



The Priory Church of St Mary, Bridlington

Safeguarding and Safer Recruitment Policy

**If you need a copy of this Policy
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The Priory Church of St Mary, Bridlington
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Parish statement on safeguarding

- The Parochial Church Council takes seriously its obligations and responsibilities to protect and safeguard the welfare of any child, young person or vulnerable adult within the church community.
- Christian communities should be places where all people feel welcomed, respected and safe from abuse. The safeguarding and protection of children, young people and vulnerable adults is everyone's responsibility and everyone's role. The whole church community needs to be aware of the dangers and to be prepared to report concerns and take action if necessary. Any concern, however minor, should be notified to the Safeguarding Representative or Rector as soon as it arises.
- The PCC accepts that it is collectively responsible for the safeguarding of children, young people and vulnerable adults when taking part in activities organized by the church. These responsibilities are devolved to the parish's employees and volunteers, who are required to work in accordance with the provisions of this Safeguarding and Safer Recruitment Policy.
- We are committed to:
 - The safeguarding and protection of all children, young people and adults.
 - The establishment of a safe and caring community providing
 - an environment and culture of informed vigilance about the dangers of abuse
 - an environment where victims of abuse are able to report or disclose abuse and find support.
 - The promotion of best practice in seeking to prevent abuse, including the safer recruitment of those with any responsibility relating to children, young people and vulnerable adults.
- The PCC will appoint a Parish Safeguarding Representative annually.
- Safeguarding will be a Standing Item at all PCC meetings.
- The PCC will review the Parish Safeguarding and Safer Recruitment Policy annually. After each review a signed and dated copy of the policy will be sent to the Safeguarding Adviser for the Diocese of York (hereafter the Diocese).
- Copies of the Policy will be available in the Church, the Church Rooms and from the Parish Safeguarding Representative.
- The PCC will maintain appropriate Third Party Liability insurance for church work.
- The PCC understands that safeguarding includes protection from the physical environment, and therefore accepts that Health and Safety policies and discussions should include consideration of safeguarding issues in collaboration with the Parish Safeguarding Representative.
- In order to facilitate the confidential and timely reporting of any Safeguarding Serious Incidents to the Charity Commission, the responsibility for any decisions relating to the reporting of Safeguarding Serious Incidents is delegated to the Parish Safeguarding Representative and the Incumbent.
 - For details see Appendix 2.



Safeguarding

- Safeguarding is to take the appropriate measures to protect from harm or damage. These should include:
 - support and pastoral care to the victim
 - risk management with pastoral response in respect of the perpetrator.
- Safeguarding relates to physical, sexual and emotional issues. It can also relate to a person's vulnerability, capacity and capabilities.
- Safeguarding includes the recognition that the apparent resilience of a person may conceal suffering.
- Safeguarding issues can apply to individuals or groups.

Children and young people

- Children and young people are those who have not yet reached their 18th birthday. The term 'child' can be used to describe all those within this category.
 - A child may be defined as one between birth and the age of 13.
 - A young person may be defined as one between the ages of 13 and 18.
- Children and young people with disabilities (physical, sensory and/or learning difficulties) are especially vulnerable and need special care and protection.

Categories of abuse: children and young people

The PCC recognizes the following categories of abuse (*italics* indicate definitions used by every Local Authority in England and Wales). A child or young person may be abused by adults or by other children and young people, and may suffer more than one category of abuse.

- Neglect
 - *Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to*
 - *provide adequate food, clothing and shelter (including exclusion from home or abandonment)*
 - *protect a child from physical and emotional harm or danger*
 - *ensure adequate supervision (including the use of inadequate care-givers)*
 - *ensure access to appropriate medical care or treatment.*
 - *Neglect may also include neglect of, or unresponsiveness to, a child's basic emotional needs.*
- Physical abuse
 - *Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.*
- Sexual abuse
 - *Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.*
- Emotional abuse
 - *Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious*



bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

- *Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.*
- Emotional abuse may also include harassment or discrimination based on age, religion, ethnic or cultural background, gender, sexuality, impairment or disability.
- Organised abuse
 - *Organised abuse is defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.*
- Spiritual abuse
 - Harm can be caused by the inappropriate use of religious belief or practice, by the misuse of authority and by the imposition of inappropriate expectations upon children and young people.

Vulnerable adults

The definitions below are taken from the 1997 Consultation *Who Decides?* (issued by the Lord Chancellor's Department) and the Church of England's Parish Safeguarding Handbook 2018.

- A vulnerable adult is a person aged 18 and over whose ability to protect him/herself from violence, abuse, neglect or exploitation is significantly impaired (permanently or temporarily) through physical or mental disability, illness, old age, emotional fragility, distress or life events.
- Factors increasing vulnerability include:
 - chronic or acute mental illness
 - sensory or physical disability or impairment
 - learning disability
 - physical illness
 - the need for community care services by reason of disability, age or illness
 - dementia
 - addiction to alcohol or drugs
 - failing faculties of age
 - homelessness
 - being a refugee or asylum seeker
 - victims/survivors of domestic abuse violence or significant emotional coercion
 - victims/survivors of historic abuse in childhood
 - permanent or temporary reduction in physical, mental or emotional capacity brought about by life events (e.g. bereavement, abuse, trauma, redundancy, illness of self or another)
- The PCC recognizes that the factors described above do not of themselves mean that a person is vulnerable, but understands that all adults are vulnerable at times and will need the safe care of a loving community during those times.
- The PCC recognizes that some adults who do not consider themselves to be vulnerable may yet be vulnerable to abuse by individuals in positions of leadership and responsibility.

Categories of abuse: vulnerable adults

An adult may suffer more than one category of abuse.

- Neglect
 - Including withholding food, drink, heating and clothing, failing to provide access to health, social and educational services, ignoring physical care needs, exposing a person to unacceptable risk and failing to ensure adequate supervision.
- Physical abuse
 - Including hitting, shaking, biting, grabbing, withholding food or drink, force-feeding, wrongly administering medicine, unnecessary restraining and failing to provide physical care and aids to living.
- Sexual abuse
 - Including sexual assault, rape, inappropriate touching/molesting and pressurising someone into sexual acts they don't understand or feel powerless to refuse.



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- Emotional or psychological abuse
 - Including verbal abuse, shouting, swearing, threatening abandonment or harm, isolating, taking away privacy or other rights, bullying/intimidation, blaming, controlling and humiliation.
- Discriminatory abuse
 - Including slurs, harassment and maltreatment due to a person's age, religion, ethnic or cultural background, gender, sexuality, impairment or disability.
- Institutional abuse
 - Including the use of systems and routines which neglect the person receiving care in any formal care setting.
- Financial or material abuse
 - Including withholding money or possessions, theft of money or property, fraud, intentionally mismanaging finances and borrowing money without repayment.
- Spiritual abuse
 - Including denial of the right of faith or the opportunity to grow in the knowledge and love of God, oppressive teaching, censorship of decision making, intrusive healing and deliverance ministries, misuse of scriptures, the authority of leadership or penitential discipline, and prevention of access to worship.

Glossary of terms

Includes terms used in documents and training courses produced by the Church of England, the Diocese of York and Thirtyone:eight.

Term	Meaning	Equivalent Priory or Diocese of York role
Archdeacon	Senior member of the clergy with administrative responsibility for a specified geographical area (an archdeaconry) within the diocese. Will be involved in the handling of serious safeguarding situations in parishes (relating to allegations against clergy and other church officers).	Archdeacon of the East Riding
Assistant Leader [in this document]	Person designated to assist with the leadership or organization of a group or activity, including taking over responsibility for the activity if the Leader is absent.	Assistant Leader
Children's Advocate [optional role not required in every parish]	Person to whom children and young people know they could talk about problems if they wish	Role not used in Priory
Children's Officer [optional role not required in every parish]	Person responsible for ensuring the welfare of any children taking part in activities or as an escort in transport arranged by the church	Role not used in Priory
DBS Administrator	Diocesan staff member responsible for overseeing safer recruitment and the DBS process	DBS Administrator
Diocesan Safeguarding Adviser	Diocesan staff member with overall responsibility for training, support, advice and managing issues relating to Safeguarding across the diocese.	Diocesan Safeguarding Adviser
Diocesan Safeguarding Team	Staff appointed by the Diocese to oversee Safeguarding and advise parishes	Diocesan Safeguarding Team
Independent person	<i>See Independent person (Children)</i> <i>Independent person (Adults)</i>	
Independent person (Adults) [optional role not required in every parish]	Person to whom vulnerable adults know they could talk about problems if they wish	Role not used in Priory



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Independent person (Children) [optional role not required in every parish]	Person to whom children and young people know they could talk about problems if they wish	Role not used in Priory
Leader [in this document]	Person responsible for overall leadership of a group or activity	Leader
Parish Safeguarding Administrator	Person appointed by the PCC to advise on and implement Safeguarding and Safer Recruitment Policy and to liaise with the Diocesan Safeguarding Team	Parish Safeguarding Representative
Parish Safeguarding Adviser	Person appointed by the PCC to advise on and implement Safeguarding and Safer Recruitment Policy and to liaise with the Diocesan Safeguarding Team	Parish Safeguarding Representative
Parish Safeguarding Officer (PSO)	Person appointed by the PCC to advise on and implement Safeguarding and Safer Recruitment Policy and to liaise with the Diocesan Safeguarding Team	Parish Safeguarding Representative
Parish Safeguarding Representative	Person appointed by the PCC to advise on and implement Safeguarding and Safer Recruitment Policy and to liaise with the Diocesan Safeguarding Team	Parish Safeguarding Representative
Parochial Church Council (PCC)	Executive committee of the Parish, consisting of clergy, churchwardens and elected lay members	Parochial Church Council (PCC)
PCC	<i>See Parochial Church Council</i>	
PSO	<i>See Parish Safeguarding Officer</i>	
Safeguarding Adviser	<i>See Diocesan Safeguarding Adviser Parish Safeguarding Adviser</i>	
Safeguarding Lead	PCC member with responsibility for Safeguarding issues	Parish Safeguarding Representative
Safeguarding Officer	<i>See Diocesan Safeguarding Officer Parish Safeguarding Officer</i>	
Self declaration form	Term used by Thirtyone:eight to describe a Confidential Declaration form	
Volunteer helper [in this document]	Person who carries out an activity, but has a level of autonomy in assisting the leadership (not just one who attends the activity).	Volunteer helper
Vulnerable Adult's Advocate [optional role not required in every parish]	Person to whom vulnerable adults know they could talk about problems if they wish	Role not used in Priory
Young People's Officer [optional role not required in every parish]	Person responsible for ensuring the welfare of any young people taking part in activities or as an escort in transport arranged by the church	Role not used in Priory
Youth advocate [optional role not required in every parish]	Person to whom children and young people know they could talk about problems if they wish	Role not used in Priory



Introduction

- The PCC will endeavour to recruit employees and volunteers without discrimination in matters of age, disability, gender, race, religion and belief, sexual orientation or gender reassignment.
- The holding of a criminal record will not necessarily bar an applicant from appointment unless children or vulnerable adults would be put at risk.
- The PCC undertakes to adopt and follow policy statements on data protection, storage and confidentiality and on the recruitment of ex-offenders.
- The minimum age for recruitment as a volunteer or paid worker is 16. Where helpers are below this age roles will be limited to agreed supervised tasks discussed with the parent or guardian, Group leader, Parish Safeguarding Representative and Rector or Churchwarden. Information will still be taken, and the helper will be required to undertake the full recruitment process where applicable on reaching 16.

Advertising

- Most workers at the Priory are volunteers and unlikely to be recruited by formal advertisement. In the case of recruitment to paid posts the following will be provided to applicants:
 - covering letter providing the recruitment timetable
 - job description and person specification
 - application form
 - information about the Parish Safeguarding and Safer Recruitment Policy
 - information about the parish and its organization.

Job description / volunteer role profile and person specification

- In the case of paid posts these will be drawn up at the time of recruitment and will be used to undertake shortlisting in accordance with current Diocesan guidelines.
- In the case of voluntary roles these will be found in the Section *Priory groups, officers, paid posts and voluntary roles*.

Application forms

- In the case of paid posts these will be drawn up at the time of recruitment.
- In the case of voluntary roles the completion of an application form is recognized as good practice for prospective workers with children, young people and vulnerable adults.

References

- Referees may not be family members of the applicant and at least one referee must not be a member of the Priory congregation.
- In the case of paid posts the PCC will take up references before interview for all positions.
- In the case of voluntary roles the PCC will take up references where recommended in the Section *Priory groups, officers, paid posts and voluntary roles*. These will be taken up before any interview.

Interviews

- In the case of paid posts interview questions will be drawn up at the time of recruitment in accordance with current Diocesan guidelines.
- In the case of voluntary roles the applicant will undergo either
 - a formal interview with a panel of at least two individuals, ideally male and female and including persons with Safeguarding training and understanding of the role in question, or
 - an informal interview with the Leader(s) of the Group in question.as recommended in the Section *Priory groups, officers, paid posts and voluntary roles*.

Appointment

- Each new volunteer will be required to complete a Volunteer Agreement. A Confidential Declaration Form (in full or shortened version) and/or DBS process will be required as laid down for the role(s) undertaken in the Section *Priory groups, officers, paid posts and voluntary roles*. If an applicant does not wish to complete any of these forms the application and appointment may not proceed.



Employees and volunteers needing protection

- Where a volunteer or paid worker is under 18 years old or is a vulnerable adult the immediate supervisor of that person must complete a DBS check. A risk assessment must also be undertaken to ensure that the person is working safely.

Existing volunteers

- The PCC recognizes that in the past volunteers have been recruited without formal process. In order to rectify this situation all existing volunteers will be required to complete a Volunteer Agreement and Information Form and also all the forms, training and processes recommended for the role(s) undertaken in the Section *Priory groups, officers, paid posts and voluntary roles*.
- An existing volunteer who does not wish to complete any of the above will not be permitted to continue with the role undertaken.

Drivers

NB This section refers to those driving passengers to any location for any purpose *on behalf of the Church*, that is at the request of a member of the clergy/reader team, a parish employee, or an officer, Group Leader or other official representative of the PCC. It does not apply to private arrangements between individuals.

- If a commercial driver is employed s/he must be a private hire or hackney carriage driver licenced by East Riding of Yorkshire Council (these are required to have an Enhanced DBS certificate and a subscription to the DBS Update Service).
- A parental consent form must be completed before driving children and young people.
- Anyone driving children or young people must have a DBS check at Enhanced level for the appropriate workforce.
- Anyone driving vulnerable adults must have a DBS check at Enhanced level for the appropriate workforce if the role is undertaken weekly or 4 or more days in a 30 day period.
- If a driver has to transport one child, young person or vulnerable adult without another person in the car, the passenger must sit in the back of the vehicle if physically possible.



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Training and support for employees and volunteers

- The PCC is committed to:
 - Giving and enabling appropriate support and training.
 - Responding promptly to safeguarding concerns or allegations.
 - Providing clear systems and procedures for dealing with concerns or allegations about abuse.
 - See the Section *Procedures for responding to concerns about or allegations of abuse or inappropriate behaviour.*
 - Providing clear systems and procedures for the recruitment of paid workers and volunteers
 - See the Section *Recruitment policies.*
 - Maintaining good links with Diocesan and statutory childcare authorities as necessary.
- The PCC recognizes that abuse is more likely to occur where paid workers and volunteers are not accountable to others and will endeavour to provide employees and volunteers with named supervisors to whom concerns can be taken. These will usually be the Leaders of the appropriate activity.
- Employees and volunteers will be required to undertake the recommended for the role(s) undertaken in the Section *Priory groups, officers, paid posts and voluntary roles.*
- Refresher training should be completed at three year intervals to keep knowledge and skills up to date. Refresher training will be by taking the highest required level of course for the role(s) undertaken.
- The Group Leader and/or Safeguarding Representative will arrange access to courses where they are not available online or the employee/volunteer does not have online access.
- The training courses will be taken from the following Diocesan modules:
 - Basic Awareness
 - Required for appropriate members of the congregation and community and recommended for anyone who needs a basic level of awareness of safeguarding.
 - The PCC requires that leaders of all Priory activities undertake the Basic Awareness course.
 - Foundations
 - Required for anyone who has safeguarding responsibilities or who has contact with children, young people and/or adults who may be vulnerable.
 - Leadership (Lay)
 - Required for anyone who has safeguarding leadership responsibilities or responsibility for leading activities involving children, young people, and or adults who may be vulnerable.
 - Safer Recruitment
 - Required for those with responsibility for administering DBS checks and those with recruitment responsibilities.
 - Raising Awareness of Domestic Violence and Abuse
 - Required for leaders of children/adults activities and Safeguarding Officers.
- When the Diocese introduces a new module the PCC will expect paid workers and volunteers to undertake this where recommended for the role(s) undertaken. The module will be added to the appropriate sections of this Policy at the next annual review.
- A volunteer who does not wish to complete the training required for the role undertaken will not be permitted to undertake or, in the case of an existing volunteer, to continue in that role.



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Disclosure and Barring (DBS) checks and Confidential Declaration forms

Confidential Declaration Forms

- The completion of Church of England Confidential Declaration Forms will be obligatory for all employees and volunteers involved in parish roles with children, young people or vulnerable adults.
 - It is a Diocesan requirement that where a question on the Confidential Declaration Form has been answered in the affirmative the form **must** be sent to the Diocese for a confidential risk assessment, and the applicant will not be appointed until the Diocese has given its approval.
- Where a role is not eligible for a DBS check a shortened version of the Church of England form may be used, as laid down for the role(s) undertaken in the Section *Priory groups, officers, paid posts and voluntary roles..*

DBS checks

- DBS Enhanced checks will be required where stated in the Section *Priory groups, officers, paid posts and voluntary roles*. This will usually be through the online DBS application system supplied to the Diocese by Thirtyone:eight.
 - DBS checks undertaken for other organizations can be used in respect of parish roles only if **both** the following criteria apply:
 1. The existing DBS disclosure certificate is of the same type (level and workforce) as is required for the role undertaken in the Section *Priory groups, officers, paid posts and voluntary roles*.
 2. The employee or volunteer is registered for the DBS Update Service (www.gov.uk/dbs-update-service), which enables the parish to check the current situation. Registration for the Update Service is free of charge for volunteers.
 - Employees and volunteers will be re-checked every five years in accordance with Diocesan guidelines. Additional checks may be undertaken at any time if the Rector, Churchwardens and Parish Safeguarding Representative consider that there is a concern.
 - It is a Diocesan requirement that **all** blemished DBS disclosures are sent to the Diocese, and the applicant will not be appointed until the Diocese has given its approval.
- Basic checks will be carried out on new volunteers in the following roles, unless they hold a DBS Enhanced certificate in respect of another role:
 - Administrators of Priory Facebook and YouTube pages
 - Baptism team
 - Event managers
 - Finance team
 - Home/Lent/Seasonal/Study/Discussion Group leaders
 - Listening Ear leader and helpers
 - Pastoral team leader
 - Pastoral visitors
 - Prayer ministry team leader and members
 - Secretary and Treasurer to the Parochial Church Council
 - Shop/Priory Stewards
 - Stall staff and sellers
 - Treasurers of Priory groups.
- These checks will be renewed every five years.
- If unspent convictions are disclosed, the decision as to whether this should affect appointment to the role has been delegated by the PCC to the Standing Committee.



