. You need to apply vigilance and common sense to make sure that all know your policies and how to report anything that causes concern.

At all points and every step you should include your church's commitment to safeguarding and reaffirm your safeguarding policy.

All role descriptions and documentation should contain an explicit statement stating:

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

Who and what is involved?

If you are recruiting a paid post or volunteers in leadership or supervisory roles you must follow the Safer Recruitment policy. For applicants who will have substantial or regulated contact with children, young people or vulnerable adults the same applies. For other roles a more informal route can be taken.

**For all new volunteers please follow the process from Step One
For renewal of a DBS follow the process from Step 5 onwards**

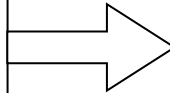
STEP ONE

Consider all roles within the parish and decide whether they require a role description. All roles in Group 1 and 2 must have a role description. It is for the parish to discern whether roles in Group 3 and 4 require this. There are role descriptions available on the website to assist you. All decisions regarding safe recruitment should be passed by the PCC.



STEP TWO

Decide which group the role description fits into: Groups 1,2,3 or 4 (See list of roles in Appendix 1 this may assist you)

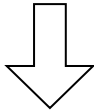


STEP THREE

Where there is little or no contact with children, young people or vulnerable adults

Decide what level of recruitment you need to undertake. Using your completed role description or the Working Agreement Form B, consider whether these roles require any of the following: an informal interview, the taking up of references or completion of a self-declaration form. No further recruitment would be needed, **however** should the role change i.e. involve children, young people or vulnerable adults a review of the role and the recruitment may need to be undertaken to see if further steps should be included.

NO FURTHER ACTION NEEDED



STEP FOUR

Where there is substantial contact or the role is within the definition of Regulated activity

Substantial contact is defined as a person who has more contact than the door steward or coffee maker after a service. In relation to children, regulated activity involves training or supervision of children and young people and they do this frequently, more than once a week or intensively 5 times in a 30 day period, overnight and are not supervised at all times. In relation to vulnerable adults please see appendix 2 for guidance on what is classed as regulated activity. All the above roles will require a formal recruitment process; this will need to include a role description, application form, taking up of 2 references, self-declaration form and an interview.



STEP FIVE

The successful candidate must fill in a self-declaration form, a sample form can be found on the Diocesan website.

STEP SIX

It is necessary to decide which DBS check is required. For those roles that have substantial contact with children a DBS enhanced check without barring status check is completed. For any role that is regulated activity an enhanced check with a request for barring status is needed. For those working with vulnerable adults few will require a DBS enhanced check, for those that do it will be without barring status check

STEP SEVEN

The applicant must apply for a DBS check via the online CCPAS system (using the password supplied for their individual parish) by following this link: <https://disclosure.captarvs.co.uk/ccpas/>. The applicant should click in the orange box where it says start application and then complete the online application. Once this has been completed and saved then the Lead Recruiter or additional recruiter will need to check evidence of identity from original documents, then log onto the online system (using the password supplied for their individual parish) by following this link: <https://disclosure.captarvs.co.uk/ccpas/>. The Lead Recruiter or additional recruiter should click in the green box where it says manage applications and enter all the details of the evidence of identity supplied, when completed send it electronically to CCPAS.

Only the person for whom the DBS check is for now receives a certificate. **NO ONE CAN BEGIN IN THEIR ROLE** until this information has been seen by the vicar or lead recruiter in the parish (this information can now be viewed online via CCPAS).

A record of the applicant's name, the date the certificate was issued and the certificate number should be kept in the parish as information is only stored online for 6 months.

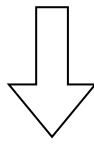
STEP EIGHT

If the DBS form is blemished (information is recorded on the certificate) the certificate must be sent to Su Foster at St James' House by Registered post. Inform Su Foster by email or phone that you are sending a copy of the certificate in.

