



Safer Recruitment Induction

Welcome to your new role!

The Church of England – Birmingham safeguarding team have developed this induction presentation for all new parish safeguarding co-ordinators, parish identity verifiers and incumbents/priests-in-charge.

If you still have further questions after reading this please get in touch with us:

Email: safeguardingsupport@cofebirmingham.com

Tel: 0121 426 0407

This presentation aims to help you increase your awareness and understanding of the safer recruitment and Disclosure & Barring Service application procedures in The Church of England – Birmingham.

The process described here is focussed on the appointment of volunteers but is also applicable to paid workers

If you are appointing a paid worker, you may wish to contact our HR team for advice – email HR@cofebirmingham.com



This presentation is ***not*** your safer recruitment training.

Any person involved in the recruitment of paid workers or volunteers, including administering DBS checks, must complete The Church of England Safer Recruitment & People Management online module at <https://safeguardingtraining.cofeportal.org/>

If you're a Parish Identity Verifier..

... it's important to be aware of the whole safer recruitment process described in this presentation - but you may only be responsible for verifying identity for DBS applications and keeping a record of all the DBS checks for your church and when renewals are due

You may, or may not, be responsible for other parts of the process described in this presentation – the PCC may appoint others to do these tasks

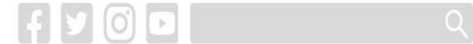
If you're an incumbent/priest-in-charge
or parish safeguarding co-ordinator...

... part of your responsibilities will include ensuring that the safer recruitment process described in this presentation is being implemented in your church

You may, or may not, be doing some of these tasks yourself, but must make sure that the PCC has appointed a responsible person to do them, and that they are being done

Our Website

You will find our resources to support your appointment of volunteers and paid workers on the safer recruitment page of our website



[Home](#) [Find a Church](#) [Safeguarding](#) [Your Privacy](#)

[About Us](#) ▾ [Everyday Faith](#) ▾ [Info for Parishes](#) ▾ [Info for Leaders](#) ▾ [Events & Training](#) ▾ [News & Stories](#)

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Safer Recruitment & DBS checks

The Church commits to safely recruiting and supporting all workers and volunteers who have any responsibility related to children, young people and vulnerable adults who attend Church activities.

To use the online Disclosure & Barring Service application system, a church must appoint a Parish Identity Verifier and complete the registration form [here](#). Safer Recruitment [training](#) is available for anyone involved in the recruitment process, including Parish Identity Verifiers.

Safeguarding

[Caring for Survivors of Abuse](#)

[Complaints & Whistleblowing](#)

<https://www.cofebirmingham.com/safeguarding/safer-recruitment/>

Why do we need safer recruitment?

Research shows that some offenders seek volunteer roles with the intention of forming relationships with and abusing vulnerable people

Some people are not suited to work with vulnerable people

Safer recruitment practices help us to appoint suitable people and identify, deter and reject those that are unsuitable. The reality is that many people who have abused or will abuse in positions of trust do not have a criminal record and therefore a DBS check is only part of the safer recruitment picture

Legislation

We have responsibilities in law. These Acts and guidance from government tell us how we can vet people who work with children, young people and vulnerable adults, who is eligible for a criminal record check and protect ex-offenders from discrimination by employers

Rehabilitation
of Offenders
Act 1974

Working
Together to
Safeguard
Children
2018

Safeguarding
Vulnerable
Groups Act
2006

Protection
of
Freedoms
Act 2012

The Church of England Safer Recruitment Policy

The Church of England is committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of them within our church communities

We will carefully select, train and support all those with any responsibility within the church in line with safer recruitment principles following a **proportionate** but **through** selection process

Safer
Recruitment
and People
Management
Guidance
2021

Policies - The PCC must:

- adopt the Promoting a Safer Church 2017 policy commitment - *Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the Church* – and have a procedure to implement this policy statement in line with the procedures in this presentation and House of Bishops' guidance
- have a policy statement on the recruitment of ex-offenders - applicants must be clear about how they will be treated if they are ex-offenders – you will find a template on the Parish Safeguarding page of our website in the 'Example Policies & Forms' drop-down menu at <https://www.cofebirmingham.com/safeguarding/parish-safeguarding/>

‘New’ Volunteers & Paid Workers

This process is for all new volunteers and paid workers whose roles involve **substantial contact** with children and/or vulnerable adults

Remember that ‘new’ volunteers are not always people new to the church

Existing volunteers can take on new roles doing other things

Existing church members can begin to volunteer

They’re all ‘new’ volunteers who need to follow a recruitment process to be appointed to their new role

The Safer Recruitment Process...