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Photography and audio/video recording of children, young people and vulnerable adults

- Everyone is requested to be vigilant about the making of images or recordings during church services and events organized by the parish.
- All children, young people or vulnerable adults must be appropriately dressed when photographed or video recorded.
- Do not photograph or video record any child, young person or vulnerable adult who has asked not to be photographed or who is under court order (where it is known).
- For use of images see under Internet and social media, but be aware that these guidelines apply also to publishing in hard copy.
- Events and services
 - All people taking photographs or video recording footage for official use at an event should register with the event organiser. All concerns regarding inappropriate behaviour or intrusive photography or video recording should be reported to the event organiser.
 - At large events or services the setting up of photo or video recording opportunities at the end is recommended. This allows the event to go ahead with limited interruption, and allows any child, young person or vulnerable adult to take part in the event without being photographed or video recorded.



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Internet and social media

- All those involved with the management and administration of social media in connection with parish activities must follow the Diocese's *Social Media Guidelines* (included as an appendix to this policy).
- Any online contact with children and young people must comply with the recommendations and codes of conduct laid down in the Diocese's *Guidelines for video conferencing with children* and *Guidelines for using video conferencing for youth groups* (both included as appendixes to this policy).
- Use of images:
 - The use of images is governed by the provisions of the Data Protection Act (2018).
 - The Diocese of York requires an assessment to be made as to whether publishing an image or recording in any format might pose a risk to a child, young person or vulnerable adult.
 - The person recorded in a photographic image or recording must have given permission for any use of it and for any personal identification.
 - In the case of a child or young person the permission (consent) must be given by the parent or guardian.
 - In the case of a vulnerable adult care should be taken to ensure that the person is capable of giving informed consent. Otherwise the consent of a legally appointed carer should be sought.
 - A consent form is available for use.
 - When using images or recordings children, young people and vulnerable adults should not be identified by name, address (postal or e-mail), telephone number or any other information which may lead to identification of an individual. This includes image filenames, Alt tags or hashtags.



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Procedures for responding to concerns about or allegations of abuse or inappropriate behaviour

- Anyone can report a concern or allegation of abuse at any time. For example:
 - A child or adult speaks about current or recent abuse perpetrated upon them.
 - An adult speaks about abuse that occurred in childhood.
 - A child or adult speaks about abuse perpetrated upon them in the past.
 - A child speaks about abusing another child .
 - An adult speaks about abusing a child or another adult.
- Church members, including activity leaders and volunteers, may have concerns about possible or actual inappropriate conduct or abuse which may have occurred within a church setting or within another context, but which is drawn to their attention in a church setting.
- In all events the following procedures should be observed. The Forms *Logging a Safeguarding concern about a vulnerable person* and/or *Logging a Safeguarding concern, incident or allegation about a volunteer or paid worker within the church community* must be used.
- No allegation or concern should be discussed with anyone at all, apart from the people mentioned in the following procedures.
- The role of a church member is not to investigate beyond establishing the basic facts so that a decision can be made about what further action, if any, needs to be taken.
- Allow the child or adult to speak, but be very careful not to say anything that may suggest or prompt a particular answer. Anything said by the child or adult should be recorded, noting the actual words used.
- Reassure the child or adult that you are listening carefully, but refrain from promising to 'keep a secret'. Make it clear that you may have to tell someone else who can help to sort things out.
- Establish only as much information as is needed to be able to tell the Parish Safeguarding Representative or Incumbent what is believed to have happened, when and where.
- Concerns or an allegation must be shared with the Parish Safeguarding Representative as soon as possible, or in her absence, with the Incumbent, a Churchwarden or the Diocesan Safeguarding Adviser.
 - If the concern or allegation is about any of these people **do not** share the concern with them.
 - The concerns **must** be recorded, as must decisions of how to proceed, including the rationale for those decisions and consultation with any other persons.
- Do not contact the person about whom a safeguarding concern or allegation has been made or anyone who may be implicated in the allegation or disclosure. Decisions about informing them will be taken after the Parish Safeguarding Representative or Incumbent has sought advice from the Diocesan Safeguarding Adviser or statutory agencies.
- If it is agreed that the concerns are felt to be unfounded no further action need be taken. However, the record **must** be kept, and a copy will be forwarded to the Diocesan Safeguarding Adviser.
- If the concern is not thought to be related to abuse, but is one where support may be needed from relevant agencies, the Parish Safeguarding Representative should make a referral to Social Services (in the case of a child this will require parental permission). If concerns remain the Parish Safeguarding Representative should contact the Diocesan Safeguarding Adviser.
- If there are concerns that a child or adult is suffering or is likely to suffer significant harm or is in immediate danger of harm, then a referral to Social Services or the Police should be made at once by the Church member or the Parish Safeguarding Representative. Clearly state that you are making a "Child Protection Referral" where this is the case. Identify yourself and the Church you are representing. You must also advise the Diocesan Safeguarding Adviser.
- The Parish Safeguarding Representative should support any church member raising or reporting a concern or allegation and make sure that the above procedures have been carried out appropriately.
- Unless it is inappropriate in view of the nature of the allegation, the incumbent or Churchwardens should be informed of any referral being made. The Diocesan Safeguarding Adviser should also be informed.
- Careful consideration should also be given as to whether the Parish's insurers should be contacted and advised of the incident or allegation.



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Handling known offenders attending church

- If there is good reason to believe that someone attending the church may pose a risk to children, young people or vulnerable adults, either as a result of a criminal conviction or for any other reason, the first concern will be a commitment to the protection of all children, young people and vulnerable adults.
- We will seek to offer pastoral care and support to any member of our Church community known to have offended against a child, young person or vulnerable adult.
 - We will support them in continuing to attend church services whilst supervising their attendance to reduce the risk of further harm. The Rector and Churchwardens (or authorised agent such as the Area Dean) will speak to the Diocesan Safeguarding Adviser and then meet with the individual to discuss and agree boundaries that the person will be expected to keep.
 - A written agreement will be appropriate in such cases, and the Parish Safeguarding Representative and Diocesan Safeguarding Adviser will be informed and supplied with a copy of the written agreement.
 - Our support may include referral to the appropriate authorities.
- No-one who is found to pose a potential risk to children, young people and vulnerable adults (or any of these) will be given any position or responsibility that may be perceived by others as a position of trust.



Introductory notes

- The requirements for Confidential Declaration Forms, DBS checks and training in this section are laid out for each individual role. Those carrying out multiple roles should check the requirements for all roles undertaken.
- The lists below were correct at the time of passing the Policy. Any corrections will be made at the annual review by the PCC.
- It is the responsibility of Group leaders to inform the Parish Safeguarding Representative if the activity:
 - starts to include children, young people and/or vulnerable adults for the first time
 - ceases to include children, young people and/or vulnerable adults.
- It is recommended to have at least two DBS checked people present at activities with children, young people and/or vulnerable adults, in case someone is ill/on holiday/unexpectedly called away.
- Definitions for this section:
 - 'Leaders' means those responsible for overall leadership of a group.
 - 'Assistant leaders' means those designated to assist with the leadership or organization of a group.
 - 'Volunteer helpers' means those who carry out the activities. It does not mean those who simply attend the activity, but is used in this section where the volunteer has a level of autonomy.
- Assistant leaders and volunteer helpers who have not had a DBS check should be instructed by their leaders not to assist with supervision, feeding, personal care or similar, and should not be alone with a child, young person or vulnerable adult.
- For further information about training courses see the Section *Training and support for employees and volunteers*. For convenience, in this section the course 'Raising Awareness of Domestic Violence and Abuse' is listed as 'Awareness Domestic Violence/Abuse'.

Criteria used for assessment in this section

- Activities
- Location of regular meetings
- Frequency of regular meetings
- Frequency of activities apart from regular meetings
- Regular contact with children
- Occasional contact with children
- Parents present at all times
- Leader or supervisor alone with a child or children in a room or building for any length of time
- Leader or helper in one to one contact with a child
- Assistance with toileting or other personal activities (apart from the child's parents)
- Regular contact with vulnerable adults
- Occasional contact with vulnerable adults
- Leader or supervisor alone with a vulnerable adult or adults in a room or building for any length of time
- Leader or helper in one to one contact with a vulnerable adult
- Activities taking place in a leader's or helper's home (except meetings or committees where children and vulnerable adults are not present).
- One-off helpers, speakers or workshop leaders taking part in the activities of the group
- Driving others on behalf of the Church (**not** as a private arrangement between individuals)



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Priory groups, officers, paid posts and voluntary roles

Administrative assistants (photocopying, room bookings, weekly notices, Electoral Roll)

<u>Activities</u>		
<ul style="list-style-type: none"> • Photocopying • Administration of room bookings • Compilation of Weekly Notice Sheet • Compilation and updating of Electoral Roll 		
<u>Location of regular meetings</u>		
None		
<u>Frequency of activities apart from regular meetings</u>		
Weekly, or as required		
<u>Volunteer role profile for leaders</u>		
No leaders		
<u>Volunteer role profile for volunteer helpers</u>		
<ul style="list-style-type: none"> • To carry out administrative tasks as requested 		
	<u>Leaders</u>	<u>Volunteer helpers</u>
<u>Contact with children:</u>		No
<u>Contact with vulnerable adults:</u>		No
<u>Driving</u>		No
<u>Requirements</u>		
Confidential Declaration Form required		
		No
Completion of Application form for voluntary role required		
		No
References to be taken up		
		No
Formal interview required		
		No
Informal interview with Group leader required		
		No
DBS Enhanced Certificate required	Child Workforce	^o No
	Adult Workforce	^o No
	Child and Adult Workforce	^o No
DBS Enhanced Certificate with barring information required	Child Workforce	^o No
	Adult Workforce	^o No
	Child and Adult Workforce	^o No
Training courses	Basic Awareness	^o Yes
	Foundations	^o No
	Leadership (Lay)	^o No
	Safer Recruitment	^o No
	Awareness Domestic Violence/Abuse	^o No

Assistant Organist/Accompanist

<u>Activities</u>	
<ul style="list-style-type: none"> • Playing the organ to accompany the Choir 	
<u>Location of regular meetings</u>	
<ul style="list-style-type: none"> • Priory Church 	

^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #† PCC #requirement †recommendation



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Priory groups, officers, paid posts and voluntary roles

Volunteer role profile		
• To play the organ to accompany the Choir		
Contact with children:		
Regular contact with children		Yes
Occasional contact with children		
Parents present at all times		No
Leader or supervisor alone with a child or children in a room or building for any length of time		No
Leader or helper in one to one contact with a child		No
Assistance with toileting or other personal activities (apart from the child's parents)		No
Activities taking place in a leader's or helper's home		No
Contact with vulnerable adults:		
Regular contact with vulnerable adults		No
Occasional contact with vulnerable adults		Possible
Driving		
		No
Requirements		
Shortened Confidential Declaration Form required		#Yes
Completion of Application form for voluntary role required		#Yes
References to be taken up		#Yes
Formal interview required		No
Informal interview with Group leader required		#Yes
Basic check required		#Yes
DBS Enhanced Certificate required	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
DBS Enhanced Certificate with barring information required	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
Training courses	Basic Awareness	†Yes
	Foundations	No
	Leadership (Lay)	No
	Safer Recruitment	No
	Awareness Domestic Violence/Abuse	No

Associate Minister

Job descriptions, contracts, DBS checks and training are administered by the Diocese. Undergoing a DBS check is a mandatory condition of the licence for this role.

*^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #† PCC #requirement †recommendation



Baptism team

<u>Activities</u>		
<ul style="list-style-type: none"> • Welcoming people to the baptism service and participating in the liturgy • Attending preparation sessions • Preparation of certificates, candles and presentation books • Circulation of follow up material 		
<u>Location of regular meetings</u>		
<ul style="list-style-type: none"> • Baptisms once a month • Baptism preparation once a month as laid out on the rotas or as requested 		
<u>Volunteer role profile for leaders</u>		
<ul style="list-style-type: none"> • Supervision of volunteer helpers • Preparation of rotas or requesting attendance • Welcoming people to the baptism service and participating in the liturgy • Attending preparation sessions • Preparation of certificates, candles and presentation books • Circulation of follow up material 		
<u>Volunteer role profile for volunteer helpers</u>		
<ul style="list-style-type: none"> • Welcoming people to the baptism service and participating in the liturgy • Attending preparation sessions as laid out on the rotas or as requested • Preparation of certificates, candles and presentation books • Circulation of follow up material 		
	<u>Leaders</u>	<u>Volunteer helpers</u>
<u>Contact with children:</u>		
Regular contact with children	Yes	Yes
Occasional contact with children		
Parents present at all times	Yes	Yes
Leader or supervisor alone with a child or children in a room or building for any length of time	No	
Leader or helper in one to one contact with a child	No	No
Assistance with toileting or other personal activities (apart from the child's parents)	No	No
Activities taking place in a leader's or helper's home	No	No
One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group	No	
<u>Contact with vulnerable adults:</u>		
Regular contact with vulnerable adults	No	No
Occasional contact with vulnerable adults	Possible	Possible
<u>Driving</u>	No	No
<u>Requirements</u>		
Shortened Confidential Declaration Form required	#Yes	#Yes
Completion of Application form for voluntary role required	#Yes	#Yes
References to be taken up	#Yes	†Yes

*^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #† PCC #requirement †recommendation



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Priory groups, officers, paid posts and voluntary roles

Formal interview required		#Yes	No
Informal interview with Group leader required			Yes
Basic check required		#Yes	#Yes
DBS Enhanced Certificate required	Child Workforce	°No	°No
	Adult Workforce	°No	°No
	Child and Adult Workforce	°No	°No
DBS Enhanced Certificate with barring information required	Child Workforce	°No	°No
	Adult Workforce	°No	°No
	Child and Adult Workforce	°No	°No
Training courses	Basic Awareness	#Yes	No
	Foundations	No	No
	Leadership (Lay)	No	No
	Safer Recruitment	No	No
	Awareness Domestic Violence/Abuse	No	No

Chalice administration

<u>Activities</u>			
• To administer the Chalice at Communion services			
<u>Location of regular meetings</u>			
None			
<u>Frequency of activities apart from regular meetings</u>			
As required			
<u>Volunteer role profile for leaders</u>			
No leaders			
<u>Volunteer role profile for volunteer helpers</u>			
• To administer the Chalice at Communion services as laid out on the rotas or as requested			
	<u>Leaders</u>	<u>Volunteer helpers</u>	
<u>Contact with children:</u>		Yes	
<u>Contact with vulnerable adults:</u>		Yes	
<u>Driving</u>			
Anyone driving others on behalf of the Church		No	
<u>Requirements</u>			
Shortened Confidential Declaration Form required		#Yes	
Completion of Application form for voluntary role required		No	
References to be taken up		No	
Formal interview required		No	
Informal interview with Group leader required			
DBS Enhanced Certificate required	Child Workforce		No
	Adult Workforce		No
	Child and Adult Workforce		No
DBS Enhanced Certificate with barring information required	Child Workforce		No
	Adult Workforce		No

*° Diocesan, Church of England or Thirtyone:eight *requirement °recommendation #† PCC #requirement †recommendation



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Priory groups, officers, paid posts and voluntary roles

	Child and Adult Workforce		No
Training courses	Basic Awareness		No
	Foundations		No
	Leadership (Lay)		No
	Safer Recruitment		No
	Awareness Domestic Violence/Abuse		No

Chat and craft

<u>Activities</u>			
<ul style="list-style-type: none"> Craft activities (e.g. knitting, crochet) 			
<u>Location of regular meetings</u>			
Church Rooms			
<u>Frequency of regular meetings</u>			
Monthly			
<u>Volunteer role profile for leaders</u>			
<ul style="list-style-type: none"> Arrangement of meetings Supervision of assistant leaders Welcoming of visitors and telephone contact with members 			
<u>Volunteer role profile for assistant leaders</u>			
<ul style="list-style-type: none"> Assistance with arrangement and supervision Deputising for leader(s) when absent Welcoming of visitors and telephone contact with members 			
	<u>Leaders</u>	<u>Assistant leaders</u>	
<u>Contact with children:</u>	No	No	
<u>Contact with vulnerable adults:</u>			
Regular contact with vulnerable adults	Yes ¹	Yes ¹	
Leader or helper in one to one contact with a vulnerable adult	No	No	
Activities taking place in a leader's or helper's home	No	No	
One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group	No		
<u>Driving</u>	No	No	
<u>Requirements²</u>			
Shortened Confidential Declaration Form required	#Yes	No	
Completion of Application form for voluntary role required	#Yes	No	
References to be taken up	No	No	
Formal interview required	No	No	
Informal interview with Group leader required	No	No	
DBS Enhanced Certificate required	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No

¹ There are participants who have learning and physical disabilities, but they attend with their own carers.

² The Treasurer of any Priory group is required by the PCC to undertake a Basic check.

*^o Diocesan, Church of England or Thirtyone:eight *^o requirement ^o recommendation #[†] PCC #[†] requirement †[†] recommendation



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Priory groups, officers, paid posts and voluntary roles

DBS Enhanced Certificate with barring information required	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training courses	Basic Awareness	Yes	No
	Foundations	No	No
	Leadership (Lay)	No	No
	Safer Recruitment	No	No
	Awareness Domestic Violence/Abuse	No	No

Choir

<u>Activities</u>			
<ul style="list-style-type: none"> Rehearsing and singing for Priory service Supervised social activities and outings (under 18s) 			
<u>Location of regular meetings</u>			
<ul style="list-style-type: none"> Priory (services) Church Rooms (rehearsals and social activities) Video conferencing 			
<u>Frequency of regular meetings</u>			
<ul style="list-style-type: none"> Twice weekly services Twice weekly rehearsal (under 18s) Once weekly rehearsal (adults) 			
<u>Frequency of activities apart from regular meetings</u>			
<ul style="list-style-type: none"> Choir club monthly (currently boys) Days out termly (currently boys) Choir Camp/Tour annually (currently boys) Social activities as arranged (adults and under 18s) 			
<u>Volunteer role profile for leaders</u>			
<ul style="list-style-type: none"> Leader (Director of Music) is not a voluntary role. 			
<u>Volunteer role profile for Choir Committee</u>			
<ul style="list-style-type: none"> Planning of Choir activities and assistance with organization of Choir Club, Choir day trips, Choir holidays and Choir events Supervision of under 18s at all Choir activities (adults only) 			
<u>Volunteer role profile for Volunteer helpers</u>			
<ul style="list-style-type: none"> Assistance with Choir Club, Choir day trips, Choir holidays and Choir events (always in the presence of the Director of Music or an adult member of Choir Committee). Chaperone at choir practice (always in the presence of the Director of Music). Observation role only. No interaction with individual children unless in possession of a DBS Enhanced Certificate with barring information. 			
	<u>Director of Music</u>	<u>Choir Committee</u>	<u>Volunteer helpers</u>
<u>Contact with children:</u>			
Regular contact with children	Yes	Yes	Yes
Occasional contact with children			
Parents present at all times	No	No	No

*^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #† PCC #requirement †recommendation



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Priory groups, officers, paid posts and voluntary roles

Leader or supervisor alone with a child or children in a room or building for any length of time	No	No	No	
Leader or helper in one to one contact with a child	Yes	Yes	No	
Assistance with toileting or other personal activities (apart from the child's parents)	No	No	No	
Activities taking place in a leader's or helper's home	No	Possible ³	Possible	
One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group	Yes			
Contact with vulnerable adults:				
Regular contact with vulnerable adults	Possible	Possible	No	
Leader or supervisor alone with a vulnerable adult or adults in a room or building for any length of time	Possible	Possible	No	
Leader or helper in one to one contact with a vulnerable adult	Possible	Possible	No	
Activities taking place in a leader's or helper's home	No	No	No	
One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group	Yes			
Driving				
Anyone driving others on behalf of the Church	Yes	Yes	No	
Requirements⁴				
Confidential Declaration Form required	*Yes	*Yes	Yes ⁵	
Completion of Application form for voluntary role required		#Yes	No	
References to be taken up	*Yes	#Yes	No	
Formal interview required	*Yes	#Yes	No	
Informal interview with Group leader required				
Probationary period required for new paid workers and volunteers	*Yes ⁶	No	No	
DBS Enhanced Certificate required⁷	Child Workforce	*Yes ⁸	No	
	Adult Workforce	No	No	
	Child and Adult Workforce		No	
DBS Enhanced Certificate with barring information required	Child Workforce	*Yes ⁹	No	
	Adult Workforce	No	No	
	Child and Adult Workforce		No	
Training courses	Basic Awareness	*Yes	*Yes ¹⁰	†Yes
	Foundations	*Yes	*Yes	No
	Leadership (Lay)	*Yes	No	No
	Safer Recruitment	No	No	No
	Awareness Domestic Violence/Abuse	*Yes	No	No

³ Fund raising events only, always in the presence of other Choir Committee and members of the congregation

⁴ The Treasurer of any Priory group is required by the PCC to undertake a Basic check.

