

Safeguarding Guidelines relating to Safer Recruitment

For all who work on behalf of the Church of England



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(interim)

Notes

1. This guidance applies to all roles in the Church of England which involve working with children or adults who may be vulnerable. It does not seek to address the complexity of terms and conditions of employment within the Church, or in the appointment of volunteers. The policy should be read in conjunction with any national, diocesan or parish policy or guidance relating to the specific role.
2. These guidelines are issued on an interim basis, reflecting the new Coalition Government's decision in June 2010 to suspend the full implementation of the Independent Safeguarding Authority (ISA) and the Vetting and Barring Scheme (VBS) pending review. A review is currently underway. All references to the ISA and VBS in this policy are currently suspended unless otherwise stated. The policy will be re-issued once the Government has clarified these arrangements. No timescale is currently available.
3. The national safeguarding team would like to benefit from this delay, by inviting comments on this interim guidance. These can then be addressed in the final document. All comments should be marked 'Church of England Safer Recruitment Guidelines' and sent to safeguarding@methodistchurch.org.uk



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Safeguarding Guidelines

Safeguarding Guidelines Relating To Safer Recruitment for all who work on behalf of the Church of England

Joint Statement of Safeguarding Principles for the Church of England and the Methodist Church of Great Britain

Preamble

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Principles

These are principles for Safeguarding work with children, and young people (under 18) and vulnerable adults in the church. This document provides guidance on the principle in bold below. Guidance on the remaining principles are given in the forthcoming new editions of *Protecting All God's children* and *Promoting a Safe Church*

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children, young people and adults
- The safeguarding and protection of all children, young people and adults when they are vulnerable
- The establishing of safe, caring communities which provide a loving environment where there is 'informed vigilance' as to the dangers of abuse.

We will carefully select and train all those with any responsibility within the Church, in line with Safer Recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.

We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.

We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

In all these principles we will follow legislation, guidance and recognised good practice.

A Preface

by Rt. Revd Anthony Priddis Bishop of Hereford and
Chair of the Central Safeguarding Liaison Group

As we seek to safeguard children, young people and vulnerable adults within our congregations, it is vital that we follow the best practice that we can in the way that we recruit both paid staff and volunteers to work in these areas within the life of our church. Indeed, we are committed already to doing exactly that in our policy documents. What follows is a more detailed statement of the outworking of what this means.

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. We see this fulfilled by God's work in Christ, and His re-creation of us.

Each person is precious in the sight of God. We are called, in Christ's name, to show and live that truth as fully as we possibly can. The Church's calling is to be a place where men and women, children and young people, those who are hurting and those who are damaged, may find healing and wholeness.

As part of our always aspiring to best practice, we need to follow the policies of this document, including of course the due processes of proper application forms, taking up references if appropriate, having Confidential Declarations completed, fulfilling CRB clearance and Independent Safeguarding Authority (ISA) vetting when in place. To some, this can seem a heavy process. To others, it can seem a proper valuing of their work and ministry. It is vital that within our society as a whole, we do our best to put the care, safety and wellbeing of children and vulnerable adults first and, therefore, take necessary steps to safeguard them. We also need to take steps to protect from themselves those who might be tempted to cause abuse. However, no systems or procedures can fully safeguard anyone. They play their part and they help, but it needs all of us to show an informed vigilance and not just rely on the systems. We must all work for healthy, safe, responsible attitudes and relationships, and that will always be more difficult than ticking boxes to show that procedures and systems have been fulfilled and are in place. The latter is helpful: the former is vital.

We need and are committed to safe recruiting.

We need the best policies, systems and procedures to be adopted and followed.

We need, as well, our continuing working at informed vigilance and sustained, loving care of all, especially the most vulnerable.

We do it because of Christ's valuing, care and call of each one of us.

✠ Anthony Hereford

October 2010

1. Introduction

- 1.1 The statutory sector including the departments implementing the Safeguarding Vulnerable Groups Act 2006 (England and Wales) recognise that safer recruitment is a greater task than simply creating lists of those barred from such work or criminal record checks concerning unsuitability. Employers (including those who recruit volunteers) and voluntary organisations should ‘develop and apply robust recruitment procedures, including checking identity, qualifications and references and enquiring into career history’¹. This policy document is the Church of England’s response to this challenge.
- 1.2 Our safer recruitment principles² have been enhanced and updated as a result of the Children’s Workforce Development Council guidance³ 2009 (www.cwdcouncil.org.uk). This originated with the Bichard Inquiry (2004) and the Children Act 2004. This guidance outlines new procedures and practice for recruitment of employees and volunteers. Changes in legislation and government guidelines bring significant consequences for the Church, as for every other organisation involved in work with children and vulnerable adults.
- 1.3 As stated on the front sheet, this is an interim document which incorporates the safer recruitment principles that are already a part of *Protecting All God’s Children* (4th edition October 2010) and *Promoting a Safe Church* (1st edition, 2006).

1.4 Definitions

In this document the following words will have the meanings as set out below:

- ‘Child’ and/or ‘children’ includes all children and young people under the age of 18.
- ‘Employee’ this is used (for the purposes of this guidance and convenience only) as a generic term to include all paid staff (including contractors and self-employed workers commissioned to deliver a service), and where relevant includes office holders (for example, clergy).
- ‘Employer’ this covers those people who carry responsibility on behalf of the Church for the appointment and management of employees and volunteers, including the oversight of clergy’s terms of service.

¹ Vetting and Barring Scheme guidance, March 2010 p.3

² From *Safe from Harm*, Home Office 1993, not replaced or updated. These principles, which included safer recruitment practice, have remained at the heart of Church good practice until 2010

³ We acknowledge the assistance of the CWDC, Recruiting Safely 2009, (www.cwdcouncil.org.uk) in the preparation of this document

- ‘Line manager’ this relates to the person responsible for managing, supervising or overseeing the work of an individual employee and/or volunteer, along with managing any process for appointment, performance review, absence, or any other process which may relate to that employee and/or volunteer.
- ‘Office holder’ refers to people, often clergy, who hold a designated office within the Church of England. This can be on a paid or unpaid basis. For the purposes of this policy document only, office holders will be referred to as either ‘employee(s)’ or as ‘volunteer(s)’. A specific section relating to clergy is found in section 8.⁴
- ‘Position of Trust’ – when one party, through their work or activity, whether paid or unpaid or as a volunteer, is in a relationship of care with a child or young person/vulnerable adult which puts him or her in a position of power or influence over that child or young person/vulnerable adult.
- ‘Recruiting’ applies to all employees and volunteers. Where there is a difference this will be highlighted at the appropriate section.
- ‘Registered Body’ this terminology is from the Criminal Records Bureau and relates to organisations which have registered directly with the CRB to use its services. To be a registered body an organisation must submit no less than 100 applications per year.
- ‘Regulated activity’ this terminology is from the SVGA, VBS and the ISA. Regulated activity covers anyone working closely with children and/or vulnerable adults, either paid or unpaid, on a frequent, intensive or overnight basis. (See Appendix 4 para.5 for statutory definition).⁵
- ‘Umbrella Body’ this terminology is from the Criminal Records Bureau and relates to organisations which are Registered Bodies who provide access to the CRB to other non-registered organisations, for example when an organisation has a requirement for less than 100 CRB applications per year.
- ‘volunteer’ means a person engaged in an activity which involves spending time, unpaid, (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit a third party (individuals or groups) other than or in addition to a close relative and where relevant includes office holders.