It is a part of the Diocesan Safeguarding Advisor's role to risk assess any blemished certificates and **the individual cannot start in their role until the risk assessment is complete.**

STEP NINE

The DBS criminal record check continues to need renewing every 5 years. It is the joint responsibility of the individual and the parish to ensure this is undertaken. If there is a delay in obtaining the update the person should step down as they are no longer approved by the church until this is done.



STEP 10

As well as safer recruitment all those new to their role require:

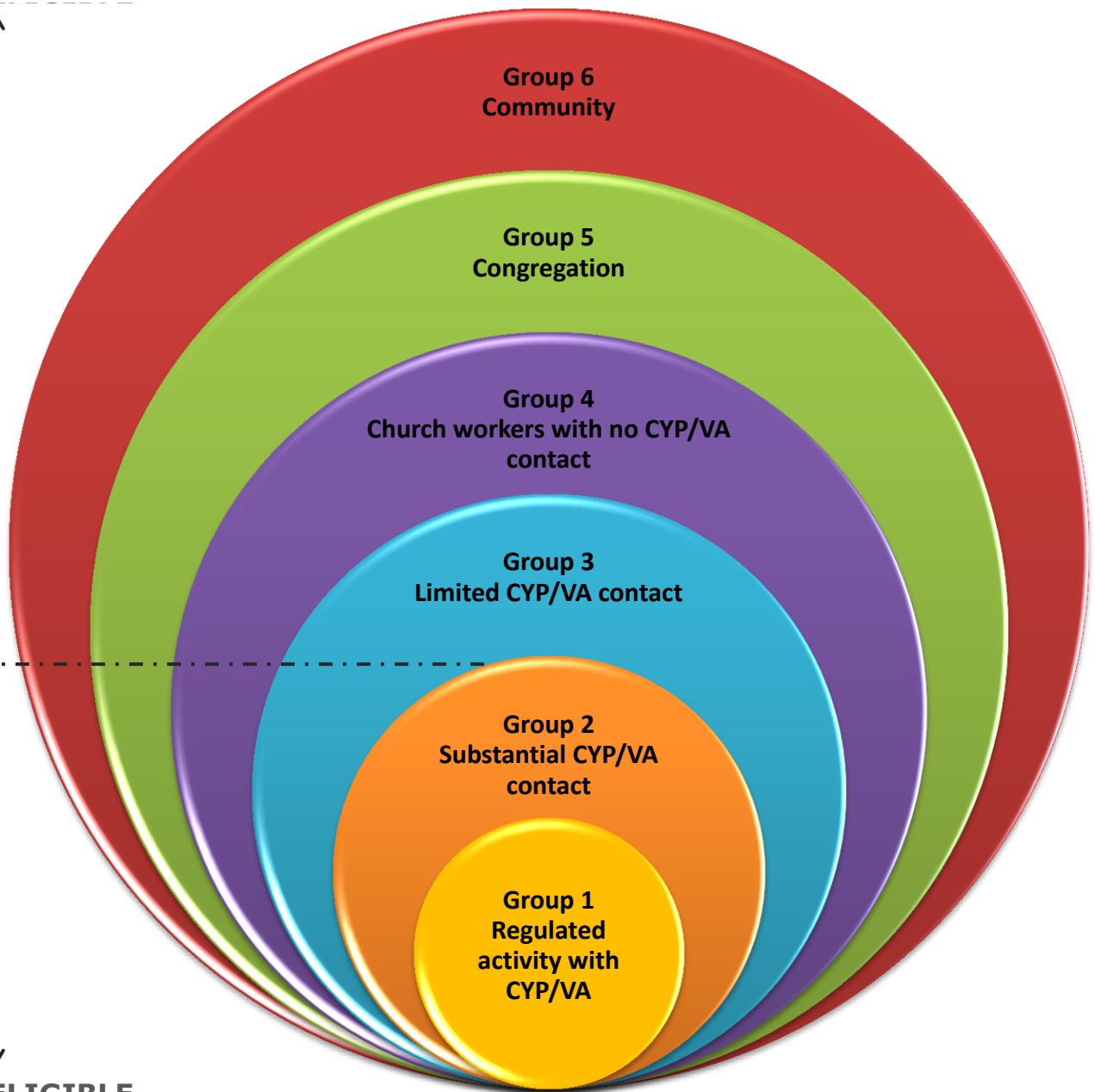
- an induction
- ongoing support
- clear boundaries
- training in role and relevant safeguarding
- supervision
- annual reviews