⁵ Shortened form for members of the Choir Committee aged 16-17

⁶ Paid post

⁷ At least two DBS checked adults must be present in any video conference/online activity

⁸ For helpers aged 18 and over at Choir Club and on day trips

⁹ For helpers aged 18 and over on overnight tours and holidays when sharing accommodation with under 18s

¹⁰ Also recommended for adult Choir members

*^o Diocesan, Church of England or Thirtyone:eight *^o requirement ^o recommendation #† PCC #^o requirement †^o recommendation



Churchwardens

NB: Under the Safeguarding and Clergy Discipline Measure 2016 a Churchwarden is disqualified from acting in this role if s/he is included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006) or has been convicted of an offence mentioned in Schedule 1 of the Children and Young Persons Act 1933.

Activities and role profile		
<ul style="list-style-type: none"> To carry out the functions of a Churchwarden as defined in law and the Canons of the Church of England 		
Requirements		
Confidential Declaration Form required		*Yes
DBS Enhanced Certificate required	Child Workforce	
	Adult Workforce	
	Child and Adult Workforce	*Yes
DBS Enhanced Certificate with barring information required	Child Workforce	
	Adult Workforce	
	Child and Adult Workforce	
Training courses	Basic Awareness	*Yes
	Foundations	*Yes
	Leadership (Lay)	*Yes
	Safer Recruitment	No
	Awareness Domestic Violence/Abuse	No

Clergy with Permission to Officiate

Job descriptions, contracts, DBS checks and training are administered by the Diocese. Undergoing a DBS check is a mandatory condition of the licence for this role.

Coffee Mates

Activities
<ul style="list-style-type: none"> Provides coffee and chat to anybody wishing to attend
Location of regular meetings
Church Rooms
Frequency of regular meetings
Weekly
Frequency of activities apart from regular meetings
None
Volunteer role profile for leaders
<ul style="list-style-type: none"> Arrangement of meetings Supervision of assistant leaders Preparation and serving of refreshments and welcoming of visitors
Volunteer role profile for assistant leaders
<ul style="list-style-type: none"> Assistance with arrangement and supervision of meetings Deputising for leader(s) when absent Preparation and serving of refreshments and welcoming of visitors
Volunteer role profile for volunteer helpers
<ul style="list-style-type: none"> Welcoming of visitors Preparation and serving of refreshments

^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #† PCC #requirement †recommendation



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Priory groups, officers, paid posts and voluntary roles

	<u>Leaders</u>	<u>Assistant leaders & volunteer helpers</u>
Contact with children	No	No
Contact with vulnerable adults:		
Regular contact with vulnerable adults	Yes ¹¹	Yes ¹¹
Leader or supervisor alone with a vulnerable adult or adults in a room or building for any length of time	No	No
Leader or helper in one to one contact with a vulnerable adult	No	No
Activities taking place in a leader's or helper's home	No	No
One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group	No	
Driving		
Anyone driving others on behalf of the Church	No	No
Requirements¹²		
Shortened Confidential Declaration Form required	#Yes	No
Completion of Application form for voluntary role required	#Yes	#Yes
References to be taken up	#Yes	No
Formal interview required	#Yes	No
DBS Enhanced Certificate required	Child Workforce	°No
	Adult Workforce	°No
	Child and Adult Workforce	°No
DBS Enhanced Certificate with barring information required	Child Workforce	°No
	Adult Workforce	°No
	Child and Adult Workforce	°No
Training courses	Basic Awareness	#Yes
	Foundations	No
	Leadership (Lay)	No
	Safer Recruitment	No
	Awareness Domestic Violence/Abuse	No

Curate

Job descriptions, contracts, DBS checks and training are administered by the Diocese. Undergoing a DBS check is a mandatory condition of the licence for this role.

Cursillo

Activities
• Support and encouragement of Christian discipleship through sharing and prayer
Location of regular meetings
Church Rooms

¹¹ There are visitors who have learning and physical disabilities, but they attend with their own carers.

¹² The Treasurer of any Priory group is required by the PCC to undertake a Basic check.

*° Diocesan, Church of England or Thirtyone: eight *requirement °recommendation #† PCC #requirement †recommendation



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Priory groups, officers, paid posts and voluntary roles

Frequency of regular meetings			
Monthly			
Frequency of activities apart from regular meetings			
None			
Volunteer role profile for leaders			
• Arrangement of meetings			
		Leaders	Assistant leaders & volunteer helpers
Contact with children:		No	
Contact with vulnerable adults:		No	
Driving			
Anyone driving others on behalf of the Church		No	
Requirements			
Confidential Declaration Form required		No	
Completion of Application form for voluntary role required		No	
References to be taken up		No	
Formal interview required		No	
Informal interview with Group leader required		No	
DBS Enhanced Certificate required	Child Workforce	No	
	Adult Workforce	No	
	Child and Adult Workforce	No	
DBS Enhanced Certificate with barring information required	Child Workforce	No	
	Adult Workforce	No	
	Child and Adult Workforce	No	
Training courses	Basic Awareness	No	
	Foundations	No	
	Leadership (Lay)	No	
	Safer Recruitment	No	
	Awareness Domestic Violence/Abuse	No	

Deacon

Job descriptions, contracts, DBS checks and training are administered by the Diocese. Undergoing a DBS check is a mandatory condition of the licence for this role.

Director of Music

See Choir, under 'Leaders'.

Epiphany Group

Group currently in abeyance

.....
 *^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #[†] PCC #requirement †recommendation



Event managers

Activities		
<ul style="list-style-type: none"> Overseeing concerts and other secular or non liturgical events at which the public is present 		
Location of regular meetings		
None		
Frequency of activities apart from regular meetings		
Regular and occasional events throughout the year		
Volunteer role profile for leaders		
<ul style="list-style-type: none"> Overall management of people and participants Responsibility for ensuring adherence to policies on Health and Safety, taking photographs and video recording Supervision of volunteer helpers 		
Volunteer role profile for volunteer helpers		
<ul style="list-style-type: none"> Assistance in the management of people and participants 		
	<u>Leaders</u>	<u>Volunteer helpers</u>
Contact with children:		
Regular contact with children	No	No
Occasional contact with children	Possible	Possible
Parents present at all times	Probable	Probable
Leader or supervisor alone with a child or children in a room or building for any length of time	No	No
Leader or helper in one to one contact with a child	No	No
Assistance with toileting or other personal activities (apart from the child's parents)	No	No
Activities taking place in a leader's or helper's home	No	No
One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group	Yes	
Contact with vulnerable adults:		
Regular contact with vulnerable adults	No	No
Occasional contact with vulnerable adults	Possible	Possible
Leader or supervisor alone with a vulnerable adult or adults in a room or building for any length of time	No	No
Leader or helper in one to one contact with a vulnerable adult	Possible	Possible
Activities taking place in a leader's or helper's home	No	No
One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group	Yes	
Driving		
Anyone driving others on behalf of the Church	No	No
Requirements		
Shortened Confidential Declaration Form required	#Yes	No
Completion of Application form for voluntary role required	#Yes	No
References to be taken up	#Yes	No
Formal interview required	#Yes	

*^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #† PCC #requirement †recommendation



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Priory groups, officers, paid posts and voluntary roles

Informal interview with Group leader required			Yes
Basic check required		#Yes	No
DBS Enhanced Certificate required	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
DBS Enhanced Certificate with barring information required	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training courses	Basic Awareness	#Yes	No
	Foundations	No	No
	Leadership (Lay)	No	No
	Safer Recruitment	No	No
	Awareness Domestic Violence/Abuse	No	No

Finance team (counting and administration of cash, freewill envelopes and Gift Aid)

<u>Activities</u>		
<ul style="list-style-type: none"> Counting freewill envelopes Administering Gift Aid Other assistance with financial tasks as requested 		
<u>Location of regular meetings</u>		
None		
<u>Frequency of activities apart from regular meetings</u>		
<ul style="list-style-type: none"> Counting: weekly Gift Aid: as necessary Other tasks: occasional 		
<u>Volunteer role profile for leaders</u>		
<ul style="list-style-type: none"> No leaders 		
<u>Volunteer role profile for volunteer helpers</u>		
<ul style="list-style-type: none"> Counting freewill envelope money Administering Gift Aid Assisting with financial tasks as requested 		
	<u>Leaders</u>	<u>Volunteer helpers</u>
<u>Contact with children:</u>		No
<u>Contact with vulnerable adults:</u>		No
<u>Driving</u>		
Anyone driving others on behalf of the Church		No
<u>Requirements</u>		
Shortened Confidential Declaration Form required		#Yes
Completion of Application form for voluntary role required		No
References to be taken up		#Yes
Formal interview required		#Yes
Basic check required	#Yes	#Yes

*^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #† PCC #requirement †recommendation



The Priory Church of St Mary, Bridlington
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Priory groups, officers, paid posts and voluntary roles

DBS Enhanced Certificate required	Child Workforce		No
	Adult Workforce		No
	Child and Adult Workforce		No
DBS Enhanced Certificate with barring information required	Child Workforce		No
	Adult Workforce		No
	Child and Adult Workforce		No
Training courses	Basic Awareness		No
	Foundations		No
	Leadership (Lay)		No
	Safer Recruitment		No
	Awareness Domestic Violence/Abuse		No

Flower arrangers

<u>Activities</u>			
<ul style="list-style-type: none"> Arranging flowers in the Priory and for Parish events 			
<u>Location of regular meetings</u>			
None			
<u>Frequency of activities apart from regular meetings</u>			
None			
<u>Volunteer role profile for leaders</u>			
<ul style="list-style-type: none"> Ensuring that flower arrangements are provided when needed Preparation of rotas as necessary Arranging flowers in the Priory 			
<u>Volunteer role profile for volunteer helpers</u>			
<ul style="list-style-type: none"> Arranging flowers in the Priory as laid out on the rotas or as requested 			
		<u>Leaders</u>	<u>Volunteer helpers</u>
<u>Contact with children:</u>		No	No
<u>Contact with vulnerable adults:</u>		No	No
<u>Driving</u>			
Anyone driving others on behalf of the Church		No	No
<u>Requirements</u> ¹³			
Shortened Confidential Declaration Form required		#Yes	No
Completion of Application form for voluntary role required		No	No
References to be taken up		No	No
Formal interview required		No	No
Informal interview with Group leader required		No	No
DBS Enhanced Certificate required	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
DBS Enhanced Certificate with	Child Workforce	No	No

¹³ The Treasurer of any Priory group is required by the PCC to undertake a Basic check.

*^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #† PCC #requirement †recommendation



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barring information required	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training courses	Basic Awareness	#Yes	^o Yes
	Foundations	No	No
	Leadership (Lay)	No	No
	Safer Recruitment	No	No
	Awareness Domestic Violence/Abuse	No	No

Gardeners/Living Churchyard/Labyrinth

<u>Activities</u>			
<ul style="list-style-type: none"> • Caring for the churchyard • Maintaining the Labyrinth 			
<u>Location of regular meetings</u>			
None			
<u>Frequency of activities apart from regular meetings</u>			
As required			
<u>Volunteer role profile for leaders</u>			
<ul style="list-style-type: none"> • Ensuring that churchyard work is carried out as necessary • Carrying out churchyard/labyrinth maintenance 			
<u>Volunteer role profile for volunteer helpers</u>			
<ul style="list-style-type: none"> • Carrying out churchyard/labyrinth maintenance as necessary 			
		<u>Leaders</u>	<u>Volunteer helpers</u>
<u>Contact with children:</u>			
		No	No
<u>Contact with vulnerable adults:</u>			
		No	No
<u>Driving</u>			
Anyone driving others on behalf of the Church			
		No	No
<u>Requirements</u>			
Shortened Confidential Declaration Form required		#Yes	No
Completion of Application form for voluntary role required		No	No
References to be taken up		No	No
Formal interview required		No	No
Informal interview with Group leader required		No	No
DBS Enhanced Certificate required	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
DBS Enhanced Certificate with barring information required	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training courses	Basic Awareness	#Yes	No
	Foundations	No	No
	Leadership (Lay)	No	No
	Safer Recruitment	No	No

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	Awareness Domestic Violence/Abuse	No	No
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Handbell ringers

Activities			
<ul style="list-style-type: none"> • Ringing the Priory handbells 			
Location of regular meetings			
Church Rooms			
Frequency of regular meetings			
Weekly			
Frequency of activities apart from regular meetings			
<ul style="list-style-type: none"> • Occasional additional rehearsals and performances 			
Volunteer role profile for leaders			
<ul style="list-style-type: none"> • Supervision of handbell ringers • Arrangement of meetings and performances 			
		<u>Leaders</u>	<u>Assistant leaders & volunteer helpers</u>
Contact with children:		No	
Contact with vulnerable adults:		No	
Driving			
Anyone driving others on behalf of the Church		No	
Requirements¹⁴			
Shortened Confidential Declaration Form required		#Yes	
Completion of Application form for voluntary role required		No	
References to be taken up		No	
Formal interview required		No	
DBS Enhanced Certificate required	Child Workforce	No	
	Adult Workforce	No	
	Child and Adult Workforce	No	
DBS Enhanced Certificate with barring information required	Child Workforce	No	
	Adult Workforce	No	
	Child and Adult Workforce	No	
Training courses	Basic Awareness	#Yes	
	Foundations	No	
	Leadership (Lay)	No	
	Safer Recruitment	No	
	Awareness Domestic Violence/Abuse	No	

¹⁴ The Treasurer of any Priory group is required by the PCC to undertake a Basic check.

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Health and Safety Officer

Activities		
<ul style="list-style-type: none"> Oversight of Health and Safety issues in Church property Reporting to PCC on Health and Safety matters 		
Location of regular meetings		
None		
Frequency of activities apart from regular meetings		
As necessary		
Volunteer role profile for leaders		
<ul style="list-style-type: none"> Advise the PCC on matters relating to Health and Safety Carry out Health and Safety audits as necessary 		
Contact with children:		
		No
Contact with vulnerable adults:		
		No
Driving		
Anyone driving others on behalf of the Church		
		No
Requirements		
Shortened Confidential Declaration Form required		#Yes
Completion of Application form for voluntary role required		#Yes
References to be taken up		No
Formal interview required		No
DBS Enhanced Certificate required	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
DBS Enhanced Certificate with barring information required	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
Training courses	Basic Awareness	#Yes
	Foundations	No
	Leadership (Lay)	No
	Safer Recruitment	No
	Awareness Domestic Violence/Abuse	No

Holiday Club

Activities	
<ul style="list-style-type: none"> Crafts, games, worship and other activities for children Provision of sandwich lunch 	
Location of regular meetings	
<ul style="list-style-type: none"> Church Rooms Video conferencing 	
Frequency of regular meetings	
<ul style="list-style-type: none"> Weekly during school summer holiday <u>or</u> Daily for one week during school summer holiday 	

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Frequency of activities apart from regular meetings
• None

Volunteer role profile for leaders
<ul style="list-style-type: none"> • Arrangement and leadership of meetings • Supervision of volunteer helpers • Preparation of materials • Supervision of activities at meetings

Volunteer role profile for volunteer helpers
• Assistance with activities at meetings

	<u>Leaders</u>	<u>Volunteer helpers</u>
Contact with children:		
Regular contact with children	Yes	Yes
Parents present at all times	No	
Leader or supervisor alone with a child or children in a room or building for any length of time	No	
Leader or helper in one to one contact with a child	No	No
Assistance with toileting or other personal activities	No	No
Activities taking place in a leader's or helper's home	No	No
One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group	Possible	
Contact with vulnerable adults:	No	No
Driving		
Anyone driving others on behalf of the Church	No	No
Requirements		
Confidential Declaration Form required	*Yes	*Yes
Completion of Application form for voluntary role required	*Yes	#Yes
References to be taken up	*Yes	#Yes
Formal interview required	*Yes	#Yes
DBS Enhanced Certificate required¹⁵	Child Workforce	*Yes
	Adult Workforce	
	Child and Adult Workforce	
DBS Enhanced Certificate with barring information required	Child Workforce	*Yes ¹⁶
	Adult Workforce	
	Child and Adult Workforce	
Training courses	Basic Awareness	*Yes
	Foundations	*Yes
	Leadership (Lay)	No
	Safer Recruitment	No
	Awareness Domestic Violence/Abuse	*Yes

¹⁵ At least two DBS checked adults must be present in any video conference/online activity

¹⁶ If the role is undertaken weekly or 4 or more days in a 30 day period

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Home/Lent/Seasonal/Study/Discussion Groups

Activities			
<ul style="list-style-type: none"> Bible Study, discussion and prayer Support 			
Location of regular meetings			
<ul style="list-style-type: none"> Parish Office Priory Church Private homes Video conferencing 			
Frequency of regular meetings			
Usually weekly or fortnightly when running			
Volunteer role profile for leaders			
<ul style="list-style-type: none"> Arrangement of meetings Leading discussion and study 			
		<u>Leaders</u>	<u>Assistant leaders & volunteer helpers</u>
Contact with children:			
Regular contact with children		Possible	
Contact with vulnerable adults:			
Regular contact with vulnerable adults		Possible	
Leader or supervisor alone with a vulnerable adult or adults in a room or building for any length of time		No	
Leader or helper in one to one contact with a vulnerable adult		Possible	
Activities taking place in a leader's or helper's home		Yes	
One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group		Possible	
Driving			
Anyone driving others on behalf of the Church		No	
Requirements			
Shortened Confidential Declaration Form required		#Yes	
Completion of Application form for voluntary role required		#Yes	
References to be taken up		No	
Formal interview required		No	
Basic check required (when not eligible for Enhanced certificate)		#Yes	
DBS Enhanced Certificate required	Child Workforce	Yes ¹⁷	
	Adult Workforce	No	
	Child and Adult Workforce	No	
DBS Enhanced Certificate with barring information required	Child Workforce		
	Adult Workforce		
	Child and Adult Workforce		
Training courses		Basic Awareness	*Yes

¹⁷ If children are present without parents

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	Foundations	*Yes	
	Leadership (Lay)	*Yes	
	Safer Recruitment	No	
	Awareness Domestic Violence/Abuse	No	

Incumbent

Job descriptions, contracts, DBS checks and training are administered by the Diocese. Undergoing a DBS check is a mandatory condition of the licence for this role.