⁴ Please note that the Ecclesiastical Offices (Terms of Service) Measure 2009 preserves the existing office holder status of parochial clergy, (although of course there are a number of ministers working in chaplaincy or in a diocesan role who are employees (e.g. hospital/prison chaplains)). See section 1 of that Measure and also section 9(6) which states:- ‘Nothing in this Measure shall be taken as creating a relationship of employer and employee between an office holder and any other person or body’.

⁵ ‘Controlled activity’ – The VBS Scheme also covers another category of work called “controlled activity” but this is not relevant for church work.

- ‘vulnerable adult’ is a person who is aged 18 years or older and:
 - In residential or sheltered accommodation
 - Receiving domiciliary care in own home or health care
 - Detained in lawful custody (prison, remand centre etc)
 - Under supervision of the probation service
 - In receipt of a specified welfare service – support/assistance/training/teaching/instruction/advice
 - Participating in an activity for people with needs, due to age or disability
 - An expectant or nursing mother living in residential care
 - Receiving direct payments from a local authority or health or social care trust
 - Requiring assistance in conducting own affairs
- ‘vulnerable groups’ refers to children and/or adults who are vulnerable

1.5 Acronyms used in the guidance

- CRB – Criminal Records Bureau.
- DCSF – Department for Children, Schools and Families – the relevant department until May 2010. The name is now changed to Department of Education.
- DSA – Diocesan Safeguarding Adviser (used to indicate the following roles: Diocesan Child Protection Adviser, Diocesan Safeguarding Children Adviser, Diocesan Vulnerable Adult Adviser)
- ISA – Independent Safeguarding Authority
- LADO – Local Authority Designated Officer
- LSCB – Local Safeguarding Children Board
- OFSTED – Office for Standards in Education
- SVGA – Safeguarding Vulnerable Groups Act 2006
- VBS – Vetting and Barring Scheme

2 Summary of contents

- 2.1 These guidelines set out the statutory requirements and recognised good practice in vetting employees and volunteers in the context of safer recruitment for all those whose responsibilities do or may include working with children and vulnerable adults. It should be taken as a guide by all church bodies and occupational groups who do not already have a policy of their own. Those who do should review their policy in the light of this guidance to ensure it conforms to current standards.
- 2.2 National Human Resources guidance on the appointment of clergy and other ecclesiastical office holders is also the subject of a separate document which is due for publication in early 2011, and will include safer recruitment practices.
- 2.3 These guidelines do not include the Church procedures for safeguarding a child or vulnerable adult they suspect may be being harmed or abused. Those policies and procedures can be found in *Protecting All God's Children* (4th edition 2010), along with a code of practice, and *Promoting a Safe Church* (1st edition 2006).
- 2.4 These guidelines affect the work of those involved in the recruitment and selection process of all employees and volunteers (as defined above).
- 2.5 This guidance should therefore be applied to everyone who is to be considered for work in a role within a diocese or parish, in order to determine whether the role involves work with children or vulnerable adults.
- 2.6 All those who work with children and vulnerable adults need to be subject to a robust vetting and checking process. For most, this will mean an Enhanced CRB check.

3 Criminal Record Bureau (CRB) Checks and Disclosures

3.1 The CRB continues to operate, providing disclosures as before, and employers still need to obtain one for potential employees and volunteers in relevant work with children or vulnerable adults. Standard CRB checks have now been abolished for work with vulnerable groups.

3.2 It is the policy of the Church:

- that all those who regularly work with children, including those who work on a rota, should have CRB checks.
- those who work only occasionally will be asked to apply for CRB checks if they fulfil the legal requirements.
- those who manage or supervise those who work with vulnerable groups will also be required to obtain CRB checks.
- those in a leadership capacity who carry responsibility for safeguarding will be required to obtain CRB checks.

3.3 There can be confusion about who should be subject to CRB checks. This arises from:

- the complexity of church activities
- the need to translate the requirements from the different context from the public services context, for which most government guidance is written
- the changing thresholds suggested over time by the government departments who lead on CRB and ISA requirements
- slightly different emphasis between CRB and ISA guidance
- the church's developing understanding, of what is necessary and proportionate in the safeguarding of children and vulnerable adults.

3.4 Two appendices address this: appendix 1 sets out an indicative list of those who should, those who may, and those who should not be subjected to CRB checks. Appendix 2 provides a checklist for decision-making in any individual situation.

3.5 If, having used these appendices as guidance, there remains uncertainty about whether to carry out a CRB check then the Diocesan Safeguarding Adviser should be contacted. It is important for decision-makers to realise that undertaking checks when it is not appropriate to do so can constitute a criminal offence.

3.6 The CRB disclosure will include a check of the relevant barring lists for children and/or vulnerable adults.

3.7 The policy on renewal of CRB checks is currently for all checks to be renewed after five years or earlier at any stage where safeguarding concerns arise and a CRB check is needed for the assessment.

- 3.8 A small but significant proportion of CRB applications are returned with information held by the police about the applicant. For these ‘blemished’ CRB disclosures, the diocese must have a process in place for checking the information with the applicant and undertaking a proportionate risk assessment.
- 3.9 Some blemished CRB disclosures contain information which does not represent a safeguarding risk. Pursuant to the CRB Code of Practice, registered bodies with the CRB must have a policy about the recruitment of ex-offenders. See the model CRB policy http://www.crb.homeoffice.gov.uk/PDF/CRB_DIP011-Policy-Statement_Ex-offenders_Eng.pdf When deciding how to respond to this information, the diocese must have regard to the provisions of the Rehabilitation of Offenders Act 1974 in relation to the timescale for spent convictions.
www.crb.homeoffice.gov.uk/using_the_website/general_information.aspx#roa
- 3.10 The CRB defines ‘portability’ as the ‘re-use of a CRB check, obtained for a position in one organisation and later used for another position in another organisation.’ There are also times when it is unclear whether a previous CRB check can apply *within* the organisation for example when someone who has been checked for youth work now volunteers for working with a vulnerable adults group in the same church. There are serious risks with portability, which need to be balanced with the bureaucratic challenge of serial CRB checks. The Church of England is currently discussing this matter, through the regional and diocesan safeguarding groups, and further information will be included in the substantive guidance following this interim document. The CRB guidance is provided at:
<http://www.crb.homeoffice.gov.uk/faqs/portability.aspx>

4 Recruitment and selection – good safeguarding practice

(See Appendix 6 for sample forms for parishes)

- 4.1 In any recruitment, at least one member of the panel should have been CRB checked and act as the lead for safeguarding matters throughout the recruitment process.
- 4.2 The following outline, of twelve steps to safer recruitment, is taken from the CWDC (children’s workforce development council – www.cwdcouncil.org.uk) with their permission. It demonstrates that the vetting process is Step 12 in safer recruitment practice, and is relevant only for the preferred candidate in competitive recruitment. Where selection or recruitment is non-competitive, the vetting process is usually the final stage of assessing suitability.

