

NOVEMBER 2021

**SAFER
RECRUITMENT**



Checklist	Date completed:
Safeguarding Form A parts 1 (registration) and 2 (volunteer agreement) completed:	
Confidential Declaration (CSD/1,2,3 or 4 as appropriate) completed:	
DBS check initiated by: (name)	Date sent off:
	Date completed check received:
References applied for by: (name)	Date sent off:
	References received (date):
Safeguarding Foundation course (and Advanced if appropriate) completed	Foundation completed:
	Advanced completed (if applicable):
If keys/ pass/ keycode are to be issued, key declaration form completed and keys issued:	

SAFEGUARDING FORM A

- Part 1: Registration Form for Voluntary Workers with children, young people and vulnerable adults.
- Includes space for churches to collect details of referees and the volunteer's training record.
- Accompanied by Volunteer Privacy Notice.
- Form A to be kept by the church/ minister. Should be in a lockable place accessible to those who need the information but not to others.

SAFEGUARDING FORM A

- Part 2: Volunteer Agreement including Role Outline
- Some role outlines are available on the Methodist website but should be customised to the specific role.
- Helps identify lines of responsibility and training needs- this helps make volunteers feel supported and more likely to continue volunteering.
- Give a copy to the volunteer, and keep a copy with the first part of Form A.

ROLE OUTLINE

Examples of what this might include:

- Giving notice of your availability;
- Attending planning meetings;
- Completing training;
- Preparing activities;
- Setting up the venue;
- Develop good working relationships with people attending;
- Leading or supporting activities, encouraging active participation of all;
- Nurturing children's faith
- Serving refreshments;
- Clearing up afterwards;
- Using reflective practice, share feedback and reflect on how the session went

REFERENCES

- **Essential** for all roles working with children, young people and vulnerable adults.
- 2 references should be sought for volunteers.
- Make sure a written record is kept.
- A template letter asking for references is available. Be sure to ask how long the potential volunteer has been known to the referee and in what context; and whether they have any concerns over them taking on the role.
- Partners/ family members cannot be referees.

CONFIDENTIAL SAFEGUARDING DECLARATION

Must be completed before a DBS check is conducted- for new **and** repeat checks.

Different forms for different roles:

- CSD/1: for those undertaking substantial work with vulnerable groups/ children, who qualify for an enhanced DBS check.
- CSD/2: for those whose role does not give them substantial access to vulnerable groups and those whose role does not qualify for an enhanced DBS.
- CSD/4: for those in trusteeship/ church council roles.

The different forms ask for different levels of disclosure based on what is included in different levels of DBS check.

DISCLOSURE & BARRING SERVICE CHECKS (DBS)

There are different levels of check which disclose more or less information:

- **Enhanced Disclosure with check of the Barred list** (if an individual carries out 'regulated activity' on more than 3 days in a month)
- **Enhanced Disclosure without barred list check** (if an individual carries out work with children/ vulnerable people less than 3 days a month or under supervision)
- Standard Disclosure
- Basic Disclosure

Activity	Period/Duration	Type of Check
Teaching, training or instruction, care or supervision of children e.g. during weekend services and religious festivals	More than 3 days in a 30 day period OR overnight between 2am & 6am with the opportunity for face- to-face contact with children	Enhanced DBS check with a Children's Barred List check
Providing advice and guidance wholly or mainly to children in relation to their emotional, physical or educational wellbeing – e.g. advice on staying healthy while fasting, educational advice when considering a life of faith or emotional guidance when going through difficult times in life such as bereavement	More than 3 days in a 30 day period OR overnight between 2am & 6am with the opportunity for face- to-face contact with children	Enhanced DBS check with a Children's Barred List check
Anyone who drives children or young people.	More than 3 days in a 30-day period	Enhanced DBS check with a Children's Barred List check
Youth Worker who is not supervised by someone with an Enhanced DBS check including Barred List	More than 3 days in a 30-day period	Enhanced DBS check with a Children's Barred List check
Anyone who has responsibility for the day-to-day management of people (paid or volunteers) who undertake regulated activities	The same level of check is required as the person/people they are managing/supervising.	Enhanced DBS check with a Children's Barred List check

REGULATED ACTIVITY

Activity	Period/Duration	Type of Check
Teaching, training or instruction, care or supervision of children	Up to three times a month	Enhanced DBS check without a Children's Barred List check
Youth Worker who is closely supervised by someone with an Enhanced DBS check including Barred List.	Duration not specified, as the key element is the supervision.	Enhanced DBS check without a Children's Barred List check
A member of leadership, caretaker e.g. role is limited to strategy/policy or cleaning, locking up/general maintenance of building. However, higher level checks would be required if the premises included an Ofsted registered nursery.		Basic DBS

REGULATED ACTIVITY

Activity	Type of Check
Physical assistance with eating, drinking, toileting, washing, bathing, dressing, oral care or the care of skin, hair or nails for adults who can't carry this out themselves because age, illness or disability	Enhanced DBS check with an adults barred list check
Prompting and then supervising with eating, drinking, toileting, washing, bathing, dressing, oral care or the care of skin, hair or nails for adults who can't decide to do this for themselves because of age, illness or disability	Enhanced DBS check with an adults barred list check
Providing health care by, or under the direction or supervision of, a regulated health care professional	Enhanced DBS check with an adults barred list check
Training, instructing, providing advice or providing guidance on how to physically assist an adult with eating, drinking, toileting, washing, bathing, dressing, oral care or the care of skin, hair or nails for adults who can't carry this out themselves because age, illness or disability	Enhanced DBS check with an adults barred list check
Providing social work by a social care worker to an adult who is a client or potential client	Enhanced DBS check with an adults barred list check
Conveying adults to, from or between health care, personal care and/or social work services who can't convey themselves because of their age, illness or disability	Enhanced DBS check with an adults barred list check
Day-to-day management or supervision of anyone carrying out the above activities	Enhanced DBS check with an adults barred list check