Prepare	Apply	Pre-Start Checks	At Start of Role
who will oversee process & record completion?	application form	proof of identity references	paid worker contract volunteer agreement
role outline & person specification DBS eligibility	confidential self-declaration form	Health information relevant to role	induction explain safeguarding procedures and complete training
advertise – include safeguarding statement & DBS eligibility	shortlist / interview / assess suitability	DBS check – if ‘contains information’ refer to DSA.	review after a ‘settling in’ period
ongoing support, accountability, oversight, learning & development, review record keeping			

Templates for all steps of the process can be found on our [website](#)

Prepare

Who is responsible?

In the local church the PCC is responsible for appointments

The PCC can appoint someone to approve volunteers on its behalf so that this doesn't have to happen at a PCC meeting

The appointed person is responsible for the recruitment and appointments and must have been safely recruited themselves. Often it is the vicar or a church warden, when there is no vicar, who takes on this responsibility

The PCC does not appoint clergy and Readers – the Bishop of Birmingham appoints individuals to these roles

Prepare

Role Outline & Person Specification

If you want someone to do something you need to tell them what you want them to do and how you want them to do it – this is what a role outline is.

The person specification describes the attributes a suitable person will possess and is used for drawing up any advertisements/notices about the role

Once you've written your role outline, look at the tasks to assess whether the role is eligible for a DBS check.

It is important to do this because 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 Vulnerable Adults Barred List overseen by the Disclosure & Barring Service, and it is also an offence to apply for a DBS check if you are not entitled to do so

Prepare

Does the role need a DBS check?

You can use the flowchart in ‘Who Needs a DBS Check?’, on our website, to help you to decide if the role involves ‘regulated activity’

31:8, our DBS provider, have developed an online interactive DBS eligibility tool to help you decide who needs a DBS check – it’s simple and easy to use. From the home page - <https://thirtyoneeight.org/> - login on the top right corner

Username: guide@thirtyoneeight.org

Password: Guide318

Click on DBS Recruiters

Click on Eligibility Guide

Disclosure & Barring
Service Eligibility Guide

thirtyone:
eight 
Creating safer places. Together.

Prepare

Advertising a role

All advertisements/notices must include, or clearly indicate where they can find (e.g. PCC's noticeboard or website):

- A statement confirming the PCC's commitment to safeguarding and safer recruitment.
- The person specification required for the role.
- Any safeguarding aspects are clear, including requiring a DBS check
- The pre-appointment checks that are required for the role.

A 'Personal Approach' to engage applicants must only be used where it can be evidenced that there are no other viable options available.

Apply

Application form

Every candidate should be expected to complete an application form and it is important that all candidates are treated fairly, however well they are known in the church.

Application forms may differ between those for paid worker and volunteers, but standardised application forms help ensure information can be gathered in a consistent format.

All applicants must be given access to the PCC's:

- Safeguarding, Safer Recruitment, Whistleblowing and Recruitment of Ex-Offenders Policies
- The role description and person specification
- The selection procedure for the post
- A privacy notice detailing how the applicant's personal data will be processed during the recruitment process.


Apply

Confidential Self-Declaration

Everyone whose role is eligible for a DBS check **MUST** complete this form

If the role is not eligible for a DBS check this form *cannot* be used (you may only ask about *unspent* cautions and convictions for these roles)

Only the template on our website can be used – the parish **MUST NOT** use its own form.