Intercessors

<u>Activities</u>			
• Leading intercessions at services			
<u>Location of regular meetings</u>			
None			
<u>Frequency of activities apart from regular meetings</u>			
As laid out on the rotas or as requested			
<u>Volunteer role profile for leaders</u>			
No leaders (Rector arranges rota)			
<u>Volunteer role profile for volunteer helpers</u>			
• Leading intercessions at services as laid out on the rotas or as requested			
		<u>Leaders</u>	<u>Volunteer helpers</u>
<u>Contact with children:</u>			
			No
<u>Contact with vulnerable adults:</u>			
			No
<u>Driving</u>			
Anyone driving others on behalf of the Church			
			No
<u>Requirements</u>			
Confidential Declaration Form required			
			No
Completion of Application form for voluntary role required			
			No
References to be taken up			
			No
Formal interview required			
			No
DBS Enhanced Certificate required	Child Workforce		No
	Adult Workforce		No
	Child and Adult Workforce		No
DBS Enhanced Certificate with barring information required	Child Workforce		No
	Adult Workforce		No
	Child and Adult Workforce		No
Training courses	Basic Awareness		No
	Foundations		No
	Leadership (Lay)		No
	Safer Recruitment		No

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	Awareness Domestic Violence/Abuse	No
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Internet (web site, Facebook and other social media)

NB: Any leader or helper wishing to moderate an online forum used wholly or mainly by children in connection with a group must speak to the Safeguarding Representative before any development of such sites.

<u>Activities</u>		
<ul style="list-style-type: none"> • Administration of website • Administration of Facebook and other social media pages 		
<u>Location of regular meetings</u>		
None		
<u>Frequency of activities apart from regular meetings</u>		
None		
<u>Volunteer role profile for leaders</u>		
<ul style="list-style-type: none"> • No leaders 		
<u>Volunteer role profile for volunteer helpers</u>		
<ul style="list-style-type: none"> • Administration of Priory internet sites in accordance with the Diocese's <i>Social Media Guidelines</i> • Uploading content to Priory internet sites • Oversight of content and use of Priory internet sites 		
	<u>Leaders</u>	<u>Volunteer helpers</u>
<u>Contact with children:</u>		Yes
<u>Contact with vulnerable adults:</u>		No
<u>Driving</u>		
Anyone driving others on behalf of the Church		No
<u>Requirements</u>		
Confidential Declaration Form required		No
Completion of Application form for voluntary role required		#Yes
References to be taken up		#Yes
Formal interview required		#Yes
Informal interview with Group leader required		
Basic check required		#Yes
DBS Enhanced Certificate required	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
DBS Enhanced Certificate with barring information required	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
Training courses	Basic Awareness	#Yes
	Foundations	No
	Leadership (Lay)	No
	Safer Recruitment	No
	Awareness Domestic Violence/Abuse	No

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Ladies Group

Activities			
<ul style="list-style-type: none"> • Meetings with a speaker • Annual theatre trip 			
Location of regular meetings			
Church rooms			
Frequency of regular meetings			
Twice monthly			
Frequency of activities apart from regular meetings			
Annual theatre trip			
Volunteer role profile for leaders			
<ul style="list-style-type: none"> • Arrangement and leadership of meetings and trips • Booking of speakers • Supervision of assistant leaders 			
Volunteer role profile for assistant leaders			
<ul style="list-style-type: none"> • Assistance with arrangement and supervision of meetings • Deputising for leader(s) when absent 			
		<u>Leaders</u>	<u>Assistant leaders</u>
Contact with children:		No	No
Contact with vulnerable adults:		Possible	Possible
Driving			
Anyone driving others on behalf of the Church		No	No
Requirements¹⁸			
Shortened Confidential Declaration Form required		#Yes	No
Completion of Application form for voluntary role required		#Yes	No
References to be taken up		No	No
Formal interview required		No	No
Informal interview with Group leader required			Yes
DBS Enhanced Certificate required	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
DBS Enhanced Certificate with barring information required	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training courses	Basic Awareness	#Yes	No
	Foundations	No	No
	Leadership (Lay)	No	No
	Safer Recruitment	No	No
	Awareness Domestic Violence/Abuse	No	No

¹⁸ The Treasurer of any Priory group is required by the PCC to undertake a Basic check.

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Lesson readers

<u>Activities</u>		
• Reading the lessons at services		
<u>Location of regular meetings</u>		
None		
<u>Frequency of activities apart from regular meetings</u>		
As required		
<u>Volunteer role profile for leaders</u>		
No leaders (Rector arranges rota)		
<u>Volunteer role profile for volunteer helpers</u>		
• Reading the lessons at services as laid out on the rotas or as requested		

		<u>Leaders</u>	<u>Volunteer helpers</u>
<u>Contact with children:</u>			No
<u>Contact with vulnerable adults:</u>			No
<u>Driving</u>			
Anyone driving others on behalf of the Church			No
<u>Requirements</u>			
Confidential Declaration Form required			No
Completion of Application form for voluntary role required			No
References to be taken up			No
Formal interview required			No
Informal interview with Group leader required			No
DBS Enhanced Certificate required	Child Workforce		No
	Adult Workforce		No
	Child and Adult Workforce		No
DBS Enhanced Certificate with barring information required	Child Workforce		No
	Adult Workforce		No
	Child and Adult Workforce		No
Training courses	Basic Awareness		No
	Foundations		No
	Leadership (Lay)		No
	Safer Recruitment		No
	Awareness Domestic Violence/Abuse		No

Listening Ear

<u>Activities</u>	
• Providing a confidential listening service in person and by e-mail and telephone	
<u>Location of regular meetings</u>	
Priory	

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Frequency of regular meetings		
Weekly		
Frequency of activities apart from regular meetings		
None		
Volunteer role profile for leaders		
<ul style="list-style-type: none"> • Arrangement and supervision of activities • Preparation of rotas as needed • Providing a confidential listening service 		
Volunteer role profile for assistant leaders		
<ul style="list-style-type: none"> • Providing a confidential listening service 		
Volunteer role profile for volunteer helpers		
<ul style="list-style-type: none"> • Supporting the providing of a confidential listening service 		
	Leaders	Assistant leaders & volunteer helpers
Contact with children:		
Regular contact with children	No	No
Occasional contact with children	Possible	Possible
Parents present at all times	No	No
Leader or supervisor alone with a child or children in a room or building for any length of time	No	No
Leader or helper in one to one contact with a child	Possible ¹⁹	No
Assistance with toileting or other personal activities (apart from the child's parents)	No	No
Activities taking place in a leader's or helper's home	No	No
One-off helpers, speakers or workshop leaders taking part in the activities of the group	No	
Contact with vulnerable adults:		
Regular contact with vulnerable adults	Yes	Yes
Leader or supervisor alone with a vulnerable adult or adults in a room or building for any length of time	No	No
Leader or helper in one to one contact with a vulnerable adult	Yes ¹⁹	No
Activities taking place in a leader's or helper's home	No	No
One-off helpers, speakers or workshop leaders taking part in the activities of the group	No	
Driving		
Anyone driving others on behalf of the Church	No	No
Requirements		
Shortened Confidential Declaration Form required	#Yes	#Yes
Completion of Application form for voluntary role required	#Yes	#Yes
References to be taken up	#Yes	No
Formal interview required	#Yes	No
Informal interview with Group leader required		#Yes

¹⁹ Second adult is always to be either directly present or within sight

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Basic check required		#Yes	#Yes
DBS Enhanced Certificate required	Child Workforce	°No	°No
	Adult Workforce	°No	°No
	Child and Adult Workforce	°No	°No
DBS Enhanced Certificate with barring information required	Child Workforce	°No	°No
	Adult Workforce	°No	°No
	Child and Adult Workforce	°No	°No
Training courses	Basic Awareness	#Yes	#Yes
	Foundations	#Yes	#Yes
	Leadership (Lay)	No	No
	Safer Recruitment	No	No
	Awareness Domestic Violence/Abuse	†Yes	†Yes

Lunch Club

<u>Activities</u>		
<ul style="list-style-type: none"> Preparation and serving of lunch 		
<u>Location of regular meetings</u>		
Church Rooms		
<u>Frequency of regular meetings</u>		
Weekly		
<u>Frequency of activities apart from regular meetings</u>		
None		
<u>Volunteer role profile for leaders</u>		
<ul style="list-style-type: none"> Arrangement of meetings Supervision of assistant leaders Welcoming of visitors and telephone contact with members Preparation and serving of meals 		
<u>Volunteer role profile for assistant leaders</u>		
<ul style="list-style-type: none"> Assistance with arrangement and supervision of meetings Deputising for leader(s) when absent Welcoming of visitors and telephone contact with members Preparation and serving of meals 		
<u>Volunteer role profile for volunteer helpers</u>		
<ul style="list-style-type: none"> Welcoming of visitors Preparation and serving of meals 		
	<u>Leaders</u>	<u>Assistant leaders & volunteer helpers</u>
<u>Contact with children</u>	No	No
<u>Contact with vulnerable adults:</u>		
Regular contact with vulnerable adults	Yes ²⁰	Yes ²⁰
Leader or supervisor alone with a vulnerable adult or adults in a room or building for any length of time	No	No

²⁰ There are visitors who have learning and physical disabilities, but they attend with their own carers.

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Leader or helper in one to one contact with a vulnerable adult	No	No	
Activities taking place in a leader's or helper's home	No	No	
One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group	No		
Driving			
Anyone driving others on behalf of the Church	No	Yes	
Requirements²¹			
Shortened Confidential Declaration Form required	#Yes	No	
Completion of Application form for voluntary role required	#Yes	#Yes	
References to be taken up	No	No	
Formal interview required	No	No	
Informal interview with Group leader required		Yes	
Leader to carry out annual activity Safeguarding risk assessment	Yes		
DBS Enhanced Certificate required	Child Workforce	^o No	^o No
	Adult Workforce	^o No	^o No
	Child and Adult Workforce	^o No	^o No
DBS Enhanced Certificate with barring information required	Child Workforce	^o No	^o No
	Adult Workforce	^o No	^o No
	Child and Adult Workforce	^o No	^o No
Training courses	Basic Awareness	#Yes	†Yes
	Foundations	No	No
	Leadership (Lay)	No	No
	Safer Recruitment	No	No
	Awareness Domestic Violence/Abuse	No	No

Magazine production team

<u>Activities</u>		
• Preparation and distribution of magazine		
<u>Location of regular meetings</u>		
Parish Office		
<u>Frequency of regular meetings</u>		
Monthly		
<u>Volunteer role profile for leaders</u>		
• Collation of material		
• Typing and printing of magazine		
<u>Volunteer role profile for volunteer helpers</u>		
• Assisting with physical assembly of the magazine		
	<u>Leaders</u>	<u>Volunteer helpers</u>
<u>Contact with children:</u>	No	No
<u>Contact with vulnerable adults:</u>	No	No

²¹ The Treasurer of any Priory group is required by the PCC to undertake a check.

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Driving			
Anyone driving others on behalf of the Church		No	No
Requirements			
Confidential Declaration Form required		^o No	^o No
Completion of Application form for voluntary role required		No	No
References to be taken up		No	No
Formal interview required		No	No
Informal interview with Group leader required		No	No
DBS Enhanced Certificate required	Child Workforce	^o No	^o No
	Adult Workforce	^o No	^o No
	Child and Adult Workforce	^o No	^o No
DBS Enhanced Certificate with barring information required	Child Workforce	^o No	^o No
	Adult Workforce	^o No	^o No
	Child and Adult Workforce	^o No	^o No
Training courses	Basic Awareness	No	No
	Foundations	No	No
	Leadership (Lay)	No	No
	Safer Recruitment	No	No
	Awareness Domestic Violence/Abuse	No	No

Man talk

<u>Activities</u>		
• Social conversation		
<u>Location of regular meetings</u>		
Bull and Sun, Baylegate		
<u>Frequency of regular meetings</u>		
Monthly		
<u>Frequency of activities apart from regular meetings</u>		
None		
<u>Volunteer role profile for leaders</u>		
• Arrangement of meetings		
	<u>Leaders</u>	<u>Assistant leaders & volunteer helpers</u>
<u>Contact with children:</u>	No	
<u>Contact with vulnerable adults:</u>	No	
Regular contact with vulnerable adults	No	
Occasional contact with vulnerable adults	Possible	
<u>Driving</u>		
Anyone driving others on behalf of the Church	No	

^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #† PCC #requirement †recommendation



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Priory groups, officers, paid posts and voluntary roles

Requirements			
Shortened Confidential Declaration Form required		#Yes	
Completion of Application form for voluntary role required		No	
References to be taken up		No	
Formal interview required		No	
DBS Enhanced Certificate required	Child Workforce	No	
	Adult Workforce	No	
	Child and Adult Workforce	No	
DBS Enhanced Certificate with barring information required	Child Workforce	No	
	Adult Workforce	No	
	Child and Adult Workforce	No	
Training courses	Basic Awareness	#Yes	
	Foundations	No	
	Leadership (Lay)	No	
	Safer Recruitment	No	
	Awareness Domestic Violence/Abuse	No	

Meditation Group

Activities		
• Meet in order to meditate together		
Location of regular meetings		
Rectory		
Frequency of regular meetings		
Weekly during school term		
Frequency of activities apart from regular meetings		
Termly		
Volunteer role profile for leaders		
• Arrangement and leadership of meetings		
Volunteer role profile for assistant leaders		
• Leadership of meeting when leader not available		
	<u>Leaders</u>	<u>Assistant leaders</u>
Contact with children:	No	No
Contact with vulnerable adults:	No	No
Driving		
Anyone driving others on behalf of the Church	No	No
Requirements		
Shortened Confidential Declaration Form required	#Yes	No
Completion of Application form for voluntary role required	No	No
References to be taken up	No	No
Formal interview required	No	No
Informal interview with Group leader required	No	No
DBS Enhanced Certificate required	Child Workforce	No

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	Adult Workforce	No	No
	Child and Adult Workforce	No	No
DBS Enhanced Certificate with barring information required	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training courses	Basic Awareness	#Yes	No
	Foundations	No	No
	Leadership (Lay)	No	No
	Safer Recruitment	No	No
	Awareness Domestic Violence/Abuse	No	No

Messy Church

<u>Activities</u>		
<ul style="list-style-type: none"> • Crafts, games, worship and other activities for families, children and accompanying adults 		
<u>Location of regular meetings</u>		
<ul style="list-style-type: none"> • Priory • Church Rooms • Online streaming • Rectory garden (occasionally) 		
<u>Frequency of regular meetings</u>		
<ul style="list-style-type: none"> • Monthly 		
<u>Frequency of activities apart from regular meetings</u>		
<ul style="list-style-type: none"> • Occasional meeting on beach (annual) 		
<u>Volunteer role profile for leaders</u>		
<ul style="list-style-type: none"> • Arrangement and leadership of meetings • Supervision of volunteer helpers • Preparation of materials • Supervision of activities at meetings 		
<u>Volunteer role profile for volunteer helpers</u>		
<ul style="list-style-type: none"> • Assistance with activities at meetings 		
	<u>Leaders</u>	<u>Volunteer helpers</u>
<u>Contact with children:</u>		
Regular contact with children	Yes	Yes
Parents present at all times	Usually, but sometimes with parents of a friend, or with other relative	
Leader or supervisor alone with a child or children in a room or building for any length of time	No	
Leader or helper in one to one contact with a child	No	No
Assistance with toileting or other personal activities (apart from the child's parents)	No	No
Activities taking place in a leader's or helper's home	No ²²	No ²²
One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group	Possible	

²² Possible exception when meeting in Rectory garden in the summer

*^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #[†] PCC #requirement †recommendation



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Contact with vulnerable adults:		No	No
Driving			
Anyone driving others on behalf of the Church		No	No
Requirements			
Confidential Declaration Form required		*Yes	#Yes (Shortened)
Completion of Application form for voluntary role required		#Yes	#Yes
References to be taken up		#Yes	No
Formal interview required		#Yes	No
Informal interview with Group leader required			Yes
DBS Enhanced Certificate required²³	Child Workforce	*Yes	^o No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
DBS Enhanced Certificate with barring information required	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training courses	Basic Awareness	*Yes	*Yes
	Foundations	*Yes	*Yes
	Leadership (Lay)	*Yes	No
	Safer Recruitment	No	No
	Awareness Domestic Violence/Abuse	*Yes	No

Mothers' Union

The Diocesan Safeguarding Operational Group has decided that the Parish/Diocese does not need to have any oversight of Mothers' Union activities or policies, as they are all covered by their own insurance and other policies. If they need any DBS checks, the Parish will administer them if the Mothers' Union wishes.
[E-mail from Diocesan DBS administrator 27th June 2017]

Parents and Toddlers

Activities
• Social activities for parents with their toddlers, including refreshments, games and conversation
Location of regular meetings
Church Rooms
Frequency of regular meetings
Weekly during term time
Frequency of activities apart from regular meetings
Outings to soft play area or similar

²³ At least two DBS checked adults must be present in any video conference/online activity

*^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #† PCC #requirement †recommendation



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Priory groups, officers, paid posts and voluntary roles

<u>Volunteer role profile for leaders</u>			
<ul style="list-style-type: none"> • Arrangement and leadership of meetings and trips • Supervision of assistant leaders • Assisting with children's activities • Welcoming and supporting parents • Preparation and serving of refreshments 			
<u>Volunteer role profile for assistant leaders</u>			
<ul style="list-style-type: none"> • Assistance with arrangement and supervision • Deputising for leader(s) when absent 			
<u>Volunteer role profile for volunteer helpers</u>			
<ul style="list-style-type: none"> • Assisting with children's activities • Welcoming and supporting parents • Preparation and serving of refreshments 			
	<u>Leaders</u>	<u>Assistant leaders & volunteer helpers</u>	
<u>Contact with children:</u>			
Regular contact with children	Yes	Yes	
Parents present at all times	Yes	Yes	
Leader or supervisor alone with a child or children in a room or building for any length of time	No	No	
Leader or helper in one to one contact with a child	No	No	
Assistance with toileting or other personal activities (apart from the child's parents)	No	No	
Activities taking place in a leader's or helper's home	No	No	
One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group	Yes		
<u>Contact with vulnerable adults:</u>			
	No	No	
<u>Driving</u>			
Anyone driving others on behalf of the Church	No	No	
<u>Requirements</u>			
Confidential Declaration Form required	*Yes	#Yes (Shortened)	
Completion of Application form for voluntary role required	#Yes	No	
References to be taken up	#Yes	No	
Formal interview required	#Yes	No	
Informal interview with Group leader required		No	
DBS Enhanced Certificate required	Child Workforce	*Yes	°No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
DBS Enhanced Certificate with barring information required	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training courses	Basic Awareness	*Yes	*Yes
	Foundations	*Yes	*Yes
	Leadership (Lay)	*Yes	No

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	Safer Recruitment	No	No
	Awareness Domestic Violence/Abuse	*Yes	No

Parochial Church Council Members

NB: Under the Safeguarding and Clergy Discipline Measure 2016 a PCC member is disqualified from acting in this role if s/he is included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006) or has been convicted of an offence mentioned in Schedule 1 of the Children and Young Persons Act 1933.