12 STEPS TO SAFER RECRUITMENT

- Step 1** Ensure that you have an up to date recruitment and selection policy that describes the process and roles before you begin
- Step 2** Ensure that your organization has a safeguarding policy and that a statement about the organization’s commitment to safeguarding is included in all recruitment and selection materials
- Step 3** Ensure that you have an up to date job description and person specification for the role(s) you wish to recruit to, that have been agreed with the recruiting manager
- Step 4** Ensure that you have an appropriate advertisement prepared that contains all necessary information about the role, timetable for recruitment and your commitment to safeguarding
- Step 5** Ensure that you have compiled a suitable candidate information pack containing all the required information about the organization, role, recruitment timetable, safeguarding policy/statement and application form
- Step 6** Ensure that each application received is scrutinised in a systematic way by the short listing panel in order to agree your shortlist before sending invitations to interview
- Step 7** Ensure that all appropriate checks have been undertaken on your shortlisted candidates including references
- Step 8** Ensure that all shortlisted candidates receive the same letter of invitation to interview, supplying them with all necessary information
- Step 9** Ensure that a face-to-face interview is conducted for ALL shortlisted candidates based on an objective assessment of the candidate’s ability to meet the person specification and job description

- Step 10** Ensure that all specific questions designed to gain required information about each candidate's suitability have been asked, including those needed to address any gaps in information supplied in the application form
 - Step 11** Ensure that you are able to make a confident selection of a preferred candidate based upon their demonstration of suitability for the role
 - Step 12** Ensure that your preferred candidate is informed that the offer of employment (including volunteer positions) is conditional on receiving satisfactory information from all necessary checks; including Criminal Record checks.
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5 Good safeguarding employment practice

- 5.1 Church settings are safe environments for the great majority of children and vulnerable adults and, of course, the vast majority of people who work with them have their safety and welfare at heart. It is known, however, that some people seek access to children and vulnerable adults in order to abuse. In addition, some victims of abuse do not disclose the abuse at the time, so the perpetrator may remain active at the church. Furthermore, if employees and/or volunteers are unsupported, stressed or are not set proper boundaries, poor working practices can develop and normal interpersonal boundaries sometimes become compromised.
- 5.2 It is important to engage good safeguarding working employment practice in order to ensure and demonstrate that the environment is safe for children and vulnerable adults and in order to support and value all employees and volunteers.
- 5.3 Ensure that safeguarding features highly in all processes, policies, procedures and practice sends a clear message to employees and volunteers. This helps to deter unsuitable and inappropriate individuals.
- 5.4 Normally all employees and volunteers, should receive safeguarding training from their Diocesan Safeguarding Adviser or another diocesan authorised source, as soon as possible after beginning their post regardless of their previous experience. They should also attend regular refresher training – at a minimum every three years.
- 5.5 Employees or volunteers with a focus on work with children or vulnerable adults may also benefit from attending training provided by the local statutory authorities.
- 5.6 In relation to safeguarding, induction for all new employees and/or volunteers should include the following:
- a clear job description/role outline
 - understanding of the disciplinary procedures and behaviour which may result in disciplinary action being taken
 - safeguarding training
 - conduct expected of them
 - good practice for the work in which they are involved
 - understanding of parish/diocesan policies relating to safeguarding, health & safety, expenses, etc
 - knowledge of level of support being offered
 - opportunity to raise issues with their line manager or supervisor
 - identification of any training requirements

- 5.7 A clear process of supervision should be identified.
- 5.8 There should be a regular review for all those who work with children and vulnerable adults. The timing of which will be related to the role they have and for clergy this will be seen as part of their Ministerial Development Review (MDR), (see section 7.5 for more details.)
- 5.9 An exit interview should be offered to all employees and volunteers.

6 Record Keeping

- 6.1 Registered bodies with the CRB must have a written policy on the secure handling of disclosure information. See CRB model policy http://www.crb.homeoffice.gov.uk/guidance/rb_guidance/handling_of_disclosure_info.aspx
- 6.2 For further reference, consult:
- CRB Code of Practice. It should be noted that anybody (which includes Umbrella and Registered Bodies) who receives disclosure information must abide by the CRB Code of practice. This sets out the obligations with which all recipients must comply. It is intended to ensure that sensitive and personal information is handled and stored appropriately and is kept only for as long as necessary. www.crb.homeoffice.gov.uk
 - *Protecting All God's Children* (4th edition 2010) – section on record keeping
 - Records Management Guides for the Church of England. weblink www.cofe.anglican/about/librariesandarchives/recordsmanagementguides

7 Additional Information

For each section below, the Diocesan Safeguarding Adviser should be consulted where there is any doubt about the process which should be followed in line with this guidance.

7.1 Volunteers

- 7.1.1 Volunteers make up a huge part of the workforce within the diocese and parish and need to be treated mostly in the same way as employees in relation to these safeguarding guidelines. Some limited differences are identified below.
- 7.1.2 Where a volunteer's role will be very limited, such as accompanying employees and children on a day outing or helping at an event, a CRB check would be unnecessary provided that the person is not left alone in charge of children or vulnerable adults and is supervised by a person who has been CRB checked.
- 7.1.3 If the volunteer is under 18 and in education one of the references will need to be from their school or other educational establishment if they are unknown to the parish.
- 7.1.4 Whilst acknowledging the need to nurture young people in leadership roles, no young person under 18 should be expected to take on a role of sole responsibility. If they assist others in leadership roles, support and supervision must be given in proportion to their requirements.
- 7.1.5 A volunteer agreement / role outline rather than a job description is written for a volunteer (see model in Appendix A6.3).
- 7.1.6 Once in post there should be a three- six months probation period before confirming an appointment, dependent upon the role.
- 7.1.7 There should be an annual review and regular supervision meetings. The time between supervision meetings should not be more than three months.
- 7.1.8 There should be clear lines of accountability for all volunteers (see model in Appendix A6.3). These will need to be reviewed during the annual review or sooner if necessary.

7.2 Paid Staff

- 7.2.1 Once appointed he or she should have a contract of employment. He or she should also be given details of formal supervision sessions. These ought to be no less than every three months and include an annual performance review.

7.3 Laity holding the bishop's licence

- 7.3.1 There should be a written agreement outlining their role and responsibility, including training needs and level of supervision.