ELIGIBILITY
Criminal Record Check Eligibility Circles
in Relation to Children, Young People (CYP) and Vulnerable Adults (VA)

NOT



ELIGIBLE



Criminal Record Checks for Church Roles

TABLE A Those in Group 1 (Regulated Activity) who require an enhanced criminal record check plus barred list check -

Note: you should always assess each role individually – see STEP 1 and 2.

<p>1. <u>Church of England Ministers.</u></p> <p>All C of E ordained ministers including archbishops, bishops, archdeacons, deans, ordained and licensed clergy, stipendiary parish clergy, SSM and NSM clergy, chaplains, locally ordained clergy, clergy with 'permission to officiate', and those seeking ordination training or ordination.</p>	<p>2 <u>Work with children.</u></p> <p>Youth workers, children's workers, managers of youth and children's workers in Group 1 (Regulated Activity) roles, bell ringers who teach children, music leader where the choir / music group is mainly with children or young people, server when the role includes supervision of children or young people under the age of 18, drivers of young people or children where the driving is organised by the church.</p>
<p>3. <u>Work with vulnerable adults.</u></p> <p>This includes pastoral visitors where the role includes direct feeding, physical care, or assistance with financial matters; also driving (organised by the church) to medical or social care appointments</p>	<p>4. <u>Managers (Regulated Activity).</u></p> <p>Those managing workers who undertake Regulated Activity with children or vulnerable adults, for example Sunday School Superintendent, the manager of a luncheon provision for adults with serious physical disabilities where help with feeding is required, or the Bell ringer Tower captain who manages those who train children.</p>
<p>5. <u>Managers (supervised workers in Group 2).</u></p> <p>Those managing workers who work with children, where the role would have been Regulated Activity were it not for the level of supervision provided with children or vulnerable adults – for example the manager of a crèche worker who is never alone with children and whose work is always directly observed</p>	<p>6. <u>Work alongside parents</u></p> <p>Those working with children in the presence of their parents, carers, or supervisors, but where on occasion the worker cares for the child without the parents present – including family worker and leader of parent & toddler groups or Messy Church.</p>

TABLE B Those in Group 2 (substantial contact) who are likely to require an enhanced criminal record check without a barred list check *Note: you should always assess each role individually – see STEP 1 and 2.*

7. Previous definition of Regulated Activity	8. <u>Substantial work with children.</u>
--	---

<p>Those whose role was (pre 2012) deemed to be Regulated Activity (with either children or vulnerable adults) and therefore now fall into Group 2 – eligible for criminal record but not for barring information.</p> <p>This includes members of PCC, especially the Church Wardens, senior stewards, and leaders for safeguarding. It also includes some specific roles for example visitors into schools e.g. Open The Book volunteers.</p>	<p>All those working with children or young people where either the period condition (frequent, intense, overnight) is not met or where there is sufficient supervision to move the role out of Group 1 Regulated Activity.</p> <p>For example – a volunteer youth worker whose turn on the rota is only every other week (not frequent) or for example the crèche worker who is never alone with children and whose work is always directly supervised.</p>
<p>9. <u>Substantial work with vulnerable adults</u></p> <p>Those working with vulnerable adults where the role is substantial (Group 2) but does not fit the criteria for Regulated Activity. This includes some lay readers, worship leaders and local preachers; drivers for church activities; pastoral visitors/ assistants / home visitors</p>	

Table C Those whose role is unlikely to be eligible for an enhanced criminal record check – but will still need consideration see Steps 1, 2 and 3 (i.e. Groups 3 and 4). There is still a need for careful recruitment and attention to safe working practice.

