

The Church of England – Birmingham
Safer Recruitment &
Disclosure & Barring Service
Application Procedures



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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 children¹, or adults who may be vulnerable², 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.

¹ A child is a person under 18 years of age.

² The Church of England Safeguarding and Clergy Discipline Measure 2016, Section 6 defines a 'vulnerable adult' as a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired.

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 Church of England policy and contextualised for use in the Church of England – Birmingham. *Failure to follow this procedure or the safeguarding policies and practice guidance of The Church of England may invalidate your insurance cover.* The procedure must be followed for all Church Officers³, 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. In addition the Safeguarding and Clergy Discipline measure 2016, once brought into force in late 2016, will require all clergy authorised to officiate; other relevant Church Officers (e.g. church wardens) and parochial church councils to have 'due regard' to safeguarding policy and practice guidance issued by the House of Bishops. A duty to have 'due regard' to guidance means that the person under the duty is not free to disregard it but is required to follow such guidance unless there are cogent reasons for not doing so.

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.

In the local church the responsibility for the appointment and approval of Church Officers (including Commissioned Pastoral Visitors) rests with the Parochial Church Council and incumbent / priest-in-charge, (church wardens with the area dean in an interregnum). The selection and appointment of clergy and Readers rests with the diocesan Bishop.

Before You Begin

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

1. has the following policies in place:
 - safeguarding policy for children and vulnerable adults(see appendix Q)
 - health and safety policy
 - policy statement on the recruitment of ex-offenders. (see appendix T)

³ A 'Church Officer' is anyone appointed by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.

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. has a system for ensuring all the necessary steps in the recruitment process are implemented and completed.
5. the person(s) responsible for completing the procedures outlined in this document has received appropriate training. The person(s) completing steps 2, 5, 6, 7 and 9 of these procedures **MUST** have attended safe recruitment training provided by The Church of England – Birmingham. 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 on 07342 993 844. 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?

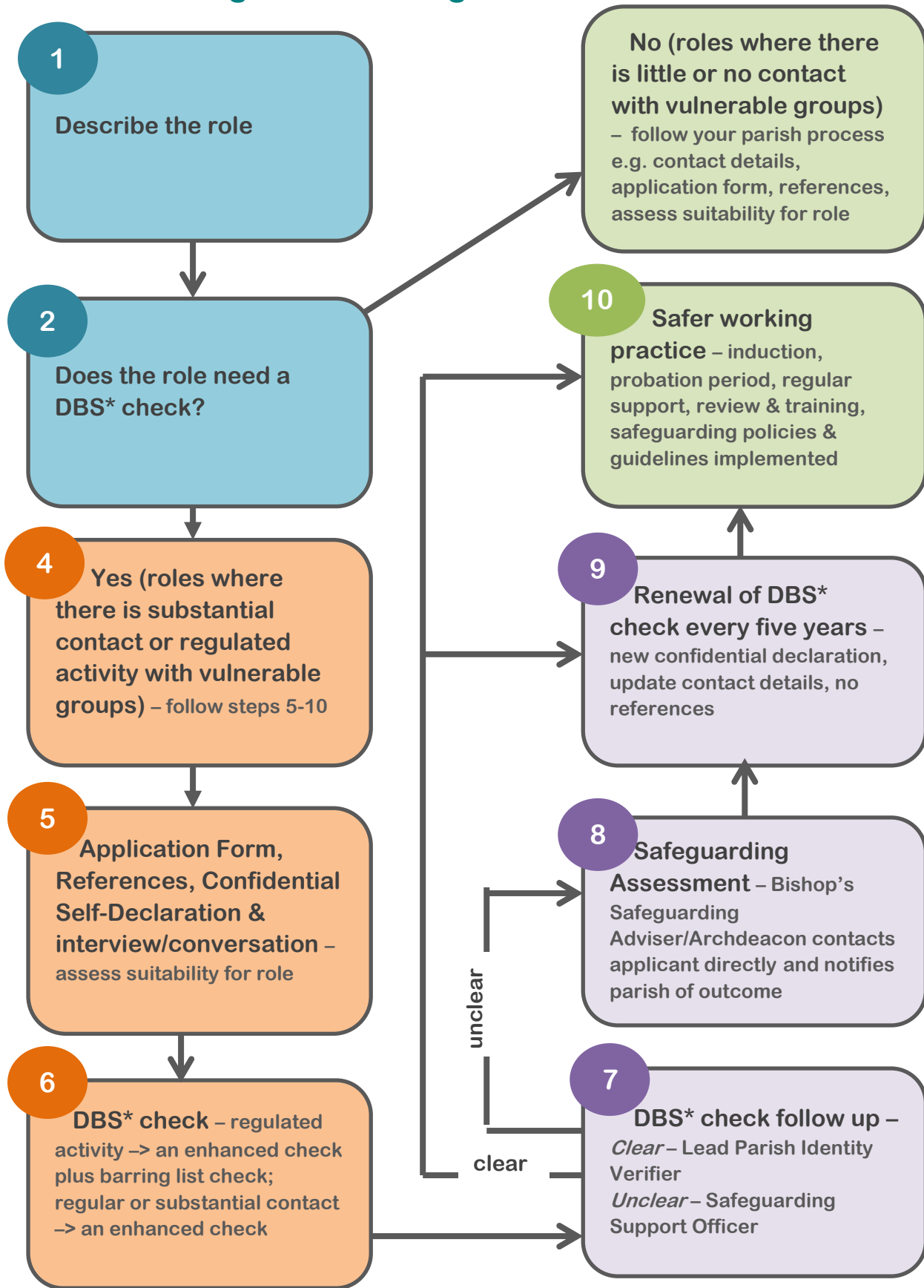
These procedures are for every church council to implement in their church when recruiting a new Church Officer or when an existing Church Officer moves to a new role. There are particular responsibilities for the:

Incumbent/Priest-in-Charge (Church Wardens with Area Dean in an interregnum)	Steps 2, 5, 7, 8
Parish Safeguarding Co-ordinator – Children and/or Adults	Steps 2, 7
Lead Parish Identity Verifier & additional Parish Identity Verifiers	Steps 6, 7, 9

Key to colours

	Steps to be completed for every Church Officer
	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 Church Officer can be appointed
	Appendices relevant to the step
	People who might do the step

Church of England – Birmingham Recruitment Process



*Disclosure & Barring Service

1

Describe the role

- What would you like the church officer 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

Form 1 Volunteer Role Outline

Who might do this step?

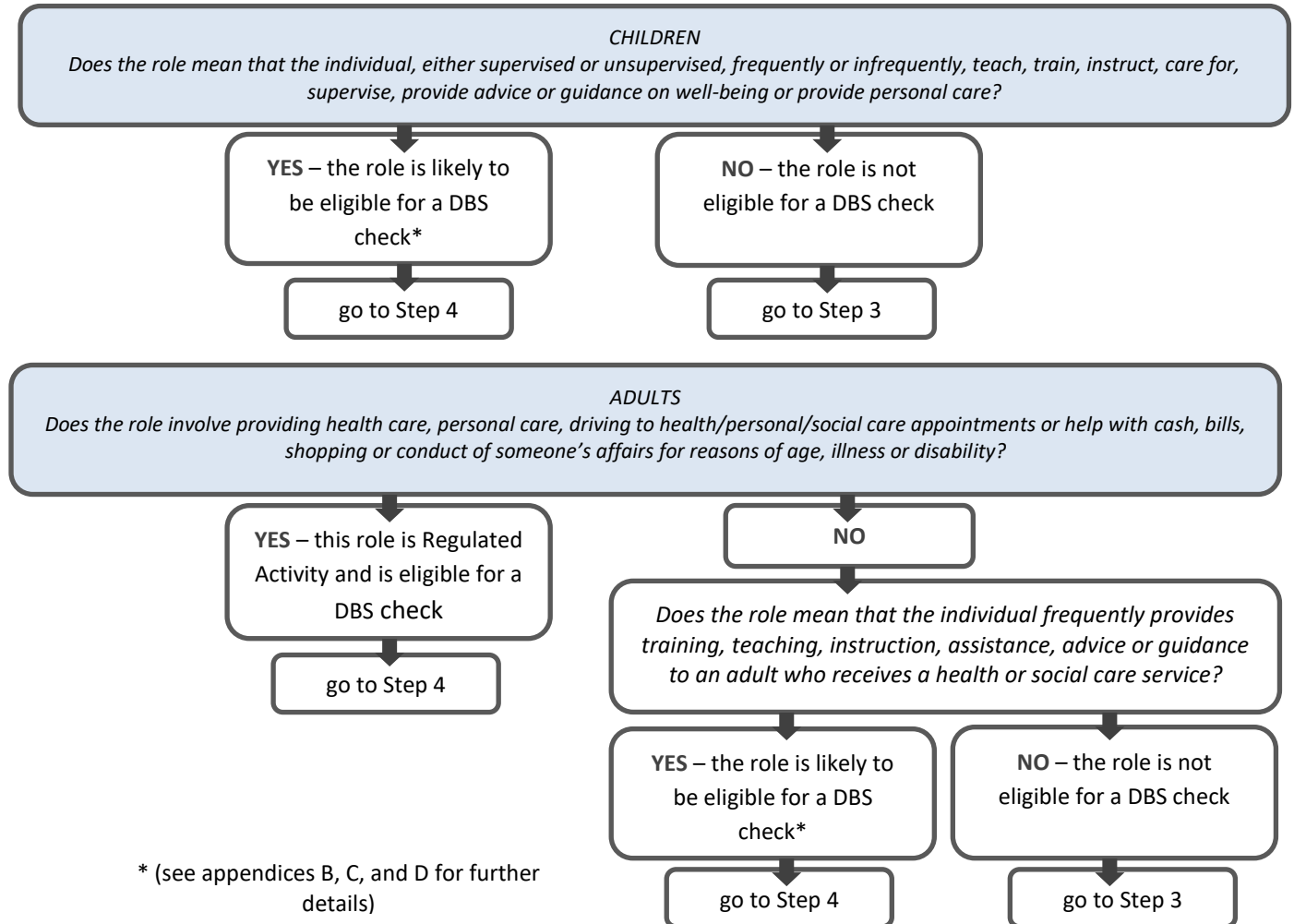
- Someone who has done the role before
- The co-ordinator/person responsible for the role
- Parish Safeguarding Co-ordinator
- Incumbent / Priest-in-Charge

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:



The assessment of a role involving vulnerable groups must be carried out by a person who has attended 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.

Appendices

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

Who might do this step?

- Parish Safeguarding Co-ordinator
- 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 HR Director – at 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. 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

- 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 HR Director – at 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 church officer to work with vulnerable groups
- An existing church officer changes jobs or roles to begin working with vulnerable groups
- An existing church officer 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

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 or someone who has knowledge of the person's suitability to work with vulnerable groups.

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 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 Bishop's Safeguarding Advisers or Archdeacons 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 the Bishop's Safeguarding Adviser or 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?

Assess the individual's responses using appendix S Positive & Negative Interview Indicators as a guide

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 on 07342 993 844. 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

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 Co-ordinator
- Lead Parish Identity Verifier
- Parish Identity Verifier
- Co-ordinator/person responsible for the role

6

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 minimum of one Lead Parish Identity Verifier and additional Parish Identity Verifiers as required, by completing the registration form and returning this to the Safeguarding Support Officer. If the Lead 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 Lead Parish Identity Verifier during the vacancy.

All Parish Identity Verifiers 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 Lead and additional Parish Identity Verifiers will receive three emails from the Churches Child Protection Advisory Service (CCPAS):

1. Evidence Checker Acceptance
contains the parish's organisation reference number and code that should be sent to each applicant to enable them to access and complete the online form
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 and the E-Bulk Guide for Church of England – Birmingham Parish Identity Verifiers
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, code and internet link contained in the above emails:

- i. the Lead or additional Parish Identity Verifier emails the organisation reference number, code, internet link, title of the role applied for and 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 Lead or additional Parish Identity Verifier
- iv. the applicant gives signed, written consent for a criminal record check and permission for the Bishop's Safeguarding Advisers or Archdeacons to have access to their application – consent is included on the Personal Details Form or the parish can use its own form
- v. the Lead or additional Parish Identity Verifier verifies the applicant's 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 Lead or additional 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 applicant has substantial contact 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>	
Are you entitled to know whether the applicant is barred from working with children/adults?	select 'yes' for the workforce(s) selected above if the role has been assessed as involving Regulated Activity 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 ordination or a qualification
Adult First Check	always select 'no' This type of check applies to health professionals only
Additional Information	Give a brief description of the role if this is not clear from the role title and how the role involves Regulated Activity where applicable

- vii. The Lead or additional 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

- I Parish Identity Verifier Role
- J Identity Verification
- L CCPAS Online Disclosure & Barring Service Application Guidance
- M External Identity Validation Process
- N CCPAS Regulated Activity Decision Making Flowchart
- Form 4 Personal Details Form
- Form 8 Parish Identity Verifier Registration
- Form 9 Invitation to Applicant

Who might do this step?

- Lead Parish Identity Verifier
- Parish Identity Verifier

7

Disclosure & Barring Service check follow up

Clear – Lead Parish Identity
Verifier

Unclear – Safeguarding
Support Officer

The Disclosure & Barring Service Certificate is sent to the applicant only. However, the online process informs the Bishop's Safeguarding Adviser and the Lead Parish Identity Verifier whether or not the Certificate contains any information. Where no information has been disclosed, the Lead Parish Identity Verifier must notify the incumbent / priest-in-charge (area dean in an interregnum) and / or, the person appointed by the PCC to be responsible for the appointment, that the DBS application has been completed and shows no reason why the person should not be appointed to the role.

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 Lead Parish Identity Verifier 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 for 75 years after the role ceases by the incumbent / priest-in-charge. During an interregnum the secure keeping of safeguarding records should be agreed with the area dean and The Church of England – Birmingham safeguarding team.

Appendices

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

Who might do this step?

- Bishop's Safeguarding Adviser
- Archdeacons
- Incumbent / priest-in-charge
- Lead Parish Identity Verifier

8

Safeguarding

Assessment – Bishop’s Safeguarding Adviser contacts applicant directly and notifies parish of outcome

Where the result of the Disclosure is notified to the Lead Parish Identity Verifier as ‘please wait to view applicant’s certificate’ the applicant will be contacted directly by the Bishop’s Safeguarding Advisers or Archdeacon 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 Bishop’s Safeguarding Adviser or Archdeacon. The Lead Parish Identity Verifier **must not** request to see the applicant’s certificate – this must be sent directly to the Bishop’s Safeguarding Adviser. All recruitment information – for example, the application form, references and Confidential Self-Declaration - held by the parish should be sent to the Bishop’s Safeguarding Advisers or Archdeacon on request to assist with this assessment.

The Lead Parish Identity Verifier must notify the incumbent / priest-in-charge (area dean in an interregnum) of the result and the applicant must not be allowed to begin their role until the Bishop’s Safeguarding Adviser has informed the parish of the outcome of the assessment.

Failure to do this will put children, young people and vulnerable adults at serious risk of harm and your church may not be covered under their insurance policy for any resulting claims.

Once the assessment is complete the Bishop’s Safeguarding Adviser or 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 Bishop’s Safeguarding Advisers or Archdeacon 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?

- Bishop’s Safeguarding Advisers
- Archdeacons

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 lead 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 Bishop's Safeguarding Advisers or Archdeacon will contact the parish to discuss what action needs to be taken. It may be necessary to suspend the church officer as a neutral act pending assessment and decision-making.

Appendices

Form 4 Personal Details Form
Form 6 Confidential Self-Declaration

Who might do this step?

- Lead Parish Identity Verifier

10

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’⁴

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
- safeguarding training – completion of The Church of England Safeguarding Core Module 1, 2 or 3, as appropriate to the role, within six months of appointment and thereafter Core Module 5 (refresher), 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 Safeguarding Training & Development Officer (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

⁴ Working Together to Safeguard Children, March 2015, Chapter 2 Paragraphs 4 & 38