<u>Activities</u>		
<ul style="list-style-type: none"> Attendance at PCC meetings and associated decision making 		
<u>Location of regular meetings</u>		
<ul style="list-style-type: none"> Church Office Video conferencing 		
<u>Frequency of regular meetings</u>		
Monthly for 10 months of the year		
<u>Frequency of activities apart from regular meetings</u>		
Occasional additional meetings		
<u>Volunteer role profile</u>		
<ul style="list-style-type: none"> To carry out the functions of a PCC member as defined in the Church Representation Rules 		
<u>Requirements</u>		
Confidential Declaration Form required		*Yes
Completion of Application form required		*Yes ²⁴
References to be taken up		*Yes
DBS Enhanced Certificate with barring information required	Child and Adult Workforce	*Yes ²⁵
	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
Training courses	Basic Awareness	*Yes
	Foundations	No
	Leadership (Lay)	No
	Safer Recruitment	No
	Awareness Domestic Violence/Abuse	No

Pastoral team

<u>Activities</u>	
<ul style="list-style-type: none"> Leading services in residential homes, including Communion Pastoral home visits, including Communion, and pastoral telephone calls Leading services in the community 	
<u>Location of meetings</u>	
Occasional meetings in the Priory	

²⁴ The nomination form for Parochial Church Council is to stand as an application form.

²⁵ Required by the Charities Commission as Trustees of a charity involved in work with children and vulnerable adults.

*^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #† PCC #requirement †recommendation



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Frequency of activities apart from regular meetings			
<ul style="list-style-type: none"> Residential homes: monthly Pastoral home visits: usually monthly Services in the community: as requested Pastoral telephone calls: as required 			
Volunteer role profile for leaders			
<ul style="list-style-type: none"> Supervision of assistant leaders Arrangement of activities Visiting residential homes Making pastoral home visits, including taking Home Communion, and pastoral telephone calls All activities to be carried out in accordance with the guidelines laid down 			
Volunteer role profile for volunteer helpers			
<ul style="list-style-type: none"> Visiting residential homes Making pastoral home visits, including taking Home Communion, and pastoral telephone calls Assisting with the leading of services in the community All activities to be carried out in accordance with the guidelines laid down 			
		Leaders	Volunteer helpers
Contact with children:		No	No
Contact with vulnerable adults:			
Regular contact with vulnerable adults		Yes	Yes
Leader or supervisor alone with a vulnerable adult or adults in a room or building for any length of time		No	Possible ²⁶
Leader or helper in one to one contact with a vulnerable adult		No	Possible ²⁶
Activities taking place in a leader's or helper's home		No	No
One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group		No	
Driving			
Anyone driving others on behalf of the Church		Yes	Yes
Requirements			
Confidential Declaration Form required		*Yes	*Yes ²⁷ Otherwise #Shortened version
Completion of Application form for voluntary role required		#Yes	#Yes
References to be taken up		#Yes	#Yes
Formal interview required		#Yes	#Yes
Informal interview with Group leader required			#Yes
Basic check required (when not eligible for Enhanced certificate)		#Yes	#Yes (Pastoral visitors)
DBS Enhanced Certificate required	Child Workforce	No	No
	Adult Workforce	*Yes	*Yes ²⁷
	Child and Adult Workforce	No	No
DBS Enhanced Certificate with	Child Workforce	No	No

²⁶ Some members of the team visit individuals alone by long established custom (pre dating the Pastoral Team). However, it is not a policy of the team in respect of new members.

²⁷ If the role is undertaken weekly or 4 or more days in a 30 day period (clarify with Parish Safeguarding Representative).

*⁰ Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #† PCC #requirement †recommendation



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barring information required	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training courses	Basic Awareness	*Yes	*Yes
	Foundations	*Yes	*Yes ²⁸
	Leadership (Lay)	*Yes	No
	Safer Recruitment	No	No
	Awareness Domestic Violence/Abuse	*Yes	No

Prayer ministry team

<u>Activities</u>		
<ul style="list-style-type: none"> Carrying out the ministry of prayer during and after services 		
<u>Location of regular meetings</u>		
Priory		
<u>Frequency of regular meetings</u>		
During the administration of Communion and after non Eucharistic services		
<u>Frequency of activities apart from regular meetings</u>		
None		
<u>Volunteer role profile for leaders</u>		
<ul style="list-style-type: none"> Supervision of activities Preparation of rotas Carrying out the ministry of prayer in accordance with the guidelines laid down 		
<u>Volunteer role profile for volunteer helpers</u>		
<ul style="list-style-type: none"> Carrying out the ministry of prayer as laid out on the rotas or as requested, in accordance with the guidelines laid down 		
	<u>Leaders</u>	<u>Volunteer helpers</u>
<u>Contact with children:</u>		
Regular contact with children	No	No
Occasional contact with children	Possible	Possible
Leader or supervisor alone with a child or children in a room or building for any length of time	No	No
Leader or helper in one to one contact with a child	No	No
Assistance with toileting or other personal activities (apart from the child's parents)	No	No
Activities taking place in a leader's or helper's home	No	No
One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group	No	
<u>Contact with vulnerable adults:</u>		
Regular contact with vulnerable adults	Yes	Yes
Leader or supervisor alone with a vulnerable adult or adults in a room or building for any length of time	No	No
Leader or helper in one to one contact with a vulnerable adult	No	No
Activities taking place in a leader's or helper's home	No	No

²⁸ For those making pastoral home visits and/or visiting residential homes

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One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group		No	
Driving			
Anyone driving others on behalf of the Church		No	No
Requirements			
Shortened Confidential Declaration Form required		#Yes	#Yes
Completion of Application form for voluntary role required		#Yes	No
References to be taken up		#Yes	No
Formal interview required		#Yes	No
Informal interview with Group leader required			#Yes
Basic check required		#Yes	#Yes
DBS Enhanced Certificate required	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
DBS Enhanced Certificate with barring information required	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training courses	Basic Awareness	#Yes	#Yes
	Foundations	#Yes	#Yes
	Leadership (Lay)	No	No
	Safer Recruitment	No	No
	Awareness Domestic Violence/Abuse	†Yes	No

Readers

Job descriptions, contracts, DBS checks and training are administered by the Diocese. Undergoing a DBS check is a mandatory condition of the licence for this role.

NB: Under the Safeguarding and Clergy Discipline Measure 2016 a Reader is disqualified from acting in this role if s/he is included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006) or has been convicted of an offence mentioned in Schedule 1 of the Children and Young Persons Act 1933.

Recognized Parish Assistants (RPAs)

Activities		
• Will vary, as described in the RPA role description and volunteer profile		
Location of regular meetings		
None: RPAs have individual ministries		
Volunteer role profile for leaders		
• As described in the RPA role description		
	Leaders	Assistant leaders & volunteer helpers
Contact with children:	Possible, depending on agreed role	

*^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #† PCC #requirement †recommendation



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Contact with vulnerable adults:		
Driving	Possible, depending on agreed role	
Anyone driving others on behalf of the Church		
Requirements		
Confidential Declaration Form required	*Yes if DBS required. Otherwise #Shortened.	
Completion of Application form for voluntary role required	No	
References to be taken up	No	
Formal interview required	No	
Informal interview with Group leader required		

DBS Enhanced Certificate required	Child Workforce	*Yes Workforce and level of check dependent on agreed role	
	Adult Workforce		
	Child and Adult Workforce		
DBS Enhanced Certificate with barring information required	Child Workforce		
	Adult Workforce		
	Child and Adult Workforce		
Training courses	Basic Awareness	#Yes	
	Foundations	Dependent on agreed role	
	Leadership (Lay)		
	Safer Recruitment		
	Awareness Domestic Violence/Abuse		

Refreshment helpers

<u>Activities</u>		
<ul style="list-style-type: none"> Serving refreshments after services Serving refreshments at Priory events 		
<u>Location of regular meetings</u>		
None		
<u>Frequency of activities apart from regular meetings</u>		
As required		
<u>Volunteer role profile for leaders</u>		
<ul style="list-style-type: none"> Supervision of assistant leaders Arrangement of activities Preparation of rotas as needed Serving of refreshments at Priory events 		
<u>Volunteer role profile for volunteer helpers</u>		
<ul style="list-style-type: none"> Serving of refreshments at Priory events as laid out on the rotas or as requested 		
	<u>Leaders</u>	<u>Volunteer helpers</u>
<u>Contact with children:</u>	Possible	Possible
<u>Contact with vulnerable adults:</u>	Possible	Possible

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Driving			
Anyone driving others on behalf of the Church		No	No
Requirements			
Shortened Confidential Declaration Form required		#Yes	No
Completion of Application form for voluntary role required		No	No
References to be taken up		No	No
Formal interview required		No	No
Informal interview with Group leader required		No	No
DBS Enhanced Certificate required	Child Workforce	^o No	^o No
	Adult Workforce	^o No	^o No
	Child and Adult Workforce	^o No	^o No
DBS Enhanced Certificate with barring information required	Child Workforce	^o No	^o No
	Adult Workforce	^o No	^o No
	Child and Adult Workforce	^o No	^o No
Training courses	Basic Awareness	#Yes	^o Yes
	Foundations	No	No
	Leadership (Lay)	No	No
	Safer Recruitment	No	No
	Awareness Domestic Violence/Abuse	No	No

Safeguarding Representative

<u>Activities</u>	
<ul style="list-style-type: none"> Ensuring that Diocesan policies in respect of safeguarding children and vulnerable adults are implemented within the parish. 	
<u>Location of regular meetings</u>	
None	
<u>Frequency of activities apart from regular meetings</u>	
As required	
<u>Volunteer role profile</u>	
<ul style="list-style-type: none"> Overseeing the implementation of the Parish Safeguarding and Safer Recruitment Policy, reviewing it as necessary and bringing it for annual review by the PCC. Reporting to the PCC on Safeguarding matters. Carrying out regular checks of the criteria for the Priory groups, officers, paid posts and voluntary roles with the Leaders of groups in question. Responding to safeguarding risks, concerns or allegations in liaison with parish officials and the Diocesan Safeguarding Team. Administration of DBS checks and Confidential Declaration Forms. Acting as the link between the parish and the Diocesan Safeguarding Team. 	
<u>Contact with children and vulnerable adults</u>	
The Diocese recommends that the Safeguarding Representative is not engaged regularly in roles with children or vulnerable adults, to ensure that concerns about a vulnerable person, the behaviour of a person in a position of trust, or allegations of abuse can be reported without a conflict of interest.	No

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Driving		
Anyone driving others on behalf of the Church		No
Requirements		
Confidential Declaration Form required		*Yes
Completion of Application form for voluntary role required		#Yes
References to be taken up		#Yes
Formal interview required		#Yes
DBS Enhanced Certificate required	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
DBS Enhanced Certificate with barring information required	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	*Yes
Training courses	Basic Awareness	*Yes
	Foundations	*Yes
	Leadership (Lay)	*Yes
	Safer Recruitment	*Yes
	Awareness Domestic Violence/Abuse	*Yes

Secretary to the Parochial Church Council

NB: Under the Safeguarding and Clergy Discipline Measure 2016 the Secretary to the PCC is disqualified from acting in this role if s/he is included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006) or has been convicted of an offence mentioned in Schedule 1 of the Children and Young Persons Act 1933.

Activities and role profile			
<ul style="list-style-type: none"> To carry out the functions of PCC Secretary as defined in the Synodical Government Measure 1969 and the Church Representation Rules. To be the point of contact for the PCC and deal with PCC correspondence. To be responsible for the preparation, distribution and verification of agendas, minutes and other paperwork. To ensure that a set of minutes and related papers is kept for permanent reference and deposited in the designated Archive. 			
Requirements		PCC member	Not PCC member
Confidential Declaration Form required		*Yes ²⁹	#Yes Shortened version
Basic check required			#Yes
DBS Enhanced Certificate required	Child and Adult Workforce	*Yes ^{29,29}	No
Training courses	Basic Awareness	*Yes ²⁹	No
	Foundations	No	No
	Leadership (Lay)	No	No
	Safer Recruitment	No	No

²⁹ As a member of the PCC, but not in respect of this role.

*^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #† PCC #requirement †recommendation



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	Awareness Domestic Violence/Abuse	No		No
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Servers

<u>Activities</u>		
<ul style="list-style-type: none"> • To perform the liturgical functions of altar servers within the conduct of public worship 		
<u>Location of regular meetings</u>		
Priory		
<u>Frequency of regular meetings</u>		
Weekly		
<u>Frequency of activities apart from regular meetings</u>		
None		
<u>Volunteer role profile for leaders</u>		
<ul style="list-style-type: none"> • Supervision and training of the altar servers • Preparation of rotas • Performing the liturgical functions of altar servers 		
<u>Volunteer role profile for assistant leaders</u>		
<ul style="list-style-type: none"> • Assistance with training of the altar servers • Performing the liturgical functions of altar servers 		
<u>Volunteer role profile for volunteer helpers</u>		
<ul style="list-style-type: none"> • Performing the liturgical functions of altar servers as laid out on the rotas or as requested 		
	<u>Leaders</u>	<u>Assistant leaders & volunteer helpers</u>
<u>Contact with children:</u>		
Regular contact with children	Yes	Yes
Parents present at all times	No	No
Leader or supervisor alone with a child or children in a room or building for any length of time	No	No
Leader or helper in one to one contact with a child	Yes. An adult server mentoring a young person in setting out the altar and credence table before a service.	
Assistance with toileting or other personal activities (apart from the child's parents)	No	No
Activities taking place in a leader's or helper's home	No	No
One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group	No	
<u>Contact with vulnerable adults:</u>		
	No	No

*^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #[†] PCC #requirement †recommendation



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Driving			
Anyone driving others on behalf of the Church		No	No
Requirements			
Confidential Declaration Form required		*Yes ³⁰ Otherwise #Shortened version	*Yes Otherwise #Shortened version
Completion of Application form for voluntary role required		#Yes ³⁰	#Yes ³⁰
References to be taken up		#Yes ³⁰	#Yes ³⁰
Formal interview required		No	No
DBS Enhanced Certificate required	Child Workforce	*Yes ³⁰	*Yes ³⁰
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
DBS Enhanced Certificate with barring information required	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training courses	Basic Awareness	*Yes ³⁰	*Yes Error! Bookmark not defined.
	Foundations	*Yes ³⁰	*Yes ³⁰ Error! Bookmark not defined.
	Leadership (Lay)	No	No
	Safer Recruitment	No	No
	Awareness Domestic Violence/Abuse	No	No

Shop/Priory Stewards

Activities
<ul style="list-style-type: none"> To be present in the Priory and/or shop to deal with visitors and oversee the building during opening hours.
Location of regular meetings
None
Frequency of activities apart from regular meetings
As laid out on the rotas or as requested
Volunteer role profile for leaders
<ul style="list-style-type: none"> Management of shop, sales and stock Arrangement of activities Preparation of rotas Ensuring the security of the Priory and its contents Welcoming visitors to the Priory and offer them assistance Staffing the shop and carrying out sales.

³⁰ If supervising those under 18 years old

*^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #† PCC #requirement †recommendation



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Volunteer role profile for volunteer helpers			
<ul style="list-style-type: none"> • To be present in the Priory as laid out on the rotas or as requested, in order to <ul style="list-style-type: none"> ▫ ensure the security of the Priory and its contents ▫ welcome visitors to the Priory and offer them assistance ▫ staff the shop and carry out sales. 			
		Leaders	Volunteer helpers
Contact with children:			
Regular contact with children		No	No
Occasional contact with children		Possible	Possible
Parents present at all times		Probable	Probable
Leader or supervisor alone with a child or children in a room or building for any length of time		No	
Leader or helper in one to one contact with a child		No	No
Assistance with toileting or other personal activities (apart from the child's parents)		No	No
Activities taking place in a leader's or helper's home		No	No
One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group		No	
Contact with vulnerable adults:			
Regular contact with vulnerable adults		No	No
Occasional contact with vulnerable adults		Possible	Possible
Leader or supervisor alone with a vulnerable adult or adults in a room or building for any length of time		No	No
Leader or helper in one to one contact with a vulnerable adult		No	No
Activities taking place in a leader's or helper's home		No	No
One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group		No	
Driving			
Anyone driving others on behalf of the Church		No	No
Requirements			
Shortened Confidential Declaration Form required		#Yes	No
Completion of Application form for voluntary role required		#Yes	No
References to be taken up		#Yes	No
Formal interview required		#Yes	No
Informal interview with Group leader required			No
Basic check required		#Yes	#Yes
DBS Enhanced Certificate required	Child Workforce	^o No	^o No
	Adult Workforce	^o No	^o No
	Child and Adult Workforce	^o No	^o No
DBS Enhanced Certificate with barring information required	Child Workforce	^o No	^o No
	Adult Workforce	^o No	^o No
	Child and Adult Workforce	^o No	^o No
Training courses	Basic Awareness	#Yes	^o Yes
	Foundations	No	No

*^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #† PCC #requirement †recommendation



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Priory groups, officers, paid posts and voluntary roles

	Leadership (Lay)	No	No
	Safer Recruitment	No	No
	Awareness Domestic Violence/Abuse	No	No

Sidesmen/women

NB: Only those on the electoral roll are eligible to be sidesmen/women.

<u>Activities</u>
<ul style="list-style-type: none"> Assisting the Churchwardens in preparing the church for services and ensuring that practical arrangements are carried out.
<u>Location of regular meetings</u>
None
<u>Frequency of regular meetings</u>
None
<u>Frequency of activities apart from regular meetings</u>
As laid out on the rotas or as requested
<u>Volunteer role profile for leaders</u>
<ul style="list-style-type: none"> Churchwardens are supervisors. Rotas are prepared by the Secretary to the PCC.