Note: you should always assess each role individually since it may be that the person does have substantial contact with children or vulnerable adults.

<p>10. <u>Safeguarders</u></p> <p>Safeguarding representatives at parish, church, circuit, district, diocese or national / Connexional level – <u>unless</u> as member of trustees (as for churchwardens and Methodist senior stewards)</p>	<p>11 <u>Limited or no contact with children or vulnerable adults.</u></p> <p>For example, shop staff, tour guides, welcome teams, refreshment servers, flower arrangers, sidesmen and women, gardener, verger, caretaker, choir leader, musical director, organist, choir members.</p>
<p>12. <u>Those in 'peer' or self-help arrangements</u></p> <p>For example, a support group for the families of drug or alcohol abusers – a person who previously had this problem, but now joins the group to share the</p>	

experience of getting through it, or a parent supporter who has had personal experience does not need a criminal record check.	
--	--

Vulnerable Adults Definitions

The current Regulated Activity definition for adults was tightened by the Protection of Freedoms Act 2012. It is now defined by the role and not by the characteristics of the recipient –i.e. their type or level of vulnerability.

Within a church setting, those undertaking Regulated Activity with adults will be limited to the small number of roles where the person concerned is involved in the relevant activities set out below. Differing from the children’s definition, there is no period condition (frequency, intensity, overnight) for these activities. If a worker is expected to do them as part of the role at any point, then the role becomes Regulated Activity. An Enhanced Criminal Record plus Barred List check must therefore be undertaken.

Apart from the work of health or social work professionals (not usually relevant for church roles) the relevant activities are as follows – and include those who supervise / are responsible for people undertaking this work directly:

- help with a person’s cash, bills or shopping because of their age, illness or disability. (A good example is helping someone pay a household bill. Posting the letter for the housebound person is not Regulated Activity but taking the money from them to pay at the PO counter is Regulated Activity.)
- helping someone in the conduct of their affairs (for example, a Power of Attorney for someone who is not a relative or friend. This would be very unlikely in a church context and ministers in particular are advised never to accept Power of Attorney for a church member).
- driving someone (because of their age, illness or disability) to/from places in order to receive health, personal or social care. (Note: not as family or friend but as part of the church role.)

The Church of England’s Safer Recruitment Policy 2013 can be accessed on the Diocesan website <http://www.liverpool.anglican.org/safeguarding> and should be read by those with responsibility for safeguarding and recruitment within a church.

Useful contact details:

For enquiries & issues regarding Children’s Safeguarding
Su Foster, Diocesan Children’s Safeguarding Adviser
St James’ House, 20 St James Road, Liverpool, L1 7BY
Telephone 0151 705 2153/07887 510946 or e-mail:su.foster@liverpool.anglican.org

For enquiries & issues regarding Vulnerable Adult Safeguarding
Ruth Reed, Diocesan Vulnerable Adults Adviser
St James' House, 20 St James Road, Liverpool, L1 7BY
Telephone 0151 705 2161/709 9722 or e-mail:ruth.reed@liverpool.anglican.org

Debbie Doran, Admin Support Worker for Ruth Reed
St James' House, 20 St James Road, Liverpool, L1 7BY
Telephone 0151 705 2124/709 9722 or e-mail: deborah.doran@liverpool.anglican.org
Hours of work: Tuesday & Wednesday 9.30am-3.00pm

For advice and information regarding Domestic Abuse
Helen Clarey, Diocese Women's Issues Adviser
St James' House, 20 St James Road, Liverpool, L1 7BY
Telephone 0151 705 2130/709 9722 or e-mail:helen.clarey@talktalk.net