 THE CHURCH OF ENGLAND BIRMINGHAM

SAFEGUARDING
Safer Recruitment

Confidential Self-declaration form

This declaration is based on the form in Safer Recruitment Practice Guidance for the Church of England. The form must be given to all applicants for roles eligible for a Disclosure & Barring Service check without amendment.

To be completed by those wishing to work with children and/or vulnerable adults. This Confidential Declaration Form applies to clergy, employees, ordinands, other adults and volunteers who are likely to be in regular contact with children and/or vulnerable adults. 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 Bishop's Safeguarding Children and/or Adult Advisers or someone in a similar position. All forms will be kept securely under the terms of the Data Protection Act 1998. Existence of a conviction or caution will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.

	If you answer 'yes' to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.	Please tick all that apply	
		YES	NO
1	Have you ever been convicted of or charged with a criminal offence? (including any 'spent convictions' under the Rehabilitation of Offenders Act 1974 that are not subject to Disclosure & Barring Service filtering rules) (see notes 1 & 2 below)		
2	Have you ever been cautioned by the Police, given a reprimand or warning, or bound over to keep the peace that are not subject to Disclosure & Barring Service filtering rules? (see notes 1 & 2 below)		
3	Are you at present or have you ever been under investigation by the police or an employer for any offence/misconduct that is not subject to Disclosure & Barring Service filtering rules? (see notes 1 & 2 below)		
4	Has a family court ever made a finding of fact in relation to you, that you have caused significant harm (see note 3 below) to a child and/or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and/or vulnerable adult was at risk of significant harm (see note 3 below) from you?		
5	Has your conduct ever caused or been likely to cause significant harm (see note 3 below) to a child or young person under the age of eighteen or a vulnerable adult, or put a child or young person or a vulnerable adult at risk of significant harm (see note 3 below)?		
6	To your knowledge, has it ever been alleged that your conduct has resulted in significant harm (see note 3 below) to a child or young person under the age of eighteen or vulnerable adult or put a child or young person or vulnerable adult at risk of significant harm (see note 3 below)?		
7	Have you ever had any allegation made against you, which has been reported or referred to, and investigated by the Police/Social Services/Social Work department (Children or Adult's Social Care)? <small>If yes, please give details, including the date(s), details of convictions and cautions (including the circumstances and reasons which led to the offence(s)), or nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result:</small>		
8	Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?		
9	If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to Disclosure & Barring filtering rules (see notes 1 & 2 below); or is that person at present the subject of any criminal investigation/pending prosecution?		
10	Have you any health conditions which might have health and safety implications in relation to your work with children or young people under the age of eighteen or vulnerable adults?		
11	Have you, since the age of eighteen, ever been known by any name other than that given overleaf?		
12	Have you, during the past five years, had any home address other than that given overleaf? <small>If you answer 'yes' to questions 9 - 12, please give details:</small>		

THE CHURCH OF ENGLAND – BIRMINGHAM | SAFEGUARDING | SAFER RECRUITMENT 1

Apply

Confidential Self-Declaration

A small number of very minor cautions and convictions are 'protected' and do not have to be disclosed

The paid worker or volunteer completing the form is responsible for checking which convictions and cautions they must disclose – some help is available on the form

Where information is disclosed, the form **MUST** be sent to the Diocesan Safeguarding Officer for assessment

if an applicant does not wish to complete a confidential declaration form - which is entirely his/her choice - the application should not proceed further and must be terminated.

Apply

Interview / Conversation

The purpose of shortlisting is to identify, from their application form, people who best meet the criteria for the role and who you wish to take forward to an interview or conversation.

It's important to have a conversation with the volunteer to assess their suitability – values, motives, behaviours, attitudes – to work with vulnerable people.

Sometimes, with church volunteers this conversation takes place before they start the formal process of 'applying'



Proof of Identity & References

Identity checks should be undertaken to check that the person is who he/she claims to be. Ideally, this should be through formal photographic identity, such as a passport or driving license and confirmation of current address.