<u>Volunteer role profile for volunteer helpers</u>		
<ul style="list-style-type: none"> Assisting the Churchwardens in preparing the church for services and ensuring that practical arrangements are carried out, including Health and Safety. Welcoming people to church and providing them with any books, papers or information needed. Taking collections during services. Putting books and other materials away after the service and ensuring that the building is left in a tidy and safe condition. 		
	<u>Leaders</u>	<u>Volunteer helpers</u>
<u>Contact with children:</u>		
Regular contact with children		Yes
Parents present at all times		No
Leader or supervisor alone with a child or children in a room or building for any length of time		
Leader or helper in one to one contact with a child		No
Assistance with toileting or other personal activities (apart from the child's parents)		No
Activities taking place in a leader's or helper's home		No
One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group	No	
<u>Contact with vulnerable adults:</u>		
Regular contact with vulnerable adults		Yes
Leader or supervisor alone with a vulnerable adult or adults in a room or building for any length of time		No
Leader or helper in one to one contact with a vulnerable adult		No
Activities taking place in a leader's or helper's home		No

*^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #† PCC #requirement †recommendation



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Priory groups, officers, paid posts and voluntary roles

One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group		No	
Driving			
Anyone driving others on behalf of the Church			No
Requirements			
Shortened Confidential Declaration Form required		#Yes	No
Completion of Application form for voluntary role required		Appointed by the Annual Parochial Church Meeting	
References to be taken up		No	No
Formal interview required		No	No
DBS Enhanced Certificate required	Child Workforce	^o No	^o No
	Adult Workforce	^o No	^o No
	Child and Adult Workforce	^o No	^o No
DBS Enhanced Certificate with barring information required	Child Workforce	^o No	^o No
	Adult Workforce	^o No	^o No
	Child and Adult Workforce	^o No	^o No
Training courses	Basic Awareness		^o Yes
	Foundations	^o No	^o No
	Leadership (Lay)	^o No	^o No
	Safer Recruitment	^o No	^o No
	Awareness Domestic Violence/Abuse	^o No	^o No

Stall staff and sellers (cakes, tickets)

<u>Activities</u>		
<ul style="list-style-type: none"> Selling items at Priory events 		
<u>Location of regular meetings</u>		
None		
<u>Frequency of activities apart from regular meetings</u>		
As laid out on the rotas or as requested		
<u>Volunteer role profile for leaders</u>		
<ul style="list-style-type: none"> Arrangement and supervision of activities Preparation of rotas as needed Staffing stalls 		
<u>Volunteer role profile for volunteer helpers</u>		
<ul style="list-style-type: none"> Staffing stalls as laid out on the rotas or as requested 		
	<u>Leaders</u>	<u>Volunteer helpers</u>
<u>Contact with children:</u>	Possible	Possible
<u>Contact with vulnerable adults:</u>	Possible	Possible
<u>Driving</u>		
Anyone driving others on behalf of the Church	No	No

^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #† PCC #requirement †recommendation



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Priory groups, officers, paid posts and voluntary roles

Requirements			
Shortened Confidential Declaration Form required		#Yes	No
Completion of Application form for voluntary role required		No	No
References to be taken up		No	No
Formal interview required		No	No
Informal interview with Group leader required		No	No
Basic check required		#Yes	#Yes
DBS Enhanced Certificate required	Child Workforce	^o No	^o No
	Adult Workforce	^o No	^o No
	Child and Adult Workforce	^o No	^o No
DBS Enhanced Certificate with barring information required	Child Workforce	^o No	^o No
	Adult Workforce	^o No	^o No
	Child and Adult Workforce	^o No	^o No
Training courses	Basic Awareness	#Yes	†Yes
	Foundations	No	No
	Leadership (Lay)	No	No
	Safer Recruitment	No	No
	Awareness Domestic Violence/Abuse	No	No

Tower bell ringers

Activities		
<ul style="list-style-type: none"> • Ringing and maintaining the Priory bells 		
Location of regular meetings		
Priory ringing chamber		
Frequency of regular meetings		
Three times weekly (practice and 2 services)		
Frequency of activities apart from regular meetings		
Weddings and occasional additional services and events, averaging about once a month		
Volunteer role profile for leaders		
<ul style="list-style-type: none"> • Arrangement and supervision of activities • Overall responsibility for the maintenance of the bells and ringing equipment 		
Volunteer role profile for assistant leaders		
<ul style="list-style-type: none"> • Assistance with arrangement and supervision • Deputising for leader(s) when absent • Maintaining the bells • Teaching new ringers 		
	<u>Bell Tower Captain</u>	<u>Assistant leaders</u>
Contact with children:		
Regular contact with children	No	No
Occasional contact with children	Possible	Possible
Parents present at all times	Yes ³¹	

³¹ Those under 18 years old should not be admitted to the Tower unless a parent or other close relative is present. In the case of a visit by a group of children/young people an authorized group leader who has undergone a Child Workforce DBS check must be present.

*^o Diocesan, Church of England or Thirtyone: eight *requirement ^orecommendation #† PCC #requirement †recommendation



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Priory groups, officers, paid posts and voluntary roles

Leader or supervisor alone with a child or children in a room or building for any length of time	No		
Leader or helper in one to one contact with a child	No	No	
Assistance with toileting or other personal activities (apart from the child's parents)	No	No	
Activities taking place in a leader's or helper's home	No	No	
One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group	Yes		
Contact with vulnerable adults:			
Regular contact with vulnerable adults	No	No	
Occasional contact with vulnerable adults	Possible	Possible	
Leader or supervisor alone with a vulnerable adult or adults in a room or building for any length of time	No		
Leader or helper in one to one contact with a vulnerable adult	No	No	
Activities taking place in a leader's or helper's home	No	No	
One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group	Yes		
Driving			
Anyone driving others on behalf of the Church	No	No	
Requirements³²			
Shortened Confidential Declaration Form required	#Yes	No	
Completion of Application form for voluntary role required	#Yes	No	
References to be taken up	No	No	
Formal interview required	No	No	
Informal interview with Group leader required	No	No	
DBS Enhanced Certificate required	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
DBS Enhanced Certificate with barring information required	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training courses	Basic Awareness	*Yes	^o Yes
	Foundations	*Yes	No
	Leadership (Lay)	*Yes	No
	Safer Recruitment	No	No
	Awareness Domestic Violence/Abuse	No	No

³² The Treasurer of any Priory group is required by the PCC to undertake a Basic check.

*^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #† PCC #requirement †recommendation



Treasurer to the Parochial Church Council

NB: Under the Safeguarding and Clergy Discipline Measure 2016 the Treasurer to the PCC is disqualified from acting in this role if s/he is included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006) or has been convicted of an offence mentioned in Schedule 1 of the Children and Young Persons Act 1933.

<u>Activities and role profile</u>			
<ul style="list-style-type: none"> To carry out the financial decisions made by the PCC. To record all financial transactions carried out on behalf of the PCC and ensure that they are properly authorised. To prepare the annual financial statements for approval by the PCC and submission to the Annual Parochial Church Meeting, ensuring that they comply with current Charity Commission requirements, and provide copies to central bodies as required. To report to the PCC regularly on matters relating to the finances and accounts. 			
<u>Requirements</u>		PCC member	Not PCC member
Confidential Declaration Form required		*Yes ³³	#Yes Shortened version
Basic check required			#Yes
DBS Enhanced Certificate required		*Yes ³³	No
Training courses	Basic Awareness	*Yes ³³	No
	Foundations	No	No
	Leadership (Lay)	No	No
	Safer Recruitment	No	No
	Awareness Domestic Violence/Abuse	No	No

Walking Group

<u>Activities</u>		
<ul style="list-style-type: none"> Walking in East Yorkshire 		
<u>Location of regular meetings</u>		
No set location		
<u>Frequency of regular meetings</u>		
Monthly		
<u>Frequency of activities apart from regular meetings</u>		
None		
<u>Volunteer role profile for leaders</u>		
<ul style="list-style-type: none"> Arranging and directing walks 		
	<u>Leaders</u>	<u>Assistant leaders & volunteer helpers</u>
<u>Contact with children:</u>		
Regular contact with children	No	

³³ As a member of the PCC, but not in respect of this role.

*⁰ Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #[†] PCC #requirement †recommendation



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Priory groups, officers, paid posts and voluntary roles

Contact with vulnerable adults:			
Regular contact with vulnerable adults		No	
Occasional contact with vulnerable adults		Possible	
Leader or helper in one to one contact with a vulnerable adult		Possible (as driver)	
Activities taking place in a leader's or helper's home		No	
One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group		No	
Driving			
Anyone driving others on behalf of the Church		Yes	
Requirements³⁴			
Shortened Confidential Declaration Form required		#Yes	
Completion of Application form for voluntary role required		No	
References to be taken up		No	
Formal interview required		No	
Informal interview with Group leader required			
DBS Enhanced Certificate required	Child Workforce	No	
	Adult Workforce	*Yes ³⁵	
	Child and Adult Workforce	No	
DBS Enhanced Certificate with barring information required	Child Workforce	No	
	Adult Workforce	No	
	Child and Adult Workforce	No	
Training courses	Basic Awareness	#Yes	
	Foundations	No	
	Leadership (Lay)	No	
	Safer Recruitment	No	
	Awareness Domestic Violence/Abuse	No	

Wednesday Club

<u>Activities</u>
• Crafts, games, worship and other activities for children
<u>Location of regular meetings</u>
• Church Rooms
<u>Frequency of regular meetings</u>
• Monthly
<u>Frequency of activities apart from regular meetings</u>
• None
<u>Volunteer role profile for leaders and assistant leaders</u>

³⁴ The Treasurer of any Priory group is required by the PCC to undertake a Basic check.

³⁵ If driving vulnerable adults on behalf of the Priory

*^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #† PCC #requirement †recommendation



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Priory groups, officers, paid posts and voluntary roles

<ul style="list-style-type: none"> • Arrangement and leadership of meetings • Supervision of volunteer helpers • Preparation of materials • Supervision of activities at meetings 			
<u>Volunteer role profile for volunteer helpers</u>			
<ul style="list-style-type: none"> • Assistance with activities at meetings 			
		<u>Leaders</u>	<u>Assistant leaders & volunteer helpers</u>
<u>Contact with children:</u>			
Regular contact with children		Yes	Yes
Parents present at all times		Possibly	
Leader or supervisor alone with a child or children in a room or building for any length of time		No	
Leader or helper in one to one contact with a child		No	No
Assistance with toileting or other personal activities		No	No
Activities taking place in a leader's or helper's home		No	No
One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group		Possible	
<u>Contact with vulnerable adults:</u>			
		No	No
<u>Driving</u>			
Anyone driving others on behalf of the Church		No	No
<u>Requirements</u>			
Confidential Declaration Form required		*Yes	*Yes
Completion of Application form for voluntary role required		*Yes	#Yes
References to be taken up		*Yes	#Yes
Formal interview required		*Yes	#Yes
DBS Enhanced Certificate required³⁶	Child Workforce	*Yes	*Yes
	Adult Workforce		
	Child and Adult Workforce		
DBS Enhanced Certificate with barring information required	Child Workforce		
	Adult Workforce		
	Child and Adult Workforce		
Training courses	Basic Awareness	*Yes	*Yes
	Foundations	*Yes	*Yes
	Leadership (Lay)	*Yes	No
	Safer Recruitment	No	No
	Awareness Domestic Violence/Abuse	*Yes	No

³⁶ At least two DBS checked adults must be present in any video conference/online activity

*^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #† PCC #requirement †recommendation



Welcomers

Activities		
• Welcoming people as they arrive for services		
Location of regular meetings		
None		
Frequency of regular meetings		
None		
Frequency of activities apart from regular meetings		
As laid out on the rotas or as requested		
Volunteer role profile for leaders		
• Churchwardens are supervisors. Rotas are prepared by one of the Churchwardens.		
Volunteer role profile for volunteer helpers		
• Welcoming people as they arrive for services, as laid out on the rotas or as requested		
	Leaders	Volunteer helpers
Contact with children:		
Regular contact with children		Yes
Parents present at all times		No
Leader or supervisor alone with a child or children in a room or building for any length of time		No
Leader or helper in one to one contact with a child		No
Assistance with toileting or other personal activities (apart from the child's parents)		No
Activities taking place in a leader's or helper's home		No
One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group	No	
Contact with vulnerable adults:		
Regular contact with vulnerable adults		Yes
Leader or supervisor alone with a vulnerable adult or adults in a room or building for any length of time		No
Leader or helper in one to one contact with a vulnerable adult		No
Activities taking place in a leader's or helper's home		No
One-off assistant leaders, speakers or workshop leaders taking part in the activities of the group	No	
Driving		
Anyone driving others on behalf of the Church		No
Requirements		
Confidential Declaration Form required		No
Completion of Application form for voluntary role required		No
References to be taken up		No
Formal interview required		No
Informal interview with Group leader required		No
DBS Enhanced Certificate required	Child Workforce	No
	Adult Workforce	No

*^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #† PCC #requirement †recommendation



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Priory groups, officers, paid posts and voluntary roles

	Child and Adult Workforce		No
DBS Enhanced Certificate with barring information required	Child Workforce		No
	Adult Workforce		No
	Child and Adult Workforce		No
Training courses	Basic Awareness		^o Yes
	Foundations		No
	Leadership (Lay)		No
	Safer Recruitment		No
	Awareness Domestic Violence/Abuse		No

**^o Diocesan, Church of England or Thirtyone:eight *requirement ^orecommendation #† PCC #requirement †recommendation*



NOMINATION FOR ELECTION TO THE PAROCHIAL CHURCH COUNCIL

<i>We (insert names)</i>	<i>Proposer</i>
<i>of (insert addresses)</i>	<i>Second</i>
being members of the electoral roll of this parish, hereby nominate	
<i>of (insert address)</i>	
as a candidate for election to the parochial church council at the annual meeting on _____	
Signed	<i>Proposer</i>
I declare that I am communicant of 16 years or over and not disqualified, and that if elected, I consent to serve.	<i>Second</i>
Signed: <i>Nominee</i>	

Nominees must be:

- at least sixteen years of age;
- actual communicants;
- on the Electoral Roll of this Parish for at least six months

Proposers and seconders must be on the Electoral Roll of this Parish

No person shall be nominated unless they have signified their consent to serve, or there is in the opinion of the meeting sufficient evidence thereof. No person shall be nominated if they are disqualified from serving by the Church Representation Rules. (See right for details)

Original form downloaded from www.parishresources.org.uk



DISQUALIFICATION (Church Representation Rules s46A and 46B)

A person shall be disqualified from being nominated, chosen or elected or from serving as a member of a Parochial Church Council, a District Church Council or any Synod under these rules if the person:

- is disqualified from being a charity trustee under section 72(1) of the Charities Act 1993 and the disqualification is not for the time being subject to a waiver by the Charity Commissioners.
- is included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006)
- has been convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 (unless the person's disqualification under this sub-section has been waived in writing by the bishop of the diocese in question.)
- has been so disqualified from holding office under section 10(6) of the Incumbents (Vacation of Benefices) Measure [1977]

Notes

- A person is disqualified from being a charity trustee under the Charities Act if they have been convicted of an offence involving deception or dishonesty (unless any such conviction is legally regarded as spent), if they are an undischarged bankrupt, have made compositions or arrangements with any creditors from which they have not been discharged or have been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity.
- All members of the PCC will be required to complete a Confidential Declaration Form and a Disclosure and Barring Service (DBS) check. Should such checks reveal information which makes the member ineligible to be a trustee that person will be required to step down from the Parochial Church Council.
- Elections to the Parochial Church Council are subject to Safer Recruitment procedures as outlined in the Parish Safeguarding Policy. The election will not be confirmed until these have taken place.



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Pro forma documents: Request for references following election to the Parochial Church Council

The Priory's Safeguarding and Safer Recruitment Policy requires those elected to the PCC to comply with the Recruitment Policies laid out in the Policy, including the provision of references.

Full name:	
Address:	
E-mail address (if you have one):	
Contact telephone number:	
Referees Please give details below of two people who would be willing to provide a personal reference. Referees may not be family members of the applicant and at least one referee must not be a member of the Priory congregation.	
Referee 1	Name:
	Address:
	Relationship:
Referee 2	Name:
	Address:
	Relationship:
Signed:	
Date:	
Print full name:	



Church of England Confidential Declaration Form

The Confidential Declaration Form must be completed by all those wishing to work with children and / or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and / or adults experiencing, or at risk of abuse or neglect. This form should also be completed by those with oversight of children's and / or vulnerable adults' activities, including trustees of a children's and / or vulnerable adults' charity, as these people should be recruited using Safer Recruitment procedures, including a DBS check for trustees, in accordance with Charity Commission guidance. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment / appointment process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role / position. All forms will be kept securely in compliance with 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 which you are answering.

Please note that the Disclosure and Barring Service (DBS) is an independent body, which came into existence on 1st December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

If the role you have applied for is not eligible for a DBS check you MUST only answer questions 1 and 2 of this form

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules? (Include both 'spent' and 'unspent' convictions) YES / NO
2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules¹? YES / NO

¹ You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences referred to in footnote 1 above. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered**



Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules. Please also provide details of the circumstances and/or reasons that led to the offence(s).

Broadly, where your position / role involves substantial contact with children and / or adults experiencing, or at risk of abuse or neglect (i.e. where you are eligible for an enhanced criminal records check), or oversight of these activities, you will be expected to declare **all** convictions and / or cautions etc., even if they are 'spent' provided they have not been filtered by the DBS filtering rules.

If your position / role does not involve substantial contact with children and / or adults experiencing, or at risk of abuse or neglect, or oversight of these activities, you should only declare 'unspent' and 'unfiltered' convictions / cautions etc.

Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.

If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and / or adults experiencing, or at risk of abuse or neglect. Although it is important to note that the existence of a conviction, caution etc. will not necessarily bar you from working with or overseeing vulnerable groups unless it will place such groups at risk.

3. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence / misconduct? YES / NO
4. Are you or have you ever been prohibited and / or barred from work with children and/or vulnerable adults? 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 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 from you? YES / NO
6. Has your conduct ever caused or been likely to cause significant harm to a child and / or vulnerable adult, and / 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
8. Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult's Social Care)? YES/NO

If you reply yes to questions 7 and/or 8, please give details, which may include the date(s) and nature of the allegation, 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 adult who is vulnerable. Any allegation or complaint investigated by the police, Children's Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities.

9. 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 any other legislation? YES / NO
10. 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 DBS filtering rules²; or is that person at present the subject of a criminal investigation/pending prosecution? YES/NO/Not Applicable

If yes, please give details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s)

*Note applicable to Q10: You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include **all** clergy).*

² See footnotes 25 and 27 above



Note: All these matters shall be checked with the relevant authorities

Declaration

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

After I have been appointed I agree to inform my line manager or supervisor if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Social Services/Social Work Department (Children or Adult’s Social Care) investigation.

Signed.....
Full Name.....Date of Birth.....
Address.....
.....
Date.....
Please return the completed form to
.....

Before an appointment can be made, applicants who will have substantial contact with children and / or adults experiencing, or at risk of abuse or neglect in their roles, or who are trustees of charities sponsoring these activities, will be required to obtain an enhanced criminal record check (with or without a barred list check as appropriate) from the Disclosure and Barring Service.

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 and / or adults experiencing, or at risk of abuse or neglect.

Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and / or an adult experiencing, or at risk of abuse or neglect at risk.



Church of England Confidential Declaration Form

The Confidential Declaration Form must be completed by all those wishing to work with children and / or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and / or adults experiencing, or at risk of abuse or neglect. This form should also be completed by those with oversight of children's and / or vulnerable adults' activities, including trustees of a children's and / or vulnerable adults' charity, as these people should be recruited using Safer Recruitment procedures, including a DBS check for trustees, in accordance with Charity Commission guidance. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment / appointment process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role / position. All forms will be kept securely in compliance with 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 which you are answering.

Please note that the Disclosure and Barring Service (DBS) is an independent body, which came into existence on 1st December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

If the role you have applied for is not eligible for a DBS check you MUST only answer questions 1 and 2 of this form

Bridlington Priory PCC statement: Those leading any Priory activities, and therefore seen to be in a position of trust, are required to complete this form.

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules? (Include both 'spent' and 'unspent' convictions) YES / NO
2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules¹? YES / NO

¹ You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences referred to in footnote 1 above. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered**



Note: All these matters shall be checked with the relevant authorities

Declaration

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

After I have been appointed I agree to inform my line manager or supervisor if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Social Services/Social Work Department (Children or Adult’s Social Care) investigation.

Signed.....

Full Name.....Date of Birth.....