Safer Recruitment forms for parish use

Application and self-declaration form - Section A

For workers with children, young people and vulnerable adults

PARISH

Full Name: _____

Previous Name(s): _____

Date of Birth: _____

Address: _____

Post Code: _____ Telephone No: _____

How long have you lived at the above address? _____

(If less than 12 months, please state your previous address)

Church _____

Group with which you intend to work:

Name of Group: _____

Where and when they meet: _____

How often they meet: _____ Age range: _____

Please give examples of previous experience that will support your application to work with either children, young people or vulnerable adults in this parish:

Are you willing to undertake a course of training pertinent to your area of work, within the next 12 months? Yes No

References

Please provide the names and addresses of two people who have known you for at least two years (not close relatives) and would be able to provide a personal reference:

1:

2:

CONFIDENTIAL

Application and self declaration form - Section B

Declaration

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the diocesan child/vulnerable adults protection adviser. All forms will be kept securely under the terms of the Data Protection Act 1998.

Guidelines from the Home Office following the Children Act 1989 advise that all voluntary organisations, including churches, should take steps to safeguard children who are entrusted to their care. In accordance with the House of Bishops' Policy on Child and Vulnerable Adults Protection, you are therefore required to make the following declaration:

Have you ever been convicted of a criminal offence (including any 'spent convictions' under the Rehabilitation of Offenders Act 1974) or placed on probation, or discharged absolutely or conditionally for a criminal offence? Yes No

Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace? Yes No

Are you at present under investigation? Yes No

Have you ever had a child removed from you or placed under supervision by the Local Authority? Yes No

Do you suffer, or have you suffered from any illness, disease or disability which may affect your ability to work with children/young people or vulnerable adults? Yes No

Has your conduct ever caused or been likely to cause harm to a child or vulnerable adult or put a child or vulnerable adult at risk, or, to your knowledge, has it ever been alleged that your conduct has resulted in any of those things? Yes No

Have you, since the age of eighteen ever been known by any name other than that given on your application form? Yes No

Have you during the last five years, had any home address other than that given on your application? Yes No

If you answered YES to any of the above, please give details which may, if you wish, be enclosed in a separate sealed envelope. It will be regarded as relevant only to this application and will not necessarily debar you from consideration. The object of this is not, in any way, to reflect upon your integrity, but it is necessary simply to protect the children, young people and vulnerable adults, the parish priest and the PCC.

Signed _____ Date _____

Before an appointment can be confirmed applicants must provide a satisfactory enhanced disclosure from the Disclosure and Barring Service.

CONFIDENTIAL

Letter to referees

Dear

(name of professional/volunteer) has offered to work in a professional/voluntary capacity as a helper at (name of Church and name of organization – e.g. youth club, Sunday School) and has given me your name as a referee.

The Diocesan guidelines state that the welfare of children and vulnerable adults is paramount, and they require parishes to enquire into the background of those working with children and vulnerable adults in the church.

Please fill in the enclosed form, and return it to me. If you have any queries, or you wish to speak to me, you may telephone me at any time.

You and I will recognise that these are sensitive matters. But it is now standard for questions like these to be asked of everyone who works with children, young people and vulnerable adults, whether in a paid or unpaid capacity. Your answers will be treated in utmost confidence.

May I take this opportunity of thanking you for your help.

Yours sincerely,

Child/Vulnerable Adults Protection Coordinator

Parish of (name of parish)

Answer form for referees

Parish details

Reference Form for Candidates applying to work with Children, Young People and Vulnerable Adults

Name of Candidate: _____

Post applied for: _____

Please fill in this form to the best of your ability and return it to the Parish Child/Vulnerable Adults Protection Coordinator. If you have any questions please feel free to telephone the Coordinator.

1. How long have you known the candidate and in what capacity?

2. Please describe any previous experience of looking after or working with children, young people or vulnerable adults that the candidate has. In your opinion, would the candidate be willing to undertake training within the first twelve months?

3. Does the candidate demonstrate an ability to provide warm and consistent care and knowledge of appropriate boundaries / behaviour?