Ask for two references. Where possible, ask for a reference from an employer or another organisation the person volunteers with

Character references should be from people unrelated to the volunteer who can give a view to their suitability to work with vulnerable people

PCC members and Churchwardens are elected officers and therefore do not need references, *unless* they also have a role that involves sustainable contact with children, young people or vulnerable adults

Health Information

The purpose of requesting health information is to ascertain whether an individual has any disability or health issues, so that the PCC can identify what support or reasonable adjustments might need to be provided for them to be able to undertake their job or volunteering duties safely

Care needs to be taken when asking someone about their health. Only questions that relate to the applicant's ability to perform the core duties of the role and are necessary should be asked, rather than sending them a general medical questionnaire

It should be made clear that answers to such questions will not necessarily prevent the individual from taking up the role

Health data is special category personal data under current data protection legislation, which means bodies must ensure that it is protected and only accessed by those who need to see it.

DBS Checking

Eligibility for a criminal record check applies only to tasks and activities that the church has authorised its volunteers to do – that is, those included in the role outline

There is no eligibility for a criminal record check if someone is doing the tasks as part of a private arrangement between family, friends or neighbours

Sometimes it is not easy to determine whether a church member is doing something for a vulnerable adult because they are a friend or on behalf of the church – each church will need to think carefully about their own context

The next section of slides provides details of the DBS criteria and how to process a DBS check. If after reading this presentation you would like additional support to complete this, please contact the safeguarding team

Regulated Activity with children

Unsupervised:

- Teaching or training
- Caring for or supervising children
- Providing advice/guidance on well-being
- Driving a vehicle only for children

**done once a week
or
4 days in a 30 day period
or
between 2am & 6am**

Work in a specified place *(e.g. a school, nursery or hospital)*

Moderating an online forum for children

Regulated Activity with children

Most church leaders and helpers of activities with under 18s will be in Regulated Activity - *if* they are volunteering often enough and parents/carers are not *always* responsible for their own child(ren) at the activity

Church leaders and helpers of activities with under 18s are usually working alongside each other

They are rarely supervising each other - unless this supervision task has been specifically included in their role outline - and are therefore working 'unsupervised'

Supervision means that a supervisor can see the person they are supervising at all times – they cannot leave the room and leave the person unsupervised at any point – and they themselves must be in Regulated Activity with an Enhanced DBS check including a check of the children's barred list

Regulated Activity with children

Personal Care:

- Washing
- Dressing
- Eating
- Health care
- Toileting

done ONCE

church volunteers will be providing personal care if, for example, they are changing babies nappies or helping a disabled child to go to the toilet, or spoon feeding a child who cannot feed themselves. (simply escorting a child to where the toilets are located, is not personal care, and neither is providing food, which the child then eats themselves)

Regulated Activity with children

Regularly managing those in regulated activity

The volunteer may not themselves be doing the activities described in the previous slides – however if they are managing, supervising, offering advice or guidance to other volunteers who are doing these activities, then they are also in Regulated Activity

For example, this will usually apply to a Parish Safeguarding Co-ordinator

DBS Checks

Regulated Activity with children

Section Y

When applying for a DBS check for a volunteer in Regulated Activity with Children:

Application Details

Application Type:

select 'Enhanced'

Workforce:

select 'Child Workforce'

Are you entitled to know whether the applicant is barred from working with adults:

select 'No'

Are you entitled to know whether the applicant is barred from working with children:

select 'Yes'

Working with vulnerable groups at the applicant's home address:

select 'No' – unless the activity they lead or help with happens in their own home – then select 'Yes'

Is Volunteer:

select 'Yes'

DBS Adult First Check Required:

select 'No'

This is an Enhanced DBS check with a check of the barred list

Substantial Contact with children

Many church leaders and helpers of activities with under 18s will not be doing personal care and will not be volunteering often enough to be in Regulated Activity

However, if they are working with children and young people – without parents or carers being present and responsible for their own child at the activity – they are still eligible for an enhanced DBS check as long as they are volunteering *more than very occasionally*



Substantial Contact with children

Section Y

When applying for a DBS check for a volunteer **not** in Regulated Activity with Children:

Application Details

Application Type:

select 'Enhanced'

Workforce:

select 'Child Workforce'

Are you entitled to know whether the applicant is barred from working with adults:

select 'No'

Are you entitled to know whether the applicant is barred from working with children:

select 'No' to indicate that the role is *not* Regulated Activity

Working with vulnerable groups at the applicant's home address:

select 'No' – unless the activity they lead or help with happens in their own home – then select 'Yes'

Is Volunteer:

select 'Yes'

DBS Adult First Check Required:

select 'No'

This is an Enhanced DBS check

At Risk Adults are...