7.4 Students on Placement

- 7.4.1 A CRB disclosure is needed before a student, in professional or vocational training, begins their placement in the parish. This check may have been applied for at the beginning of their course
- 7.4.2 Consult the Diocesan Safeguarding Adviser before deciding to include a student on a rota.
- 7.4.3 Ensure that the student is appropriately supervised.

7.5 Clergy

- 7.5.1 When beginning the process of discernment for ordination selection, the candidate will be asked to complete a confidential declaration form and have a CRB disclosure. The answers will be used within the discernment process.
- 7.5.2 They will need to have a CRB disclosure prior to attending the Bishops' Advisory Panel (BAP).
- 7.5.3 At the end of their training another CRB disclosure may be required and if the ordinand is to move from a non-stipendiary to a stipendiary role. The payment for this will be made by the diocese.
- 7.5.4 Details about the appointment process and clergy terms of service⁶ can be obtained from the Human Resources or Ministry Division at Church House, London www.c-of-e.org.uk.

7.6 Schools

Schools are subject to separate regulations and guidance, as directed by the Government's Department of Education.

7.7 Trustees (including PCC members)

- 7.7.1 Where a charity carries out work targeted at children or vulnerable adults, it is classed under the SVGA as a 'children's charity' or 'vulnerable adults' charity'. PCCs will therefore fall within the definition of a children's or vulnerable adults charity, if they carry out work targeted at children (such as a Sunday School) or vulnerable adults (such as pastoral visiting scheme for the housebound).
- 7.7.2 Under the scheme as currently formulated and being reviewed, there is no general requirement for all the trustees of such charities to be ISA registered. Only those trustees who are actively engaged in regulated

⁶ 'Appointments Advice for Ecclesiastical Office Holders' (Terms of Service Group) *a forthcoming House of Bishops document and the Ecclesiastical Offices (Terms of Service) Measure 2009*

activity with children or vulnerable adults are required to register.⁷ For other trustees, discretion is given to the charity to determine whether registration is appropriate. Those PCCs which fall within the definition of a ‘children’s or vulnerable adults’ charity’, should nominate at least one person who is a member of the PCC to have a supervisory/management role in relation to safeguarding matters. These people should have a CRB check. For instance, this could be the Churchwarden and one other person, (usually the safeguarding officer for the parish, if they are a member of the PCC).

- 7.7.3 A person who is on the relevant ISA barred list will commit an offence if he or she acts as a trustee of such a charity. Therefore those on the ISA barred list for work with children will commit an offence if they become members of a PCC, which falls within the definition of ‘children’s or vulnerable adults’ charity’. There is power for existing trustees to check the ISA status of potential trustees to establish their suitability.⁸

7.8 Pastoral visiting and other pastoral volunteers

- 7.8.1 Those who are engaged in pastoral visiting or are appointed as pastoral visitors for the general congregation in a parish will not normally be required to have a CRB check.
- 7.8.2 Those who engage in pastoral work who undertake the following duties should have a CRB check:
- a) Those who regularly visit care homes, sheltered housing schemes, hospitals, prisons, probation hostels or those who take extended communion to the housebound etc.
 - b) Those engaged in providing *regulated activities* of a *specific nature* for vulnerable adults or children
 - c) Those who work in projects where *regulated activities* take place and the funding body requires this.

7.9 Individuals from outside the UK

- 7.9.1 To comply with the Government’s immigration requirements, anyone who comes from overseas and wishes to work in the United Kingdom must be sponsored by the employer in the UK in accordance with the UK Border Agency immigration points-based system. Employers must carry out the necessary immigration checks to verify that those they wish to employ have the right to work and have no restrictions to work in the UK. Further information on preventing illegal working can be obtained from www.ukba.homeoffice.gov.uk/employers/
- 7.9.2 Safeguarding processes should be made for those from overseas, including those who have lived outside of the UK for a period of time, in the same way as for UK residents. This includes a CRB disclosure, if they have spent any time in the UK within the last five years.

⁷ See the Vetting and Barring Scheme Guidance issued by HM Government, March 2010, page 27

⁸ Safeguarding Vulnerable Groups Act 2006 (Appropriate Officer and Schedule 7 Prescribed Persons) Regulations 2010 (S.I. 2010 No. 1061)

- 7.9.3 Additionally, a certificate of good conduct from the relevant embassy or police force should be obtained where this is available.
- 7.9.4 Further information can be obtained from www.direct.gov.uk/en/Employment/Understandingyourworkstatus/

7.10 Those working from home

- 7.10.1 The CRB form contains a question about whether the applicant works from home. Applicants need to be prepared for the fact that, where they tick this box, (box 66), the police may disclose any information held, relating to everyone known by the police to be living at that address.
- 7.10.2 Practice across police forces may vary. If conviction information from the Police National Computer (PNC) appears they will exercise judgement as to its likely relevance to the role and if considered relevant will disclose it in the section headed Approved Information. Old and minor matters, e.g. criminal damage or even theft if committed some time ago would probably not be considered relevant. Sexual offences and offences of violence would be considered relevant in all circumstances.
- 7.10.3 In order to minimise intrusion into private life, this ‘working from home’ box should only be ticked if ‘relevant’ work with children or vulnerable adults is to take place on the premises. For example, a youth group meeting in an applicant’s home means that the box should be ticked. However a youth worker, who returns home after the club session and writes up his or her notes, would not need to tick the box if that is the only ‘work’ being undertaken.

7.11 Supervisory or management roles

- 7.11.1 The Church interprets the legislative provision for those with management or supervisory responsibility as set out below. People in the following categories should be CRB checked.
- Every employee and volunteer should have someone to whom they are accountable for their work and who will supervise or manage them on a regular basis. This person is the *line manager*.
 - Sometimes there will be a *manager of an activity* who is different from the line manager, but who has responsibility for managing the work of the person when he or she is undertaking a regulated or specified activity. Examples could include: a youth club leader; or organiser for a specific event.
 - Member of the PCC who has supervisory/management role in relation to safeguarding matters, (see paragraph 8.7.2)
 - Recruitment is an important part of management. As stated at 5.1, at least one person on any recruitment panel should be CRB checked.

See note on front sheet of this guidance in relation to the VBS. These provisions have not been suspended by the coalition government and so this section applies.

8 Vetting & Barring Scheme

– elements in place October 2010

8.1 ISA and Recruitment

- 8.1.1 From November 2010 employers must check whether an individual is barred under the ISA registration scheme. This will determine whether they can be appointed and may affect the type of activities they can undertake. This information is made available on the CRB disclosure.
- 8.1.2 If an individual is on the barred list they may still be able to take part in some activities and a risk assessment will need to be undertaken to ascertain what activities they can undertake. Careful consideration needs to be given as to who conducts the risk assessment and where the accountability lies.
- 8.1.3 If there is a concern or allegation about an employee or volunteer contact the Diocesan Safeguarding Adviser as to how to proceed, as this may involve reporting the person to the ISA. It is also likely to require consulting the LADO (Local Authority Designated Officer) before taking action. (For further details about managing concerns or allegations, please refer to *Protecting All God's Children*, (4th edition, October 2010)).