Address.....

.....

Date.....

Please return the completed form to **Elizabeth Boardman, Parish Safeguarding Representative**

Before an appointment can be made, applicants who will have substantial contact with children and / or adults experiencing, or at risk of abuse or neglect in their roles, or who are trustees of charities sponsoring these activities, will be required to obtain an enhanced criminal record check (with or without a barred list check as appropriate) from the Disclosure and Barring Service.

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 and / or adults experiencing, or at risk of abuse or neglect.

Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and / or an adult experiencing, or at risk of abuse or neglect at risk.



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Pro forma documents: Parental consent form

- This consent form must be completed by a responsible adult before any unaccompanied child or young person under 18 years old is able to participate in an activity organized on behalf of the PCC.
- The information may be completed by a carer (e.g. a foster Carer), but **only** those with legal parental responsibility may sign the consent.
- Please note that the child/young person may not be able to participate in the group's activities unless all parts of this form have been completed.
- Once completed the form will be kept securely in accordance with the PCC's data protection, storage and confidentiality protocols.

Details of individual activities will be circulated separately during the year

Information about child/young person:

Full name:	
Date of birth:	
National Health number:	
Information about child/young person's doctor (name, address and telephone number)	
Date of last anti-tetanus injection if known:	
Does the child/young person have a medical problem (e.g. asthma, epilepsy, diabetes or other condition) or disability? If so, please give details.	
Please list any regular medication taken by the child/young person:	
<i>The medical profession takes the view that a parent's consent to medical treatment cannot be delegated. Medical consent forms have no legal status and a doctor has the right to insist on parental consent before treating a child. However, it has been discovered that medical staff find a general consent of the type below to be helpful.</i>	
Are you willing for your child to receive any emergency treatment considered necessary by the medical authorities if you are not available to give your consent?	YES / NO (DELETE AS APPROPRIATE)
<ul style="list-style-type: none">• including an anaesthetic.• including penicillin	YES / NO (DELETE AS APPROPRIATE) YES / NO (DELETE AS APPROPRIATE)
Does the child/young person suffer from travel sickness?	
Is the child/young person able to swim?	

Please turn over



Does the child/young person have any food or other allergies? If so, please give details.	
Does the child/young person have any special dietary requirements? If so, please give details.	

Parent / Legal Guardian's Consent

- I give permission for the above child/young person to take part in *[name of group]*'s activities during *[insert year]*, including *[insert summary of activities]*.
- I recognize that during this activity the child/young person will be under the control and care of the group leaders approved by the church PCC, and that while those in charge will take all reasonable care they cannot necessarily be held responsible for any loss, damage or injury suffered by the above child/young person during, or as a result of, the activity.
- I consent to the use of photographs and/or audio/video recordings taken of the above child/young person in Bridlington Priory presentations, notice board displays, websites, Facebook and YouTube pages provided (a) that the child/young person is not identified without my permission, and (b) that the use is in accordance with the Priory's policy statements on *Photography and audio/video recording of children, young people and vulnerable adults* and *Internet and social media*, as contained in the Priory's Safeguarding Policy.
- I understand that it is my responsibility to inform the *[title of Group leader]* if any of the information given by me on this form changes.

Signature of parent or legal guardian:	
Date:	
Print full name:	
Relation to child/young person:	
Address:	
E-mail:	
Contact telephone number:	
Other emergency contact telephone number(s):	

Declaration by child/young person

- I understand that I will be under the control and care of the group leader and other adults under the supervision of the leader, and I will co-operate with them at all times during this activity.

Signature of child/young person:	
Date:	
Print full name:	



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Pro forma documents: Policy statement on the recruitment of ex-offenders

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 using criminal record checks processed through the Disclosure and Barring Service (DBS), the Parochial Church Council endeavours to comply fully with the DBS code of practice and undertakes to treat all applicants for positions fairly.³⁷
- The Parochial Church Council undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- The Parochial Church Council may only ask an individual to provide details of convictions and cautions about which the Parochial Church Council is entitled legally to know.
- The Parochial Church Council may only ask an individual about convictions and cautions that are not protected (that is, not filtered during the DBS process).³⁸
- The Parochial Church Council will require that all those deputed by the Parochial Church Council to carry out the recruitment process have attended the Diocesan Safer Recruitment course.

³⁷ DBS code of practice included in Appendix 4 of this policy

³⁸ For more information see <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Pro forma documents: Application form for voluntary role

We ask all prospective workers with children, young people and potentially vulnerable adults to complete this form and also the enclosed Confidential Declaration Form. If there is insufficient space to answer any question please continue on a separate sheet. The information will be kept confidentially, unless requested by an appropriate authorized body.

ROLE:

Full name:	
Date of birth:	
Address:	
How long have you lived at this address?	
If less than 3 years, please give previous address(es) with dates occupied:	
E-mail address (if you have one):	
Contact telephone number:	
Please give details below of any previous experience relevant to the role, including related qualifications or training. <i>Continue on a separate sheet if necessary.</i>	



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy
Pro forma documents: Application form for voluntary role

Referees

Please give details below of two people who would be willing to provide a personal reference if we should require it. If you are currently working or volunteering other than at the Priory (paid or voluntary), one of these should be your present employer. Referees may not be family members of the applicant and at least one referee must not be a member of the Priory congregation.

Referee 1	Name:	
	Address:	
	Relationship:	
Referee 2	Name:	
	Address:	
	Relationship:	

Signed:	
Date:	
Print full name:	

Please note:

- As a volunteer working regularly with people who are/may be vulnerable, this role may be eligible for a criminal record check which will be renewed at least every five years.
- Training courses may be required or recommended for this role. Refresher training will be required at three year intervals.
- Our policy statement on the employment of ex-offenders is attached/enclosed.
- As a place of worship/organisation we endeavour to meet the requirements of the Data Protection Act 2018 and the UK General Data Protection Regulation.



** Indicates delete as appropriate*

[Date]

[Name and address of referee]

Dear Sir / Madam

Private and Confidential

Request for reference for a volunteer with children/young people/potentially vulnerable adults*

The applicant below has given your name as someone who may be contacted in relation to his/her* application to be a volunteer with Bridlington Priory. The role may include contact with children, young people or potentially vulnerable adults. Guidelines suggest that all voluntary organisations, including churches, must take steps to safeguard those entrusted to their care.

Name of applicant:	
Address of applicant:	
Role for which applicant is applying (volunteer role profile is enclosed / attached)	

I should be grateful if you would answer the following questions in respect of this applicant:

How long have you known the applicant?

In what capacity do you know the applicant?

What evidence can you give as to the applicant's suitability for the role?

What experience does the applicant have of working with children/young people/potentially vulnerable adults*?



Do you have any reason to be concerned about the applicant being in close contact with or having responsibility for children/young people/potentially vulnerable adults*?

Please provide the following details about you:

Full name	
Address	
Occupation	
Contact e-mail address or telephone number	
Signature	
Date	

Thank you for providing this information. We may need to contact you to confirm that you have written this reference.

Yours sincerely

[Name]

encl



**The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy**

Pro forma documents: Volunteer Agreement (where an application form has been completed)

Role:	
Name of volunteer:	

Thank you for joining our team of volunteers. We hope that you will enjoy volunteering with us. The person to whom you are directly responsible is _____, who will provide your introduction to the role. The PCC will support you and the role you do in our prayers, by our interest, and in the provision of resources and training.

Your volunteer role profile(s) can be found in the Parish Safeguarding and Safer Recruitment Policy, in the Section *Priory groups, officers, paid posts and voluntary roles*.³⁹

Statements by volunteer

I understand:

- the nature of the role I am to undertake
- that if it is recommended for my role in the Parish Safeguarding and Safer Recruitment Policy I will be required to
 - undertake training courses at 3 year intervals and when otherwise required
 - complete a Confidential Declaration Form at 5 year intervals
 - undertake a Disclosure and Barring Service criminal records check at 5 year intervals
- that during the first six months consideration will be given to my suitability for this volunteer role and that the PCC may reconsider my appointment to the role in the light of this or if I feel that I am unsuitable for the role
- that it is my responsibility to inform my supervisor(s) and the Parish Safeguarding Representative of any change to my address or contact details
- that I must have due regard for Health and Safety and other instructions issued by the PCC
- that it is my duty to protect any children, young people and potentially vulnerable adults with whom I may come into contact during the performance of this role
 - I have read the Parish Safeguarding and Safer Recruitment Policy and undertake to abide by it.

Signed:	
Date:	
Print full name:	

This section to be completed by PCC representative	
Signed on behalf of the PCC:	
Date:	
Print full name:	
PCC role:	

This form will be kept by the PCC. If you would like a copy of the signed version, please tick here:

As a place of worship/organisation we endeavour to meet the requirements of the Data Protection Act 2018.

³⁹ Copies of the parish's Safeguarding and Safer Recruitment Policy are available in the Church, the Church Rooms and from the Parish Safeguarding Representative



**The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy**

Pro forma documents: Volunteer Agreement (where an application form has not been completed)

Role:	
Name of volunteer:	

Thank you for joining our team of volunteers. We hope that you will enjoy volunteering with us. The person to whom you are directly responsible is _____, who will provide your introduction to the role. The PCC will support you and the role you do in our prayers, by our interest, and in the provision of resources and training.

Your volunteer role profile(s) can be found in the Parish Safeguarding and Safer Recruitment Policy, in the Section *Priory groups, officers, paid posts and voluntary roles*.⁴⁰

Statements by volunteer

Full name:	
Date of birth:	
Address:	
How long have you lived at this address?	
If less than 3 years, please give previous address(es) with dates occupied:	
E-mail address (if you have one):	
Contact telephone number:	

I understand:

- the nature of the role I am to undertake
- that if it is recommended for my role in the Parish Safeguarding and Safer Recruitment Policy I will be required to
 - undertake training courses at 3 year intervals and when otherwise required
 - complete a Confidential Declaration Form at 5 year intervals
 - undertake a Disclosure and Barring Service criminal records check at 5 year intervals
- that during the first six months consideration will be given to my suitability for this volunteer role and that the PCC may reconsider my appointment to the role in the light of this or if I feel that I am unsuitable for the role

⁴⁰ Copies of the parish's Safeguarding and Safer Recruitment Policy are available in the Church, the Church Rooms and from the Parish Safeguarding Representative



**The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy**

Pro forma documents: Volunteer Agreement (where an application form has not been completed)

- that it is my responsibility to inform my supervisor(s) and the Parish Safeguarding Representative of any change to my address or contact details
- that I must have due regard for Health and Safety and other instructions issued by the PCC
- that it is my duty to protect any children, young people and potentially vulnerable adults with whom I may come into contact during the performance of this role
 - I have read the Parish Safeguarding and Safer Recruitment Policy and undertake to abide by it.

Signed:	
Date:	
Print full name:	

This section to be completed by PCC representative	
Signed on behalf of the PCC:	
Date:	
Print full name:	
PCC role:	

This form will be kept by the PCC. If you would like a copy of the signed version, please tick here:

As a place of worship/organisation we endeavour to meet the requirements of the Data Protection Act 2018 and the UK General Data Protection Regulation.



Name of volunteer:	
Roles: <i>Please list all volunteer roles you undertake for the Priory</i>	

Your volunteer role profile(s) can be found in the Parish Safeguarding and Safer Recruitment Policy, in the Section *Priory groups, officers, paid posts and voluntary roles*.¹

The information below is required in order for the parish to comply with current Diocesan recommendations on recruitment. Thank you for all your volunteering with us in the past and for the volunteering we hope you will continue to enjoy in the future. The PCC will support you and the role you do in our prayers, by our interest, and in the provision of resources and training.

Statements by volunteer

Full name:	
Date of birth:	
Address:	
How long have you lived at this address?	
If less than 3 years, please give previous address(es) with dates occupied:	
E-mail address (if you have one):	
Contact telephone number:	

I understand:

- the nature of the role I am undertaking
- that if it is recommended for my role in the Parish Safeguarding and Safer Recruitment Policy I will be required to
 - undertake training courses at 3 year intervals and when otherwise required
 - complete a Confidential Declaration Form at 5 year intervals
 - undertake a Disclosure and Barring Service criminal records check at 5 year intervals



**The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy**

Pro forma documents: Volunteer Agreement and Information Form (for existing volunteers)

- that it is my responsibility to inform my supervisor(s) and the Parish Safeguarding Representative of any change to my address or contact details
- that I must have due regard for Health and Safety and other instructions issued by the PCC
- that it is my duty to protect any children, young people and potentially vulnerable adults with whom I may come into contact during the performance of this role
 - I have read the Parish Safeguarding and Safer Recruitment Policy and undertake to abide by it.¹

Signed:	
Date:	
Print full name:	

This section to be completed by PCC representative	
Signed on behalf of the PCC:	
Date:	
Print full name:	
PCC role:	

This form will be kept by the PCC. If you would like a copy of the signed version, please tick here:

As a place of worship/organisation we endeavour to meet the requirements of the Data Protection Act 2018 and the UK General Data Protection Regulation.



The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy

Pro forma documents: Logging a Safeguarding concern about a vulnerable person

This form should be given to the Rector or Parish Safeguarding Representative

Full name of person about whom the concern is being logged:	
Is this person a child / young person an adult	<i>Delete as applicable</i> Yes / No Yes / No
<i>For child / young person only</i> Date of birth:	
Address:	
<i>For child / young person only</i> School (if known):	
Account of what happened: <i>Write what happened as accurately as you can. Include who was involved, when it happened (day, month and time), where it happened, any other witnesses or behavioural signs that you observed. If your log includes an injury, describe it and say exactly where it was on the person. If your log includes anything that the person told you, please use the person's <u>own</u> words. Use a separate sheet if necessary.</i>	



**The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy**

Pro forma documents: Logging a Safeguarding concern about a vulnerable person

Action taken:

If any referral is made or professionals spoken to please give their name and organisation, and any actions they agreed to take.

Your name:	
Your role in the church:	
Your Signature:	
Date (include year) and time of the incident:	
Date of this log (include year):	



**The Priory Church of St Mary, Bridlington
Safeguarding and Safer Recruitment Policy**

*Pro forma documents: Logging a Safeguarding concern, incident or allegation about a
volunteer or paid worker within the church community*

This form must be used when recording information about an allegation made against a volunteer or paid worker within the church community. An encrypted copy will be sent to the Diocesan Safeguarding Adviser, who keeps a record of all allegations against volunteer or paid workers. This information will be added to any existing records and held in compliance with the Data Protection Act 2018 and the UK General Data Protection Regulation.

Person completing this form:	
Name:	
Parish role:	
Date of completing this form:	
Date information shared with Diocesan Safeguarding Adviser:	
Name of Person of Concern:	
Position of Person of Concern:	
Concern, incident or allegation: <i>Please record any information that you have acquired in relation to an allegation made against a volunteer or paid worker within the Church community. This might include details of an offence, relevant dates, places and times, the names of those involved, the names of those with whom you have shared the information and why, any advice you have been given and how you have acted upon that advice. This information must be written in clear language and avoid any personal opinions. Use a separate sheet to continue if necessary.</i>	



This policy was adopted by the PCC on the date below

Date:	23.01 19
Signature of PCC Chair	[Redacted Signature]

Annual reviews (signed by PCC Chair):

Date	Accepted	Accepted with amendment or addition*
19.02.2020	[signature of PCC Chair]	[signature of PCC Chair]
24.02.2021	[signature of PCC Chair]	P.P. [signature of PCC Chair]
	[signature of PCC Chair]	[signature of PCC Chair]
	[signature of PCC Chair]	[signature of PCC Chair]
	[signature of PCC Chair]	[signature of PCC Chair]
	[signature of PCC Chair]	[signature of PCC Chair]
	[signature of PCC Chair]	[signature of PCC Chair]
	[signature of PCC Chair]	[signature of PCC Chair]
	[signature of PCC Chair]	[signature of PCC Chair]
	[signature of PCC Chair]	[signature of PCC Chair]
	[signature of PCC Chair]	[signature of PCC Chair]
	[signature of PCC Chair]	[signature of PCC Chair]
	[signature of PCC Chair]	[signature of PCC Chair]
	[signature of PCC Chair]	[signature of PCC Chair]

* Minor amendments or additions will be recorded in the PCC minutes. In the case of major changes a copy of the appropriate section will be placed with the minutes. In all cases the relevant pages will be replaced in the copies held in the Church and Church Rooms and by the Safeguarding Representative.



- General Parish enquiries
 - bridlingtonpriory@outlook.com
- Rector: Rev Matthew Pollard
 - 01262 672221
 - matthewrpollard@btinternet.com
- Parish Safeguarding Representative
 - priorysafeguarding@gmail.com
 - 07791 012613
- Archdeacon: the Ven Andy Broom
 - 01482 881659
 - ader@yorkdiocese.org
- Thirtyone:eight Helpline
 - 0303 003 11 11
- East Riding Safeguarding Children Partnership [Children's Social Care]
 - www.erscb.org.uk
 - Office hours (Monday to Thursday 9am-5pm, Friday 9am-4.30pm)
 - 01482 395500
 - Outside office hours (emergency)
 - 01482 393939
- East Riding Safeguarding Adults Board
 - www.ersab.org.uk
 - Office hours (Monday to Thursday 9am-5pm, Friday 9am-4.30pm)
 - 01482 396940
 - <http://www.ersab.org.uk/#report>
 - Outside office hours (emergency)
 - 01377 241273
 - Online form for reporting adult abuse or neglect concerns (24 hours, 7 days a week)
 - <http://www.ersab.org.uk/#report>
- Local Police
 - 101 (non emergency)
 - 999 if a child or vulnerable adult is suffering abuse and requires urgent attention because of immediate danger
- Diocese of York Safeguarding Adviser
 - 01904 699524
 - safeguarding@yorkdiocese.org
- Diocese of York DBS Administrator
 - 01904 707021
 - becci.leckenby@archbishopofyork.org
- Diocese of York Events Administrator (for Safeguarding Training courses)
 - 01904 699508
 - events@yorkdiocese.org
- Church of England resources (including Parish Safeguarding Handbook)
 - <https://www.churchofengland.org/safeguarding/policy-and-practice-guidance/templates-and-resources>
- NSPCC (National Society for the Prevention of Cruelty to Children)
 - www.nspcc.org.uk
 - Help for adults concerned about a child: 0808 800 5000
- Childline (part of NSPCC)
 - www.childline.org.uk
 - Help for children and young people: 0800 1111



PCC Resolution passed on 19th July 2017

The Priory Church of St Mary, Bridlington agrees to adopt the following policies and to incorporate them into the Parish Safeguarding and Safer Recruitment Policy now under preparation

Fair treatment of all applicants to carry out work with and for Bridlington Priory, including (from the existing Parish Policy for the Protection of Children):

- Giving and enabling appropriate support and training.
- Providing clear systems and procedures for the recruitment of workers and volunteers.
- Maintaining good links with Diocesan and statutory childcare authorities as necessary.

Handling, Use, Secure Storage, Retention and Disposal of Disclosures and Disclosure, as outlined in the Churches' Child Protection Advisory Service's document under this title.