... adults with care and support needs

- due to age, illness or disability -

or an adult who lacks the capacity to make informed decisions for him/herself

*e.g. due to a cognitive impairment or substance misuse
or because they are being controlled or coerced by
someone else*

who is experiencing or at risk of abuse and neglect and
unable to protect him/herself

Regulated Activity with 'at risk adults'

- Providing health care, personal care, social work
- Helping someone with cash, bills, shopping or conduct of their affairs
- Driving to/from places to receive personal, health or social care



done **ONCE**



DBS
Checks

Regulated Activity with 'at risk adults'

Very few, if any, church volunteers will be providing health or personal care, or social work.

Some pastoral visitors who take money from someone they visit to do the shopping or drive someone they visit to a doctor's appointment (and this activity is included in their role outline) will be involved in Regulated Activity

The administering of Holy Communion is not personal care

Regulated Activity with 'at risk adults'

Regularly managing those in regulated activity

The volunteer may not themselves be doing the activities described in the previous slides – however if they are managing, supervising, offering advice or guidance to other volunteers who are doing these activities, then they are also in Regulated Activity

For example, this will usually apply to a Parish Safeguarding Co-ordinator

DBS Checks

Regulated Activity with 'at risk adults'

Section Y

When applying for a DBS check for a volunteer in Regulated Activity with 'at risk adults':

Application Details

Application Type:

select 'Enhanced'

Workforce:

select 'Adult Workforce'

Are you entitled to know whether the applicant is barred from working with adults:

select 'Yes'

Are you entitled to know whether the applicant is barred from working with children:

select 'No'

Working with vulnerable groups at the applicant's home address:

select 'No' – unless the activity they lead or help with happens in their own home – then select 'Yes'

Is Volunteer:

select 'Yes'

DBS Adult First Check Required:

select 'No'

This is an Enhanced DBS check with a check of the barred list

Substantial Contact - Adults

- Teaching, training, care, supervision, advice, advocacy, treatment, transportation 4 days or more in a month or between 2am & 6am
- Working regularly in a specified place – eg a residential care home or a hospital
- Managing those doing any of the above



Substantial Contact - Adults



for adults who are:

- in residential accommodation or sheltered housing
- receiving health care or a welfare service
- in receipt of payments for social care services
- in need of assistance in the conduct of their affairs

Substantial Contact - Adults

for example, most pastoral visitors will be eligible for a Enhanced DBS check – *if* they are visiting often enough



Substantial Contact with adults

Section Y

When applying for a DBS check for a volunteer **not** in Regulated Activity with adults:

Application Details

Application Type:

select 'Enhanced'

Workforce:

select 'Adult Workforce'

Are you entitled to know whether the applicant is barred from working with adults:

select 'No' to indicate that the role is *not* Regulated Activity

Are you entitled to know whether the applicant is barred from working with children:

select 'No'

Working with vulnerable groups at the applicant's home address:

select 'No' – unless the activity they lead or help with happens in their own home – then select 'Yes'

Is Volunteer:

select 'Yes'

DBS Adult First Check Required:

select 'No'

This is an Enhanced DBS check

PCC Members...