8.2 Blemished/Positive CRB Disclosures⁹ and barring or auto-barring

- 8.2.1 As from January 2009 certain convictions result in an automatic bar on the individual working with children and/or vulnerable adults¹⁰. In most cases the individual will be entitled to make representations before the final decision to bar is made, (See the ISA website for more details).
- 8.2.2 Where there are those people with other less relevant serious convictions and/or other relevant serious information (when someone is not auto-barrred), the ISA operate a 'structured judgement process'; whereby they will assess the risk posed by the individual and then make a decision whether or not to bar. In all these cases there is a right for the individual to make representations about a bar which may be imposed on them. This occurs when the barring authority informs them that they are 'minded to bar'. Offences committed up to 20 January 2009 may

⁹ i.e. CRB Disclosure certificates with offence information or other matters which may affect someone's suitability for a particular role.

¹⁰ A person will be automatically included on a barred list where he/she has been convicted of, or cautioned in relation to a serious criminal offence which, in the main, involves sexual misconduct and/or violence. A full list of the automatic barring offences can be found in the following Statutory Instruments:-The Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009 (SI 2009 No. 37) and The Safeguarding Vulnerable Groups Act 2006 (Regulated Activity, Miscellaneous and Transitional Provisions and Commencement No. 5) Order 2009 (SI 2009 No. 2610).

result in barring under the ISA's discretionary powers, but will not be auto-barrred.

- 8.2.3 If someone is not barred they are still not necessarily suitable for the role, and safer recruitment procedures should be used to assess his or her suitability. For people who are not barred, it will remain the employer's duty to assess the relevance of any convictions, cautions or other information available, including information about allegations or other concerns.

8.3 What happens when someone is barred?

- 8.3.1 If someone working with children or vulnerable adults is barred, (or found to be barred when they are already in post), then the employer will be obliged to immediately remove them from that role. If they do not, they could be committing a criminal offence.
- 8.3.2 If the employer is notified of the barred status of someone whom they are recruiting, then the appointment cannot be confirmed. A CRB check will show the reasons they are barred and will further inform those responsible in the church whether any role, (other than a regulated activity), may be appropriate with certain additional safeguards. However, the person who has applied for a role with a vulnerable group will be committing an offence for attempting to undertake work in a regulated activity, particularly if they knew they were barred.
- 8.3.3 The bar will apply to any regulated activity even if the frequency or intensiveness test is not met.
- 8.3.4 If an individual is on the barred list they may still be able to take part in some activities and a risk assessment will need to be undertaken to ascertain what activities they can undertake. This will include a CRB check. Careful consideration needs to be given as to who conducts the risk assessment and where the accountability lies.
- 8.3.5 If there is a concern or allegation about an employee or volunteer contact the Diocesan Safeguarding Adviser as to how to proceed, as this may involve reporting the person to the ISA. It is also likely to require consulting the LADO before taking action. **Please note, this element of the VBS is a current, legal requirement on all employers of people who work with children and vulnerable adults and has not been suspended by the Coalition Government, (for further details about managing concerns or allegations, please refer to *Protecting All God's Children*, (4th edition, October 2010)).**

8.4 ISA decision making

- 8.4.1 The purpose of the ISA's decision-making process is to ensure that all barring decisions follow a standard process which affords a fair, rigorous, consistent, transparent and legitimate assessment of whether an individual should be prevented from working with children and/or vulnerable adults. For further information on the ISA's decision-making process, please see the 'Guidance Notes for the Barring Decision Making Process' available on the ISA website.

- 8.4.2 An individual included on either, or both, of the barred lists (other than those listed as a result of an auto-bar offence without the right to make representations, (see the ISA website), will have the right to appeal to the Administrative Appeals Chamber of the Upper Tribunal.
- 8.4.3 If the appeal is unsuccessful, an individual will then have the right to apply to the ISA for a review of their case once a minimum period has elapsed. Further details of this are also available on the ISA website.

APPENDICES

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APPENDIX 1

Roles in the Church and CRB checks

The following is an indicative list – it is neither prescriptive nor exhaustive. The criteria will still need to be checked for most roles. There will be those roles where a parish or diocese needs to carefully consider the role descriptions, VBS eligibility criteria and definitions, and apply them to new roles.

No guidance is provided about whether a post is deemed an employed or voluntary position, which is of relevance in terms of whether the CRB check is to be paid for. Dioceses have different arrangements for many of these posts, so this matter will need to be resolved locally.

If the parish/ diocese (the counter signatory) obtains a CRB disclosure where they are not legally allowed or required to do so they may be acting illegally and could be prosecuted.

If in any doubt please contact your Diocesan Safeguarding Adviser.

Table 1a) Those roles which will usually require a CRB check

These roles must be assessed in advance of recruitment. Dioceses will need to stipulate a requirement for CRB, especially at the outset of selection or recruitment, or for ordination training, because the role will be highly likely to involve regulated activity both during training and following.

NATIONAL, DIOCESE, CATHEDRAL, PARISH TASK OR ROLE

Archbishop, Bishop, Dean, Archdeacon

Stipendiary Parish Clergy

SSM + NSM Clergy

Local Ordained Clergy

House for Duty Clergy

'Permission to Officiate' Clergy

Seeking ordination training or ordination

Safeguarding officers in a national, diocesan or parish context

Designated safeguarding leads on PCC (i.e. those who have a supervisory/ management role in relation to all safeguarding matters for and on behalf of the PCC)

Readers

Chaplains

Licensed evangelists

Pastoral Assistants

Commissioned Lay Workers, including lay ministers, youth, children and family workers

Musical Director, Organist, Choir leader, where the choir or musical group is wholly or mainly for children and young people

Youth Club (u 18) Leaders & helpers

Sunday School (u18) Teachers & helpers

Leaders/Assistant Leaders Church Parent & Toddlers Group (not the parents who supervise only their own children)

PCC approved Home Visitors for schemes that are wholly or mainly for families with children or vulnerable adults

PCC approved Luncheon Club/specialist club Leaders/assistants/drivers for schemes that are wholly or mainly for vulnerable adults

All Tower Captains, Ringing Masters and Adults Ringers who train/teach children under 16*

Choir Directors, Music Directors and organists etc., where they teach, train or supervise children under 16*

PCC approved Drivers for PCC sponsored arrangements for children, young people or arrangements wholly or mainly for adults who are vulnerable

** where a group has only children aged 16–18, then checks are not mandatory but would still be advisable.*

Table 1b) Those roles which may require a CRB check

Careful evaluation of these roles will be needed.

Note: ISA regulations do not cover the sort of contact with children or vulnerable adults where there would be no more contact than a local shopkeeper.

Churchwardens (for instance, a CRB check will be required if a churchwarden is identified as one of the PCC safeguarding leads – see 7.7.2)

Head Server (minimum two adults per group)

Sacristan/Verger

Church/Church Hall Cleaners/Caretaker

Church tour guides

Table 1c) These roles which do not usually qualify for a CRB check

– unless there are specified aspects of their role which mean this person will be responsible for children or vulnerable adults.