4. Does the candidate demonstrate a commitment to treat all children, young people and vulnerable adults as individuals and with equal concern?

5. Is the candidate a person of integrity and flexibility, whose physical and emotional well-being are appropriate for the service he or she is offering?

6. To your knowledge, has the candidate ever been convicted of a criminal offence (including any "spent convictions" under the Rehabilitation of Offenders Act 1974), or placed on probation, or discharged absolutely or conditionally for a criminal offence? Yes No

7. To your knowledge, has the candidate ever had a child removed from her / his custody or placed under supervision by a Local Authority? Yes No

8. To your knowledge, has the candidate's conduct ever caused or been likely to cause harm to a child or vulnerable adult, or put a child or vulnerable adult at risk, or (to your knowledge), has it ever been alleged that her / his conduct has resulted in any of these things? Yes No

If the answer to any of the questions 6 to 8 is Yes, please give details.

Signed: _____ Date: _____

Referee's name, address and telephone number:

N.B. Please return this form to the Parish Coordinator for Child/Vulnerable Adults Protection

Address:

CONFIDENTIAL

Working agreement including role outline (role description)

PARISH

Name of Volunteer: _____

Address: _____

Thank you for agreeing to work as _____ in part of our overall work with children, young people and vulnerable adults.

The Parochial Church Council (PCC) puts a very high value on work with children, young people and vulnerable adults. The PCC intends to make sure that the appropriate resources and support are available from the Parish and from the Diocese and intends that no one should work unsupported.

These are the particular responsibilities of the volunteer’s work that have been discussed with you in detail:

- _____
- _____
- _____

Working with children, young people and vulnerable adults is a big responsibility but it also brings enormous satisfaction.

The PCC hopes that you find this work rewarding. Any further questions that arise from time to time can be discussed with _____

Once a year _____ will meet with you to talk about the work, and if you wish to continue, we can discuss training opportunities so that there is an opportunity to continue to develop skills.

You acknowledge receipt and have read a copy of the Parish Child and Vulnerable Adults Protection Procedures and understand who to contact and the referral procedures.

This agreement assures you of the continuing prayerful support of the Parish for volunteers and the work which is undertaken on our behalf.

Signature of Incumbent/Priest-in-Charge: _____ Date: _____

Signature: _____ (Role) _____ Date: _____

On behalf of the PCC.

Signature: _____ (Volunteer) Date: _____

CHILDREN'S GENERAL CONSENT FORM (to be completed annually)

Church: _____

Group: _____

Full name of child: _____

Date of birth: ____/____/____

Child's Address: _____

Details of any regular medication, medical condition (e.g. asthma, epilepsy, diabetes, allergies, dietary needs etc.), illness or disability which may affect normal activity:

Name of Doctor: _____

Doctor's telephone number (incl. code): _____

Date of last anti-tetanus injection (if known): ____/____/____

Child's NHS number (if known) _____

With whom does the child live? _____

What Relationship does this person have to the child (e.g. Mother): _____

Tel: (day) _____

(evening) _____

Name of additional contact (e.g. grandparent, or other holding parental responsibility):

Tel: (day) _____ (evening) _____

Statement of consent:

I give permission for _____ to take part in the normal activities of this event.

I confirm that separate permission has been sought for other identified activities.

I understand that while involved he/she will be under the control and care of the group leaders, and/or other adults approved by them, and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by him/her during, or as a result of, the activity.

In an emergency and/or if I am not contactable, I am willing for him/her to receive necessary hospital or dental treatment including an anaesthetic Yes No

Name: _____

Relationship to child: _____

Signed: _____

Today's date: ____/____/____

Contact telephone: Landline _____ Mobile _____

Address (if different to that of child): _____

If you do not have parental responsibility (e.g. you are a foster carer/grandparent, etc.), please give details of those with parental responsibility:

Names(s): _____

Address(es): _____

Tel: (1) (day) _____

(evening) _____

(2) (day) _____

(evening) _____

IMAGES

- During the course of an event, it is likely that images of young people will be taken.
- Predominantly, these will be taken by camera (photo) and/or video.