... are charity trustees and are eligible for an enhanced DBS check where the PCC approves activities with children, young people and/or vulnerable adults

All PCC members are therefore required to have a DBS check (if eligible)

PCC Members

Section Y

When applying for a DBS check for PCC members:

Application Details

Application Type:

select 'Enhanced'

Workforce:

select 'Child and Adult Workforce'

Are you entitled to know whether the applicant is barred from working with adults:

select 'No' to indicate that the role is **not** Regulated Activity

Are you entitled to know whether the applicant is barred from working with children:

select 'No' to indicate that the role is **not** Regulated Activity

Working with vulnerable groups at the applicant's home address:

select 'No'

Is Volunteer:

select 'Yes'

DBS Adult First Check Required:

select 'No'

This is an Enhanced DBS check

Volunteers

Please take particular care to select the correct option in section Y for volunteers. Selecting 'no' to the question 'Is Volunteer?' will trigger a non-refundable fee of £44 to the parish – even if this was a mistake the parish will have to pay the fee

Please note that the volunteer option is on the **LEFT** of the volunteer declaration screen:

Volunteer Declaration

To qualify for a reduced fee criminal record check, the applicant must not benefit directly from the position the DBS application is being submitted for. The applicant must not:

- benefit directly from the position for which the DBS application is being submitted
- receive any payment (except for travel and other approved out-of-pocket expenses)
- be on a work placement
- be on a course that requires them to do this job role
- be in a trainee position that will lead to a full time role/qualification

The Registered Body closely scrutinises each DBS application before it is submitted to the DBS and all applications stated as volunteers are audited by the DBS and an organisation could be contacted directly to check the validity of any check they receive.

If an organisation falsely submits a volunteer application then the full application fee will be recovered including additional administration costs.

I understand it is a criminal offence to knowingly make a false statement when applying for a DBS check.

APPLICANT IS A VOLUNTEER

APPLICANT IS NOT A VOLUNTEER

Roles not eligible for a DBS check

When:

- a volunteer is not working with, or working only once or twice a year with, children, young people or vulnerable adults
- parents and carers are ***always*** responsible for their own children at the activity

*the role is **not** eligible for a DBS check.*

It is good practice for volunteers that are not eligible for a DBS check to:

- keep their contact details - including next of kin in case of emergency
- assess their suitability for the role
- obtain references if the volunteer is in a position of trust

Roles eligible for a DBS check

Follow the safer recruitment process described in this presentation

Be vigilant for volunteers who move:

- from roles that are *not* eligible for a DBS check to roles that *are* eligible for a DBS check
- from roles that are *not* Regulated Activity to roles that *are* Regulated Activity

Verifying Identity

The PCC must appoint at least one Parish Identity Verifier – but as many additional Verifiers as they wish – to process DBS applications

The role of the Parish Identity Verifier is to:

- send the applicant the link and log in details to the online DBS application form
- verify an applicant's identity against their DBS application form – original documents must be seen - not photocopies or documents printed from the internet
- enter details of the documents they have seen on Thirty-One:Eight's online system, complete section Y and submit the form

Verifying Identity

The Parish Identity Verifier must check:

- names *are they the same on the*
- date of birth *ID documents and*
- address *the application form?*
- that the person giving them the documents looks like the person in the photo on the passport/driving licence seen
- the correct role has been put on the application form

A list of acceptable documents to verify an individual's identity is available on the Safer Recruitment page on our website under the 'Pre-Start Checks Information for Parish Identity Verifiers' drop-down menu at

<https://www.cofebirmingham.com/safeguarding/safer-recruitment/>

Verifying Identity for Readers

- DBS checks for Readers are processed by the safeguarding team at the diocese.
- A Parish Identity Verifier can see a Reader's original identity documents and then send copies/photos of the documents to the diocese. They **MUST** confirm in writing that they have seen the originals and that the copies are true copies of the originals
- A Parish Identity Verifier will not be able to access the Reader's DBS application form on their dashboard