Musical Director, Organist, Choir leader, where the choir or musical group is mainly for adults

Choir members (adults and those over 16)

Adult servers

Sidesmen and sideswomen

Those serving refreshments

People in the church welcome team for services

Flower arrangers

Family members or other vulnerable adults, assisting the leader in providing a regulated activity for people who experience the same situation as themselves

APPENDIX 2

Safer Recruitment

Checklist for making decisions about CRB checks

(see also *Protecting All God's Children* 4th edition section 5)

DECISION-MAKING AROUND CRB CHECKS FOR ROLES WITHIN THE CHURCH OF ENGLAND

QUESTION	YES or NO? Yes – CRB check No – move to next question
<p>Is the activity regulated (with children or targeted at vulnerable adults)? i.e.</p> <ul style="list-style-type: none"> – Frequent (Once per week or more) – Intensive (4 days per month or more) – Overnight (between 2am and 6am) <p><i>Based on the ISA guidance</i></p>	
<p>Is the activity ‘specified’ – that is, one of the following with children or targeted at vulnerable adults:</p> <ul style="list-style-type: none"> – teaching – supervision – training – advice – care – treatment – transportation <p><i>Based on the ISA guidance</i></p>	
<p>[Where the activity with the child or vulnerable adult does not meet the frequency/intensity/overnight threshold for regulated activity]</p> <p>Does the activity place the person in ‘a position of trust’ (see definitions section 1.5). If you are unsure please seek advice from your Diocesan Safeguarding Adviser) with children or vulnerable adults?</p> <p><i>Based on the CRB guidance</i></p>	

continued

continued

QUESTION	YES or NO? Yes – CRB check No – move to next question
<p>Is the role ‘regulated’ in that it involves the supervision or management of people carrying out any of the above activities?</p> <p><i>Based on the ISA guidance</i></p>	
<p>Is the person a trustee of a charity that carries out work targeted at children and/or vulnerable adults (e.g. a PCC) <i>and</i></p> <p>is the person one of the nominated leads for safeguarding on that trustee body?</p> <p><i>Based on the C of E application of the discretionary power in the ISA guidance</i></p>	
<p>Is the person either an ordained member of the clergy <i>or</i></p> <p>Is the person seeking ordination <i>or</i></p> <p>Is the person seeking training for ordination?</p> <p><i>Based on the Safeguarding Vulnerable Groups Act 2006</i></p>	
<p>Is the person either a reader or lay worker <i>or</i></p> <p>Is the person seeking appointment as either a reader or lay worker?</p> <p><i>Based on the Safeguarding Vulnerable Groups Act 2006</i></p>	

If you have marked ‘No’ to all questions but still have safeguarding concerns, speak to your diocesan safeguarding adviser.

APPENDIX 3

Relevant legislation, statutory guidance and resources

- **The Children Act 2004**
<http://www.legislation.gov.uk/ukpga/2004/31/contents>
- **Every Child Matters**
<http://www.dcsf.gov.uk/everychildmatters/about/background/background/>
- **The Safeguarding Vulnerable Groups Act 2006**
<http://www.legislation.gov.uk/ukpga/2006/47/contents>
- **Independent Safeguarding Authority**
<http://www.isa-gov.org.uk/>
- **CWDC Recruiting Safely, 2009:**
<http://www.cwdcouncil.org.uk/safeguarding/safer-recruitment/resources>
- **'Protecting All God's Children' House of Bishops' policy and guidance**
CHP 2004 – updated 4th edition, 2010
www.c-of-e.org.uk
- **Promoting A Safe Church, House of Bishop's policy and guidance CHP 2006**
www.c-of-e.org.uk
- **Working Together to Safeguard Children 2010**
<http://www.dcsf.gov.uk/everychildmatters/safeguardingandsocialcare/safeguardingchildren/workingtogether/workingtogethertosafeguardchildren/>

APPENDIX 4

Vetting and Barring Scheme (VBS)

This appendix sets out the VBS as it was planned before suspension in June 2010. These measures are not currently in force.

4.1 Background

4.1.1 The Vetting and Barring Scheme (VBS) was set up to provide a register of individuals eligible to work with children and vulnerable adults. Those who have caused or are at risk of causing harm to children and vulnerable adults are barred from working with them by the Independent Safeguarding Authority (ISA). List 99, POCA and POVA lists are replaced with the Children's Barred List and the Vulnerable Adults' Barred List which are overseen by the ISA. The scheme is for all those who work with the following groups:

- Children
- Vulnerable adults

4.1.2 The VBS aims to ensure that anyone who presents a known risk to vulnerable groups is prevented from working with them. VBS is a partnership of the Home Office, DCSEF, the ISA, the CRB, the Welsh Assembly and Access Northern Ireland. The ISA is responsible for decision making and maintenance of the two new barred lists for England and Wales and Northern Ireland. The CRB is responsible for the application and monitoring elements of the VBS, and will run it alongside CRB checks.

4.1.3 The ISA is a non-departmental public body which is responsible for all the barring decisions of the new VBS.

4.1.4 It has replaced the three present barring lists (POCA, POVA and List 99) with two new barred lists administered by the ISA rather than several government departments. These lists apply to the full range of regulated and controlled activities, further enhancing protection of children and vulnerable adults

4.1.5 From November 2010 it will be illegal to knowingly appoint anyone to work in *regulated activity*¹¹ unless that person has first registered with the ISA.

4.1.6 Anyone engaged in, or seeking or offering to engage in an activity from which he/she is barred will be committing an offence.

4.1.7 Employers will be committing an offence if they knowingly permit someone to engage in activity from which he/she is barred.

¹¹ or *controlled activity* – however, as stated above (see footnote 7) 'controlled activity' is not relevant for churches.

4.1.8 It is the policy of the Church:

- that all those who regularly work with children, including those who work on a rota, should have ISA registration.
- those who work only occasionally will be asked to apply ISA registration if they fulfil the legal requirements.
- those who manage or supervise those who work with vulnerable groups will also be required to be ISA registered.
- those in a leadership capacity who carry responsibility for safeguarding will be required to be ISA registered.

4.2 ISA Registration

4.2.1 Registration will be ‘rolled in’ over a five year period beginning (from November 2010) with those being newly appointed or transferring to a new post in a regulated, activity.

4.2.2 ISA registration for existing workers will not be possible until after April 2011. From this date existing employees and volunteers with no CRB check must apply for ISA registration.

4.2.3 All existing employees and volunteers with CRB checks will have to be ISA registered by July 2015, starting with staff whose CRB checks are the oldest.

4.2.4 ISA registration is potentially for life. However there will be a mechanism which allows a person to remove him or herself from the register voluntarily e.g. he or she has retired from working with children or vulnerable adults.