- Images may be used to promote future events of this nature.

Consent to use of images:

*I do/ do not give permission for images of to be taken as part of a group using (tick): camera , video , digi-camera , webcam , mobile

*I do/do not give permission for images of to be used to: (tick yes or no)

promote the event: Yes No

promote the event as a safe place for young people: Yes No

Your name: _____

Relationship to child: _____

Signed: _____ Date: _____

Notes on adapting the 'general consent form' for specific purposes

A 'General Consent Form' is used annually to register each member of any children's group for the normal activities of that group and at the group's normal meeting times, as publicized to parents and carers. However, special permission must be obtained for activities which fall outside these parameters.

The following notes are intended to help you adapt the 'Specimen General Consent Form' for specific purposes.

TRIPS AND OUTINGS

Written permission must be obtained whenever children are taken off the premises in which the group normally meets. The consent form should be headed with the title, date, and destination of the trip or outing.

As well as the information requested in the 'General Consent Form' a consent form for trips and outings should ask for the following:

- Details of any infectious illness or disease with which the child has had contact in the last 3 weeks
- Any medication required during the trip or outing
- Specific consent for each activity to be undertaken during the trip or outing (if swimming is involved, there should be a series of yes/no questions to establish the child's competence e.g. 'Is your child able to swim 50 metres?')
- Consent to the transport arrangements, which should be clearly described either on the form or in the accompanying letter about the trip or outing (NB check licences and insurance of private drivers)
- A confirmation that a parent or adult with parental responsibility has read the information about the outing or trip in the accompanying letter and gives permission for the child to take part.

The accompanying letter should give details of timings for departure and return, and arrangements for getting updated information if there is an unavoidable delay in return. The date, destination, cost and transport arrangements should be detailed, together with a list of items to bring, contact numbers at the venue and the mobile number of one of the leaders (if possible). A deadline for reply should be stated and it should be emphasised that no child who has not provided a signed consent form will be allowed on the trip. (The consent forms should be taken on the trip and copies also left at church – never settle for a verbal message of consent by phone or conveyed by a child). If there are any hazardous activities involved in the trip, list those in charge of such activities and their qualifications.

NB At the planning stage, check with your church insurers that you will be covered for the proposed activity; and begin the process of collecting consent forms well in advance as it will be a case of 'NO CONSENT, NO TRIP!'

One day Activity/Outing Information and Consent Form.

This part to be kept by parent/guardian.

Please complete the lower portion of this form and return it, signed, to the group leader

_____ by: _____

Cost _____

Name of Group _____

Activity _____

Date _____

Pick up point and time _____

Finish point and time _____

Signed(Leader) _____

Date _____

Under 3's must be accompanied by an adult

**IT IS IMPORTANT YOU RETURN THE PARENT & GUARDIANS SECTION OF THIS
CONSENT FORM BEOFRE THE DATE OF THE TRIP—CHILDREN WILL NOT BE
ALLOWED ON THE TIP IF A CONSENT FORM HAS NOT BEEN RECEIVED BY US**

Parent or Guardian's Consent

Please complete, sign and return this to the group leader before _____

I have noted the arrangements above and give my permission for my child to take part
in _____

Please state if your child has any disability or condition which might be affected by the
activity

Please detail any medical treatment your child is having at the moment

Emergency contacts:

1. Name _____ Relationship to child _____

Address _____

Phone numbers _____

2. Name _____ Relationship to child _____

Address _____

Phone numbers _____

Signed _____ (Parent/Guardian)

Date _____

Checklist (may be used as an aide memoir)