REGULATED ACTIVITY

Activity	Type of Check
<p>Assisting an adult who cannot manage themselves because of their age, illness or disability with the day-to-day running of their household relating to:</p> <ul style="list-style-type: none"> – managing the adult’s cash; – paying the adult’s bills; – shopping. 	<p>Enhanced DBS check with an adults barred list check</p>
<p>Assistance in the conduct of an adult’s own affairs, where:</p> <ul style="list-style-type: none"> – a lasting power of attorney is created – an enduring power of attorney is registered or applied for - the Court of Protection has made an order in relation to the making of decisions on the adult’s behalf – an independent mental health or mental capacity advocate is appointed – independent advocacy services are provided – a representative is appointed to receive benefits payments on the adult’s behalf 	<p>Enhanced DBS check with an adults barred list check</p>
<p>Transporting vulnerable adults to and from church on behalf of the Church</p>	<p>Enhanced DBS check without an adults barred list check</p>
<p>Care of any description or assistance provided to an adult by reason of his age, health or any disability, which is provided to the adult in the place where they are, for the time being, living, whether provided continuously or not</p>	<p>Enhanced DBS check without an adults barred list check</p>

REGULATED ACTIVITY

DISCLOSURE & BARRING SERVICE CHECKS (DBS)

- Church officer (usually minister) uses the DDC online system to request someone does a check.
- An email is sent by the DDC system to the individual, asking them to enter their information needed for the check (e.g. past addresses).
- The individual then needs to have their documents verified, usually by a minister.
- The check is carried out and a certificate sent to the individual. An email notification is also sent to the superintendent.
- The person who requested the check needs to find out the result of the check (either by email from the superintendent or by asking the individual) and record the date.

THE FOLLOWING MUST COMPLETE THE FOUNDATION MODULE

- Presbyters & Deacons with an active preaching or pastoral ministry, including those in training;
- Lay employees & volunteer workers with pastoral responsibility;
- Pastoral visitors;
- Church and Circuit stewards;
- Church and circuit safeguarding representatives;

- Anyone working with children in the name of the church;
- Anyone working in activities targeted at adults who are vulnerable;
- Local preachers & Worship leaders, including those in training;
- Choir/music group/drama leaders – where groups include children or vulnerable adults;
- Young leaders (ages 16-18).

FOUNDATION MODULE TRAINING

Those in other roles, e.g. mission enablers, administrators, other group leaders, caretakers, property stewards, church council secretaries, are encouraged to attend the Foundation training but it is not mandatory.

The Foundation module must be repeated every **4** years.

However, if your role means you also need to complete the Advanced module, you will only need to repeat the Advanced module and not the Foundation (you must still initially complete the Foundation module).

THE FOLLOWING MUST COMPLETE THE ADVANCED MODULE EVERY 4 YEARS:

- Church & Circuit Safeguarding Officers;
- Presbyters & deacons with an active preaching or pastoral ministry (including supernumerary ministers);
- Those who are in paid employment or a voluntary role which includes leadership within the Methodist Church, which involves direct work with children, youth or vulnerable adults;
- Local preachers & Worship leaders, including those in training;
- Those in recognised roles involving pioneering, fresh expressions or evangelism;
- Those who deliver the Foundation Module;
- Mentors for the Youth Participation Scheme;
- Specific groups not required to attend the whole module should attend training covering specific sections e.g. volunteers in direct work with children, young people or vulnerable adults.

KEYS

- A Keyholder Declaration form (Safeguarding Form D) must be completed when anyone, staff or volunteer, is issued with keys, a pass, or keycode to allow them to carry out their role. The form includes a Privacy notice which the person should keep.
- The signed form should be kept securely by the church (give one to the person signing too).
- Keep a record of everyone who has keys to the building and make sure they are collected in when no longer needed.

RECORD KEEPING

What records should churches be keeping?

- Form A (both parts)
- References
- Confidential declarations
- Records of DBS checks and when these should be re-checked (5 years)
- Records of Foundation/ Advanced training and when this should be re-done (4 years)
- Key declarations
- Records of any safeguarding incidents/ concerns raised
- Other records, e.g. Safeguarding contracts

RECORD KEEPING

- As part of the Independent Inquiry into Child Sexual Abuse, there is currently a legal requirement for churches and other organisations in England and Wales to retain documents relating to child protection and allegations of child abuse made against individuals or the organisation. This also includes child protection policy documents. The legal requirement not to destroy such material has precedence over retention requirements under the Data Protection Act 2018 for the duration of the inquiry.
- Otherwise, records of activities with children/ vulnerable people (e.g. registers, risk assessments), records of safeguarding incidents, personnel details of those working with children/ vulnerable adults should generally be retained for **75 years** after the event/ after the person stops working with the vulnerable group.

RECORD KEEPING

Paper files

- Lockable filing cabinet or cupboard- ideally fire resistant.
- Accessible to ONLY those who need it- minister, church safeguarding officer.
- Ideally not in a private home in case the homeowner is away or dies and the files are inaccessible to those who need them.

Computer files

- Saved or scanned as a pdf or image, so it cannot be altered.
- Accessible ONLY to those who need it- so not on a shared computer or shared email account.
- Password protected.
- Anti-virus/ regularly updated and backed up computer.