4.2.5 Generally, only an ISA-registered person can undertake regulated activity.

4.2.6 It is illegal to employ an unregistered person in regulated activity and this can result in imprisonment or a fine of up to £5000. An unregistered person means that a person has either not applied to register with the ISA or that they are on an ISA Barred List.

4.3 Employees and volunteers

4.3.1 It is the employee’s or volunteer’s responsibility to obtain their own ISA registration if this is required and they have not already done so in relation to another role.

4.3.2 For volunteers the registration is free, although if a volunteer then moves into paid employment they will be expected to pay the fee at that stage.

4.3.3 The Church recognises the importance of encouraging and enabling employees and volunteers to register with the ISA.

4.3.4 The CRB will provide access to the ISA registration on a combined application form (i.e. for ISA registration and CRB check) via the Registered Body or Umbrella Body.

4.4 Employers

- 4.4.1 From November 2010 employers must check the ISA registration status of all potential employees and/or volunteers prior to an appointment which involves regulated activity. This will determine whether they can be appointed and may affect the type of activities they can undertake.
- 4.4.2 If an individual is not registered this means that no offer of a job can be made until it is determined why they are not registered – it could be that they have not yet had a need to do so or because they are barred.
- 4.4.3 These checks and registration can be done at the offer of an appointment. However the appointee must not take up the work until the registration with the ISA has been completed.
- 4.4.5 The check by the employer will be free of charge and can be conducted online. The information needed will be the employee's or volunteer's sixteen digit registration number and their date of birth.
- 4.4.6 The system for updating employers will mean that the employer will need to ensure that the applicant's application for registration via the Registered or Umbrella Body clearly states who is employing them and contact details. Subsequently, it will be possible to check their ISA registration status on line and to register an interest for updating. The updating will only cover a person's barred status. The diocesan Registered Body may be nominated to receive the updates on barring and this will often prove a secure route for this sensitive information.

4.5 Regulated Activity

- 4.5.1 Any activity of a specified nature that involves contact with children or vulnerable adults *frequently, intensively or overnight*.
- specified nature:* teaching, training, care, supervision, advice, treatment and transportation.
- frequently:* regularly once a week or more often (or once a month for health or personal care services))
- intensively:* 4 days or more in a 30 day period
- overnight:* any time between 2 a.m. and 6 a.m.
- 4.5.2 Any activity allowing contact with children or vulnerable adults that is in a specified place frequently or intensively.
- specified place:* schools, children's homes, hospitals, juvenile detention facilities, adult care homes.
- 4.5.3 Any activity that involves people in certain defined positions of responsibility.
- defined position:* such positions include school governor and trustee of certain charities (see paragraph 8.7 for further consideration of 'children's charity'.)
- 4.5.4 Activity which involves on a regular basis the *day to day management or supervision* of people carrying out activity of a specified nature or in a specified place.

- 4.5.5 The VBS scheme allows discretionary registration for those in work of a specified nature who do not meet the frequency and intensiveness tests for mandatory registration. However, see 1.8 above for Church policy regarding those who work regularly but who do not meet the frequency or intensiveness tests.
- 4.5.6 Examples of Church roles covered by the scheme (*note – this list is not exhaustive*):
- Clergy in active service – whether employees or volunteers within the definitions used in this policy. Bishops have been granted by statutory instrument a specific power under the SVGA to check the ISA registration status of ordinands to establish their suitability for ordination and also to check the registration status of clergy when considering whether or not to give them authority to minister in a diocese¹².
 - Youth and children’s workers, youth pastors , family workers – employees or volunteers who work with children.
 - Lay volunteers and employees – who either regularly work with children or vulnerable adults, or those who work in schools, hospitals or prisons.
 - Pastoral visitors where the arrangement is focused on adults who are vulnerable, rather than general parish work.
 - Tower captains and those bell ringers who train children.
 - Those who manage, train or supervise those who do the above work.
- 4.5.7 Examples of church–related regulated activities (taken from the Government’s draft VBS Faith Sector guidance¹³) (again note – this list is not exhaustive).
- Driving a vehicle for the purpose of conveying children or vulnerable adults on behalf of the church.
 - Teaching a children’s Sunday school or children’s service.
 - Official pastoral/befriending visits (on behalf of the church) to children or vulnerable adults in their own home or in hospital, care home, prison or remand centre.
 - Exercising responsibility for, or leading a group of children and/or vulnerable adults on a day trip sponsored by the church.
 - Providing advice or guidance to children or vulnerable adults as part of a church organised activity.
 - Running a day care facility for children or vulnerable adults.
 - Supervising sporting activities for children or vulnerable adults.

¹² Safeguarding Vulnerable Groups Act 2006 (Appropriate Officer and Schedule 7 Prescribed Persons) Regulations 2010 (S.I. 2010 No. 1061)

¹³ Please note at the time of drafting (September 2010) the final form Faith Sector Guidance is still awaited from the Government. There is currently no news as to when this will be available

- Providing teaching, training or instruction to children or vulnerable adults.
- Moderating an online chat room.

4.6 Regulated Activity Providers (RAP)

The RAP is responsible for commissioning, managing and supervising delivery of the regulated activity, or the person or body who appoints someone to a regulated activity. In most churches this body will be the Parochial Church Council (PCC). Members of PCCs should be familiar with their duties and responsibilities and should ensure that those they delegate to oversee the appointments process for work with vulnerable groups have followed safer recruitment procedures, including CRB checks as necessary. The diocese will also be the RAP for certain employees engaged in relevant work.

4.7 The application process

- i) The applicant should complete and send the verified application form to the Diocesan Registered Body (free for volunteers or with a £64 registration fee for paid employees).
- ii) All new registrants may receive a free CRB check along with ISA registration if the applicant requests this.
- iii) The Registered Body processes and countersigns the form and sends it to CRB.
- iv) CRB processes the application and checks various sources for barring information.
- v) If no barring information is found, the applicant receives a 16 digit ISA registration number (aka. Unique Scheme Reference Number) and may start regulated activity.
- vi) The Registered Body will also receive notification of applicant's registration. This will occur within 7 days of CRB receiving the application.
- vii) ISA registration is portable but the applicant will have to pay when changing from a voluntary to a paid role

APPENDIX 5

Contributors to this policy

Rachel Bussey	Salisbury Diocese
Jill Sandham	Southwark Diocese
Stephen Barber	Oxford Diocese
Yvonne Criddle	National Safeguarding Diversity Officer
Judith Egar	Legal Officer
Stephen York	Legal Officer
Pearl Luxon	National Safeguarding Adviser (<i>to July 2010</i>)
Elizabeth Hall	National Safeguarding Adviser (<i>from July 2010</i>)

With acknowledgement to the Diocese of Worcester for the checklist idea, as set out in Appendix 2

APPENDIX 6

Sample Pro forma

A6.1 Confidential Declaration Form

This pro-forma is based on the form in *Promoting a Safe Church*, House of Bishops 2006.