When appointing staff/volunteers to posts working with vulnerable adults

1. Name of volunteer _____
2. Date role description agreed by PCC _____
3. Date application form received from candidate _____
4. Date confidential declaration received _____
5. Written reference – Name of referee _____
 - Date letter sent _____
 - Reply received _____
6. Written reference – Name of referee _____
 - Date letter sent _____
 - Reply received _____
7. Date DBS Application completed online by applicant _____
8. Date DBS application verified online by Lead Recruiter & forwarded to
CCPAS _____
9. Date DBS response received _____
10. E learning Safeguarding training completed _____
11. Date appointment agreed by PCC _____
12. Date of start of probationary period _____
13. Date post confirmed _____
14. Volunteer agreement given to worker _____
15. Date for first review discussed _____

An example of a parish policy (to be read at the Annual General Meeting)

Policy Statement on Children, Young People and the Church of _____

This statement was agreed at the PCC meeting held on: (date) _____

- It will be read out to at least one PCC meeting each year, where progress in implementing it will be monitored
- As members of this church, we commit ourselves to the nurturing, protection and safekeeping of all, especially children and young people
- It is the responsibility of each one of us to prevent the physical, sexual, emotional and spiritual abuse of children and young people and to report any abuse discovered or suspected
- We recognise that our work with children and young people is the responsibility of the whole church
- Our church is committed to supporting, resourcing and training those who work with children and young people and to providing supervision
- Our church is committed to following the guidelines and procedures published by the Diocese
- The parish will adopt good practice guidelines
- Each worker with children and young people must know the guidelines and undertake to follow them. Each shall be given a copy of the Parish's agreed procedures and Good Practice guidelines

As part of our commitment to children and young people, the PCC has appointed

_____ to be the Child Protection Coordinator.

- **Children and young people are an important part of our Church today**
- **They have much to give as well as to receive**
- **We will listen to them**
- **As we nurture them in worship, learning, and in community life, we will respect the wishes and feelings of children and young people**

An example of a parish policy (to be read at the Annual General Meeting)

Policy Statement on Vulnerable Adults and the Church of _____

This statement was agreed at the PCC meeting held on: (date) _____

- It will be read out to at least one PCC meeting each year, where progress in implementing it will be monitored
- As members of this church, we commit ourselves to the nurturing, protection and safekeeping of all, especially Vulnerable Adults
- It is the responsibility of each one of us to prevent the physical, sexual, emotional and spiritual abuse of Vulnerable Adults and to report any abuse discovered or suspected
- We recognise that our work with Vulnerable Adults is the responsibility of the whole church
- Our church is committed to supporting, resourcing and training those who work with Vulnerable Adults and to providing supervision
- Our church is committed to following the guidelines and procedures published by the Diocese
- The parish will adopt good practice guidelines
- Each worker with Vulnerable Adults must know the guidelines and undertake to follow them. Each shall be given a copy of the Parish's agreed procedures and Good Practice guidelines

As part of our commitment to Vulnerable Adults, the PCC has appointed
_____ to be the Vulnerable Adults Coordinator.

- **Vulnerable Adults are an important part of our Church today**
- **They have much to give as well as to receive**
- **We will listen to them**
- **As we nurture them in worship, learning, and in community life, we will respect the wishes and feelings of Vulnerable Adults**

Resources

Local Safeguarding Children & Vulnerable Adults Board Policy and Procedures – these can be found online, (They are specific to each area)

Statutory Agencies

Social Care (Adult Services)
(Please enter your local office number and out-of-hours numbers)

Police - public protection unit

999 for emergencies - each service also has a direct number for these protection units.

National Health Service

999 for emergencies – for non-emergencies call 111

Samaritans – 116 123

British Association for Counselling and Psychotherapists

1 Regent Place, Rugby, CV21 2PJ

01455 883300 Monday-Friday, from 9.00am until 5pm

Publications

House of Bishops, Promoting a Safe Church: policy for safeguarding adults in the Church of England, 2006. Church House Publishing

House of Bishops: Protecting All God’s Children: The Child Protection Policy for the Church of England. 2010 Church House Publishing.