Using 31:8's online system

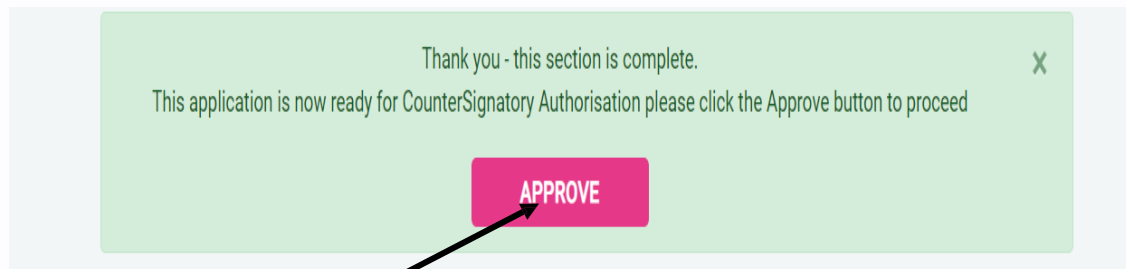
Thirtyone:eight email their guide to using the online system to new Parish Identity Verifiers, once a registration form has been completed and sent to the safeguarding team. They also have video tutorials on their website that offer a visual demonstration on how to use the online system including:

- how to log In
- how to edit applications
- how to respond to queried applications
- how to create a report

New Parish Identity Verifiers can watch these videos, available at <https://thirtyoneeight.org/dbs-service/tutorials/>

Using 31:8's online system

Once section Y and the identity verification have been completed, the parish identity verifier must then approve the application form.



Click on 'approve' – the application will not be submitted to the Disclosure & Barring Service until this has been done

DBS Checks

Overseas Applicants

If the role is eligible for a DBS check and the candidate has lived or spent a period of time abroad they must provide you

with criminality information - a certificate of good conduct/character from the relevant embassy/high commission - in addition to the DBS check



For more information see:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Portability & DBS Update Service

Portability is the term employed for using a criminal record check obtained in one role, for a new role.

The Church does not accept DBS checks from any other organization

If a volunteer has a DBS check for a different role in your church or from another parish in this diocese you may be able to use it for their new role. Email safeguardingsupport@cofebirmingham.com for advice

If the volunteer has subscribed to the DBS Update Service, you may be able to do a Status Check instead of a new DBS check

‘Disclosure & Barring Service update service procedures’ on our website under ‘Pre-Start Checks’ tells you how to do a Status Check

<https://www.cofebirmingham.com/safeguarding/safer-recruitment/>

DBS Check follow up

The DBS certificate is sent directly to the applicant

The Lead Parish Identity Verifier is notified of the result of the DBS check on their Dashboard when they log in to 31:8's online system

Where the result is '*certificate contains no information*' the parish may continue with the appointment

A record of the certificate number, date of issue and level of check must be kept

Safeguarding Assessment

Where the result is *'please wait to see certificate'* the parish **MUST NOT** continue with the appointment until advised to do so

The Diocesan Safeguarding Officer will contact the paid worker or volunteer directly and ask them to send their certificate to the diocese

The Diocesan Safeguarding Officer will contact the Parish Identity Verifier and ask them to send the confidential self-declaration form to the diocese

Safeguarding Assessment

The Diocesan Safeguarding Officer will carry out an assessment of the information on the certificate and confidential self declaration form and notify the parish and paid worker or volunteer of the outcome.

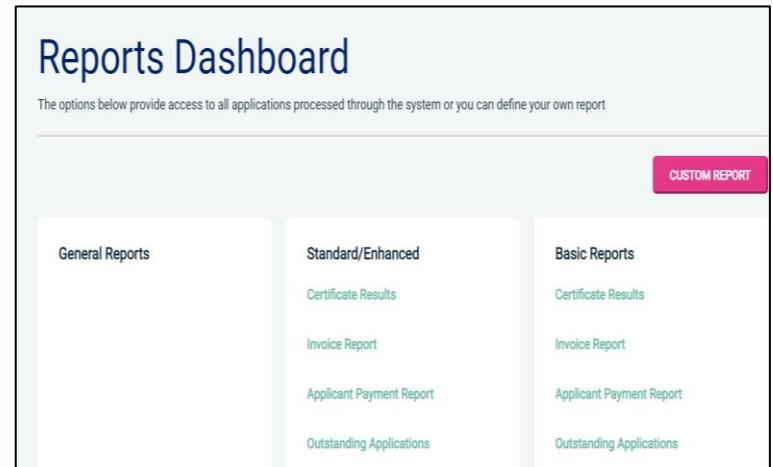
The outcome could be:

- to continue with the appointment
- to continue with the appointment only if some specified conditions or restrictions are met
- not to appoint

DBS Renewal

From January 2022 DBS checks must be renewed every three years

The Parish Identity Verifier can run a report via their dashboard to obtain a list of all the DBS checks processed for their church since 2014 to check renewal dates. If you need help with running reports go to <https://thirtyoneeight.org/dbs-service/tutorials/> and select 'Reports'



The volunteer must complete a new confidential self-declaration form at renewal, but new references are not required

Duty to Refer to the Disclosure & Barring Service

The Safeguarding Vulnerable Groups Act 2006 (SVGA) requires employers (PCCs) to make a referral to the Disclosure & Barring Service when they have dismissed or removed a person working with children or vulnerable adults in regulated activity (or would or may have removed them if they had not left or resigned etc.) because they have caused, or their behaviour may cause, harm to a vulnerable person

Contact the Diocesan Safeguarding Officer for advice if you think this duty may apply to you

At Start of
Role

Appointment & Induction

Once all the steps of the safer recruitment process have been completed the paid worker or volunteer can be appointed to the role

All paid workers must be issued with a contract of employment and all volunteers must be issued with a volunteer agreement

They should also have an induction for their role, and this must include safeguarding information – for example:

- name of the parish safeguarding co-ordinator
- how to access a copy of the parish safeguarding policy
- a 'Small Guide to Safeguarding'
- guidelines for the activity they will be leading or helping at
- Safeguarding training

At Start of
Role

Settling in Period

For employees, the probation period is, in many senses, the only real test as to whether someone is suitable for the role

For volunteers, a 'settling in' or 'trial' period is equally as important

Generally, the period set will be a minimum of three months up to six months and during this time there should be regular meetings between the paid worker or volunteer and the person responsible for them. These meetings might look different for volunteers compared to employees

All safeguarding training must be completed during the probation/settling-in period. If this is not feasible, as a minimum the Basic and Foundation (where required) must be completed.

At Start of
Role

Ongoing Support

The way in which ongoing support is carried out is very much a local decision. This may take the form of 'supervision' meetings for paid workers or simply a 'catch up' for volunteer roles

Safeguarding forms an integral part of this ongoing support, providing an opportunity for continued vigilance and review as well as development of the individual's understanding of safeguarding, their skills and expected behaviours.



At Start of
Role

Record Keeping

Recruitment records should only be kept for as long as you have a clear business need for them

For unsuccessful candidates this should not exceed six months

If the appointment was not made due to safeguarding concerns, the recruitment records must be retained as part of the safeguarding case file

Records must be retained for 75 years after the 'employment' has ceased for roles with children, young people or vulnerable adults

At Start of Role

Record Keeping

The PCC must keep a record of everyone they appoint. These records must include (where relevant)

- Role details
- Personal details e.g. name, address, date of birth and proof of identity checks
- Record of interview questions and answers.
- References
- DBS Certificate issue date and number, the level of check (enhanced or basic) and the role
- Confidential Self-Declaration Form
- Record of attendance at safeguarding training
- Checks carried out on individuals who have lived, worked or volunteered outside the UK and if employed, the checks carried out to establish the individual's right to work in the UK



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Helplines & Websites

Thirtyone:eight

Helpline – 0303 003 111

Website - <https://thirtyoneeight.org/>

Disclosure & Barring Service

Website -

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

The Church of England

Website - <https://www.churchofengland.org/more/safeguarding/>

Thank you for reading this presentation on safer recruitment.

If you have not already done so, you must now complete your Safer Recruitment and People Management training. You can complete this at <https://safeguardingtraining.cofeportal.org/>

call or email the safeguarding team if you need further help

safeguardingsupport@cofebirmingham.com

0121 426 0407