To be completed by those wishing to work with children or vulnerable adults.

The Confidential Declaration Form applies to clergy, employees, ordinands, other adults and volunteers who are likely to be in regular contact with children 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 Diocesan Safeguarding Children Adviser or someone in a similar position. All forms will be kept securely under the terms of the Data Protection Act 1998.

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.

1. Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?

YES NO

Note: Declare all convictions, cautions, warnings or reprimands however old or whether you are at present under investigation by the police. Motoring offences that cannot be dealt with by a prison sentence need not be declared. Posts where the person is working or coming into regular contact with children or vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. Convictions obtained abroad must be declared as well as those from the UK.

2. Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

YES NO

3. Are you at present under investigation by the police or an employer for any offence?

YES NO

4. Has your name been placed on the Protection of Children Act (POCA), List99, the Protection of Vulnerable Adults List (POVA) or the barred lists maintained by the Independent Safeguarding Authority, barring you from work with children or vulnerable people?

YES NO

5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm* to a child or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child or vulnerable adult was at risk of significant harm* from you?

YES NO

6. Has your conduct ever caused or been likely to cause significant harm to a child or vulnerable adult, or put a child or vulnerable adult at risk of significant harm*?

YES NO

Note: Make any statement you wish regarding any incident you wish to declare.

7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

YES NO

If yes, please give details, including the date(s) and 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.

Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or vulnerable adult. Any allegation or complaint investigated by the police, Children's Services, an employer or voluntary body must be declared. Checks will be made with the relevant authorities.

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?

YES NO

Note: All these matters will be checked with the relevant authorities.

- * Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom you had pastoral responsibility or were in a position of trust.

Declaration

I declare that the above information (*and that on any attached sheets*) is accurate and complete to the best of my knowledge.

Signed.....

Full name.....

Date..... Date of Birth

Address.....

.....

Please return completed form to:

Before an appointment can be confirmed applicants will be required to obtain a disclosure from the Criminal Records Bureau.

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people or vulnerable adults.

A6.2 The Model Parish Church Registration form

– for voluntary workers with children or vulnerable adults in parishes

The PCC is responsible for the acceptance and accreditation of all workers with children or vulnerable adults. Every worker should fill in a copy of this form which should be securely retained by the incumbent/ warden/ secretary to the PCC.

Full name

Former names

.....

Home address

.....

..... Postcode

Telephone Day

Evening

Date of birth

Church

Parish

How long have you lived at the above address?.....

If less than 12 months please give the following information:

Previous address

.....

How long there?.....

Church attended

Name of minister/priest

Please give details of previous experience of looking after or working with children, young people or vulnerable adults (*as relevant to this role*).

References

Please give the name, address, telephone number and position or relationship of two people who know you well, including one who has managed or supervised your work with children, young people or vulnerable adults. If you are currently in employment, one of the references should be your current employer, unless

there are specific reasons why this is not appropriate – in which case, please indicate this.

Please give details of any relevant qualification or appropriate training.

Have you successfully completed one of the following training programmes?

Specific Training for the work YES/NO WHEN

What course was this?

.....
.....
.....

Safeguarding children or vulnerable adults YES/ NO WHEN

Who delivered this?

.....
.....
.....

Other relevant training YES/ NO WHEN

Please give details

.....
.....
.....

Are you prepared to undertake appropriate training? Yes/No

Are you prepared to undertake further training as
agreed or as the PCC requires? Yes/No

(Note: If you decline to undertake initial training or further training the PCC will be entitled to withdraw your authority to work with children or vulnerable adults.)

The volunteer agreement and role outline should also be completed – see A5.3

N.B. All information will be held safely and in confidence, in accordance with the Data Protection Act 1998.

A6.3 The Model Church Volunteer Agreement – including Role Outline

This form should be completed by all voluntary workers with children or vulnerable adults in accordance with House of Bishops/Diocesan Safeguarding guidance policy and procedures.

If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC (*or other responsible body*) and the person to whom the worker is responsible (*ie the supervisor*).

To be completed on behalf of the PCC

(or other appointing body)

Church

Name of worker

Name of group/club

(e.g. Junior Church/luncheon club for disabled people)

Where/when they meet

.....

Age range of children/range of vulnerabilities

.....

.....

Person to whom responsible/supervising

(e.g. Youth group leader/church community worker/warden/incumbent)

Work to be undertaken (*5–10 points describing the duties and responsibilities in this role*)

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Group to whom responsible/the appointing body (e.g. PCC)

What training is needed? Contact the relevant training officer, training secretary or Diocesan Safeguarding Advisor for details of training opportunities. *(Details may be inserted here)*

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When is training to take place? *(usually within a year of appointment)*

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Date/month when this role description is to be reviewed
(ie toward the middle and end of a probationary period of six months and then annually)

Signed
(on behalf of the PCC or other appointing body)

To be completed by the worker with children/young people/adults

I have understood the nature of the work I am to do with children/young people. I have read the guidelines produced by the Church for safeguarding children and young people. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact. I know what action to take if abuse is discovered or disclosed.

Signed

Date

N.B. All information will be held safely and in confidence, in accordance with the Data Protection Act 1998.

A6.4 A Model Reference Request Form

The Parish Church of
.....

Name and address of referee:	Name and address of incumbent or person requesting a reference
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.....
.....
.....

Date:

Dear

REQUEST FOR REFERENCE FOR VOLUNTARY WORKERS WITH CHILDREN AND YOUNG PEOPLE, OR VULNERABLE ADULTS.

(delete as relevant, except when all apply).

RE: Rev, Mr, Mrs, Miss, Ms

Address

Post applicant applying for

The above has given your name as someone who may be contacted in relation to their application to work with children and young people or vulnerable adults. Guidelines from the Government and the Church of England advise that all voluntary organisations including churches should take steps to safeguard the vulnerable groups entrusted to their care. I would be grateful if you could comment on the following factors as they may apply to the applicant:

- previous experience of looking after or working with children, young people or vulnerable adults
- their ability to provide warm and consistent care
- evidence of their willingness to respect the background and culture of children or vulnerable adults in their care
- their commitment to treat all children, young people or vulnerable adults as individuals and with equal concern
- their physical health, mental stability, integrity and flexibility

- any evidence or concern that they would not be suitable to work with children, young people or vulnerable adults.

Please use the questions on the reverse of this letter for your reply. Thank you for your assistance.

Yours sincerely

The incumbent or on behalf of the incumbent.

Interim Guidance

How long have you known the applicant.....years

Their previous experience of looking after or working with children, young people or vulnerable adults

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Their ability to provide warm and consistent care

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Evidence of their willingness to respect the background and culture of children or vulnerable adults in their care

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Their commitment to treat all children, young people and vulnerable adults as individuals and with equal concern

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Their physical health, mental stability, integrity (including financial integrity) and flexibility

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Any evidence or concern that they would not be suitable to work with children, young people and vulnerable adults

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N.B. All information will be held in accordance with the Data Protection Act 1998.