Agreement to work within the Disclosure and Barring Service's current Code of Practice⁴¹

PCC Resolution passed on 18th September 2019: Delegation of responsibility to report Safeguarding Serious Incidents to the Charity Commission

'Delegation of reporting to Charity Trustees on Safeguarding incidents and also on serious case incidents. We need to delegate to a small group of people. This trustee group in our case would be the Standing Committee. The secretary would deal with serious incidents and the safeguarding officer [sic] would be dealing with the safeguarding incidents on the form provided by the Charity Commissioners. It was proposed ... and seconded ... that all these resolutions would be adopted. It was passed unanimously.'

Statement of resolution in respect of Serious Safeguarding incidents (information in Incumbent's Policy file)

The following responsibilities are delegated to the Parish Safeguarding Representative

- Contacting the Diocesan Safeguarding Adviser when a Safeguarding Serious Incident may have occurred, and providing the Diocesan Safeguarding Adviser with any information required.
- Liaising with the Diocesan Safeguarding Adviser.
- Reporting back to the Standing Committee on the management and reporting of the Safeguarding Serious Incident by the Diocesan Safeguarding Adviser and the Diocesan Secretary, including:
 - where the Diocesan Safeguarding Adviser and Diocesan Secretary consider that the incident does not need to be reported to the Charity Commission, the reasons for this for agreement;
 - whether the incident will be reported individually or included in the next bulk report;
 - approval of a draft report for a high-risk incident (one which will be reported individually);
 - providing the PCC with a copy of any Safeguarding Serious Incident reports submitted to the Charity Commission by the Diocesan Secretary on behalf of the PCC.

The following responsibilities are delegated to the Diocesan Safeguarding Adviser:

- Deciding in consultation with the Diocesan Secretary whether a safeguarding incident constitutes a Serious Incident to be reported to the Charity Commission and, if so, whether it should be reported individually or included in the next bulk report.
- Communicating this decision to the Parish Safeguarding Representative, including the reasons for a decision not to report the incident.
- Preparing Safeguarding Serious Incident Reports.
 - Where a report relates to a high-risk incident (i.e. one which is to be reported individually), the Diocesan Safeguarding Adviser is responsible for providing the draft report to the Parish Safeguarding Representative for approval by the Standing Committee.

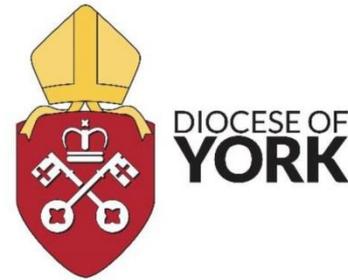
The following responsibilities are delegated to the Diocesan Secretary:

- Submitting Safeguarding Serious Incident reports to the Charity Commission on behalf of the PCC.
- Sending copies of any Serious Incident reports submitted to the Charity Commission to the National Safeguarding Team and the Parish Safeguarding Representative.

⁴¹ Included in Appendix 4 of this policy



Social Media Guidelines



Introduction

Social media platforms increasingly dominate how people communicate, find information, and access news and entertainment. If your church does not have a presence online, people cannot interact with it online. Having no website or no Facebook page is like having no church building in a town: people cannot come to us if we're not there.

Most churches now have a website, or up-to-date details on A Church Near You (www.achurchnearyou.com). However, there's still a lot of uncertainty around social media – should churches use social media? How should they do it? What spaces should they use?

These guidelines are not designed to be comprehensive instructions on how to use social media, but as points to consider when communicating in these spaces.

The opportunities of social media

- Interaction on social media gives us new opportunities to share the Good News of Jesus Christ. This is a form of communication and interaction which is growing and growing, and in many cases, replacing more traditional forms of media.
- Facebook is an ideal place for churches to start in social media. Churches should create a page (there's information on how do that here: www.facebook.com/help/104002523024878). You need to create a personal account first, but the people who view the church's page will not know who the creator or editor of that page is. You can be anonymous. When creating your page, you should choose the category "company, business or institution" and then "church/religious organisation".
- Twitter is another good place for churches to be online, but be aware that more people in your community are more likely to be on Facebook than Twitter. Twitter is a good place to make contact with businesses or organisations that might be based in your parish.
- Once you've created your Facebook page or Twitter feed, make contacts with people online. Is there a social butterfly in your church who is on Facebook or Twitter, who could encourage their friends to like your Facebook page or follow your Twitter account? Are there organisations like the Scouts or local





businesses that could encourage their followers to like your Facebook page or follow your Twitter account?

- You'll also need to go offline – ask people in your church and at community events like Summer Fetes or Harvest festivals to like your Facebook page or follow your Twitter account. Put their details on your posters and leaflets. Encourage people who come for weddings or Christenings to post their pictures of the service and party on your Facebook page or Twitter account, if they have the consent of the people appearing in the photographs.
- Once these people are like your Facebook page or follow your Twitter account, they will receive all the messages you post there. It's a great space to invite people to events, share some of the life of the church, and encourage people to pray about local or national occurrences.
- People are more likely to look at and respond to pictures and short video clips. The more pictures and video you can include on your Facebook page or Twitter account, the more likely people will be to share them with their friends or followers.
- Social media is social. The people you encounter are made in the image of Christ. The technology you use to do so is secondary – you are meeting with people just as you would in a church or café. Technology is morally neutral – it is equally capable of showing the Divine or being abused by humans.
- A lot of people are frightened that social media spaces are a bit like the wild west – verbally violent places where people post without thinking. And yet, we still take churches into prisons and dockyards. Social media can be a fast paced place, but most churches do not encounter unpleasant comments or abuse online. If you do, remember you can always delete unpleasant comments from your website or Facebook page, and block anyone being abusive.
- When using social media, make sure that you aren't so busy making noise that you don't make time to reflect. It's a great place to learn and discover.

Being a high profile individual on social media

If you are a clergyperson, a Reader, or a lay person with a prominent role in a church, your interactions will reflect on the church and our faith. We hope these following guidelines will be of use to enable you to use social media to its fullest capacity, and to avoid incidents that might lead to any repercussions.

- As church representatives in social media spaces, you are unusual and interesting. There may be an element of vocational calling in your presence there. You can represent your parish, your denomination, your faith – it's a great responsibility and a great opportunity.





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Appendix 3: Relevant Diocesan documents and policies – Social Media Guidelines

- If you use social media wisely, you can shine a light on the church - often through how you act. If you need to apologise – do! Show that church people sometimes make mistakes and aren't above apologising.
- Church representatives can be visible in social media spaces. Don't be scared of trolls or people wanting to abuse the church – the biggest risk to your reputation (and the reputation of the church) is yourself.
- Take responsibility for what you write, and assume everything is public. On the internet, everything is visible, and everything is stored. Nothing you say will be forgotten or hidden. Post as though your grandmother or your bishop is reading over your shoulder.
- In social media spaces, the distinction between the public and private arena is blurred. Some clergy chose to have two social media presences – one for their close friends and family, and one for people they know in a professional sphere. This means you have a 'safer' space to let off steam or be silly. Others have one social media presence but curate it more carefully.
- Be prudent – don't post or share text or pictures that might compromise you, your church or your faith. Remember to love your neighbour as yourself – don't post anything which is or could be seen as sexist, racist, or homophobic.
- Don't gossip, and respect confidentiality. If you're telling a story about someone, ask yourself – is this my story to tell? Don't talk about people without their permission - this includes your family.
- If someone uses a social media space to access pastoral care, or disclose information inappropriately, you may need to take the conversation offline or into a more private location.
- If you are a clergy person, remember you hold public office, and remember your bishop could be reading what you post. What you share online could provoke a disciplinary hearing. If you're applying for a post, most parishes will check to see what sort of a presence you have on social media.
- Remember, social media is subject to laws of safeguarding, libel, slander, copyright and data protection. There is no legal protection offered by posting anonymously or under an alias.
- Most advice on staying safe in social media spaces is the same as using the internet more generally. Use secure passwords, and check what security or privacy settings you have on various social media sites. Don't click on links you are unsure about.
- If anyone makes a threat, defames you or impersonates you online, firstly, take a screenshot of what has been posted – the person may later take a message down if they are challenged about it. There are simple instructions on how to





do this on WikiHow (www.wikihow.com/Take-a-Screenshot-in-Microsoft-Windows). Save the screenshot and contact the Diocesan Communications Team (www.dioceseofyork.org.uk/communications).

Children, young people, and vulnerable adults

- It's important to put more thought into your boundaries when communicating with children, young people and vulnerable adults. The law and diocesan policies around safeguarding apply in your communications with children, young people and vulnerable adults.
- Get parents' or guardians' permission before you contact young people via social media or email, and consent for use of photographs.
- You should not add children or young people on your personal social networking page who are part of the children's and youth ministry/project at your church or group and who are under the age of 18. You can set up a Facebook group for your project or group and invite them to be members (if they are over the required minimum age limit).
- Keep all your communications public and only send messages to whole groups, rather than to individuals. Behave as you would in a public setting - always maintain a second leader 'in the room', and make sure your line manager is able to see what is posted or emailed.
- Only contact young people during office hours, not in the evening or at night.
- Leaders and young people could develop agreed 'Internet Guidelines'. A youth group is a good context for healthy use of the internet to be encouraged.
- It's potentially easier to form inappropriate relationships using social media. Online banter and private messaging can lead to a level of intimacy that you'd ordinarily guard against. Be alert to the potential for misinterpretation. Keep your boundaries in place.
- If a young person uses social media to disclose sensitive or difficult information to you, save these messages in case they are needed later, for example in sharing with the police or social workers. If someone uses a social media space to access pastoral care, or disclose information inappropriately, you may need to take the conversation offline or into a more private location.
- Avoid interacting more with one young person than another, eg, if you wish happy birthday to one person, you need to do it for all users.





- Humour - without the cues of non-verbal communication, humour can be easily misconstrued. Be alert to adolescent sensitivities.
- Be a good example. Remind young people that there's no such thing as 'private' online. Tell them what kind of photos and information are okay to post and to never share personal information like name, school, age or address.
- There is a risk that young people can be drawn into violent extremism via social media. For help on this, see The Channel, which draws on existing collaboration between local authorities, the police, statutory partners (such as the education sector, social services, children's and youth services and offender management services) and the local community and has three objectives: to identify individuals at risk of being drawn into violent extremism; to assess the nature and extent of that risk; to develop the most appropriate support for the individuals concerned. There is a short, online training course on the CHANNEL process, available at www.elearning.prevent.homeoffice.gov.uk/channel_awareness/01-welcome.html.
- NB. If you are a registered childcare provider (e.g. playschool, nursery etc. registered with OfSTED), then you may have specific duties under the Counter Terrorism and Security Act 2015. Please see the Prevent Duty and Guidance for schools and childcare providers 2015 at: www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

Other useful resources

- The Church of England's Social Media Guidelines are at www.churchofengland.org/terms-and-conditions/our-social-media-community-guidelines.
- The Archbishops' Social Media Charter is a voluntary pledge for individual Christians and churches to sign to help make social media and the web more widely positive places for conversations to happen: www.churchofengland.org/terms-and-conditions/our-digital-charter.
- Child Online Exploitation and Protections' Thinkuknow at www.thinkuknow.co.uk/
- Thirtyone:Eight (formerly Churches' Child Protection Advisory Service) offers advice on internet safety at thirtyoneeight.org.
- Childnet International at: www.childnet.com.
- Safer Internet Centre: www.saferinternet.org.uk.
- The City of York Council YOR-OK website offers advice on using social networks when working with children, families and communities, at: www.yor-ok.org.uk.
- If your church wants to put formal guidelines on children and social media into practice, or to help young people flourish online, we commend the Methodist church's resources at www.methodist.org.uk/our-work/our-work-in-britain/children-and-youth/the-well-for-workers/well-resources/social-media-guidelines.





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Nb. If you have any concerns about the safety and/or wellbeing of a child or vulnerable adult, please refer, and act in accordance with, the Diocese's safeguarding procedures.

Do use the material above in your Parish Safeguarding Policy to provide further guidance in a local setting.

So...

We hope that you and your church will engage with God's people online, sharing the good news of God's love, and news of the events and services happening in our churches. Following the guidelines above should avoid problems, and encourage good practice.

Updated August 2019





Guidelines for Video Conferencing with children

In these extraordinary times, you may want to consider virtual meetups with your children's group. It is never normally best practice to communicate with children under the age of 13 online, so here is some advice on how to do this safely. Please, above all else adhere to your safeguarding policy

- Avoid the use of Skype / Facetime / What's app – these are social media tools and as such share contact details with all users, you may inadvertently connect children up with other people as an unintended consequence.
- Instead use a video conferencing platform such as Zoom: <https://zoom.us/> This is free to use (will give you a 40 min chat) or a paid for account allows you to host longer sessions. Users only need to have an email address for account setup.
- Use of this is beyond the normal running of your group and therefore needs explicit permission before use in the following ways:
 - You must have PCC approval – speak to your vicar, churchwarden, standing committee or PCC group to discuss and minute that this is happening – why not trial a video conference with some of these people first?! This does not need to be a complicated process.
 - You need parental consent – set up an email which explains what you are doing, the date and time of the video conference session, which children's leaders (at least 2 DBS leaders) are participating and make sure you make clear to the parent/ carer that they have to be present at all times during the session with the children, they need to make themselves seen at the beginning of the session then can go into the background, but you need to know they are there and they need to what responsibility they have as the Grown up. Ask for a reply as a form of consent and keep these emails in a separate folder. You may also want to do a test video call with just parents before you start. Share the *Code of Conduct* below with them
 - Do not make meetings public. In Zoom, there are two options to make a meeting private: require a meeting password or use the waiting room feature and control the admittance of guests. This has been switched on now and should come into effect immediately.
 - Manage screensharing options. In Zoom, change screensharing to "Host Only." So that you are in control of the screens, you can also oversee the video meeting, you can mute everyone also.

Carolyn.edwards@yorkdiocese.org @6/4/2020



- **Code of Conduct for leaders involved**
 - 'Normal' Children's group rules would apply including with regards to recruitment and safeguarding process
 - You need at least 2 DBS and safely recruited children leaders present who would normally have 'real time' contact with this group. Make sure both leaders are live before children arrive. Ideally use the same time slot as your normal group meeting.
 - All participants should be in their daytime clothes in a family room. No bedrooms and PJs! If a child is in PJ's or not in a family room the leader as the host can 'exclude' that child/ren until they change and move rooms, then they can re-enter the group.
 - Meeting invites are only sent to private groups of named individuals.
 - No new children can join the group while you are not meeting in the normal way
 - As well as the video interface, consider using the chat and whiteboard function so that children with different abilities can join in with the support of their parents. Encourage the use of the mute button and hand raising for permission to speak
 - Be aware of and sensitive to technical difficulties! There can be issues with speakers and microphones! So possibly have a practise with parents in an evening before your meeting.
 - **DO NOT RECORD.** Most video conferencing software allows for the session to be recorded – this is an option for the host of the meeting only. Avoid doing this, as you would need separate permission for data capture and there are all sorts of issues around storage, GDPR etc.
- **Code of Conduct for Children and parents involved**
 - *An adult must be present in the room with the child/ren at all times, sitting with them to help them with the technology, you need to be seen at the beginning of the session so leaders are aware they are there and then can be out of view if you would like.*
 - *The child/ren must always be in a daytime family room when participating in the session, not in a bedroom or visiting other rooms in the house with a mobile device.*
 - *The child/ren must always be in daytime clothes (no pyjamas)*
 - *You can turn off video if you want and just access the session via audio. We will not be recording the session.*
 - *Please try to keep your microphone muted as much as possible during the session. We know that the child/ren will be excited and that many (but not all) will want a chance to speak, so we will be practising good turn taking*



Guidelines for using video conferencing for youth groups

Most youth organisations have avoided the use of video conferencing –but in these exceptional circumstances, it is a helpful way of keeping in touch with and supporting young people through these difficult times. These are guidelines and do not replace the church's/group's safeguarding policies and procedures which must be adhered to

- Always have at least two DBS checked adults present in any video chat.
- If a young person wants to communicate privately, then tell them that to protect both of you, there will be another person online with you, but that they will not be joining in the conversation, unless the young person wants them to. If you believe that the young person is at risk and they refuse to have another adult present, then tell them that you are going to record the conversation. Never promise confidentiality, but say that you may have to share the content of the conversation with somebody who can help.
- Only use platforms that are appropriate, and stick rigidly to their age restrictions – most require participants to be 13+.
- Keep records of contact. Logging when chats happen, who was part of them, and the content covered. If you have a text conversation¹ or 'chat' with a young person, screen shot the contents (some platforms allow you to save directly). If you are concerned about a young person's well-being then share this with your safeguarding officer or line manager.
- Don't make assumptions about access. Be sensitive to the fact that some households have strict rules about screen time whilst others may be using pay as you go devices with limited streaming capacity.
- Remember that many young people will have a completely different framework of what is appropriate online from their parents and your agency². Set clear boundaries before and during engagement.
- Be absolutely transparent about the changes in the ways that you are engaging with young people putting information on your website, and contact details etc. Contact parents/carers and ask for permission to communicate with their young people in this way (see template form on Diocesan webpages).
- Use church or agency accounts – even if you have to set up new ones. Do not use personal accounts.
- Use group conversations wherever possible. Remember that some platforms only show someone's image if they have been detected as talking. This means that someone can easily get overlooked and become an observer rather than a participant. Come up with a visual system whereby you can curtail the input of the big talkers and sensitively ensure that the shyer members of the group feel included.
- Ensure that there is no recording of online group chats by participants.
- Make sure that language and images used can not be misinterpreted. For instance LOL - you might mean Laugh Out Loud, but a needy young person might read it as Lots Of Love. Do not put kisses at the end of messages, even if you normally do this with friends and colleagues!
- Try to ensure that at least one member of your team is trained in digital awareness <https://www.thinkuknow.co.uk/professionals/training/kcso/> £35 per worker.
- Make sure that children and young people have links to CEOP (Child Exploitation Online Protection Centre or Childline, NSPCC and know what to do if they are concerned about a worker's online behaviour towards them.
- Take a look at the [Diocese's Social Media Guidelines](#)

¹ A conversation is more than 'this is the time there is an online chat tonight' 'Ok, thanks. See you then' 'Yeah, see you then. Stay safe in the mean time'

² See Dannah Boyd's book – It's Complicated – The Social Lives of Networked Teens for more information on this



Revised Code of Practice for Disclosure and Barring Service Registered Persons

November 2015



Revised Code of Practice for Disclosure and Barring Service Registered Persons

Presented to Parliament pursuant to section 122 (2) of the
Police Act 1997

November 2015



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Revised Code of Practice for Disclosure and Barring Service Registered Persons

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The Priory Church of St Mary, Bridlington
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Appendix 4: Documents of external bodies - Disclosure and Barring Service's Code of Practice

Revised Code of Practice for Disclosure and Barring Service Registered Persons



Revised Code of Practice for Disclosure and Barring Service Registered Persons

Introduction

The Disclosure and Barring Service (DBS) was established in December 2012 under Part V of the Protection of Freedoms Act (POFA)¹ to undertake disclosure and barring functions. There are specific legal requirements around these checks. Disclosure functions are set out in Part V of the Police Act 1997,² which requires Registered Bodies to adhere to this Code of Practice.

Who does this Code apply to?

The Code of Practice applies to all Registered Bodies with the Disclosure and Barring Service (DBS) under section 120 of the Police Act 1997 (Registered Bodies) and recipients of Update Service information under section 116A of the Police Act 1997. This includes those Registered Bodies that provide an umbrella function to non registered organisations. The Code refers to any information exchanged between DBS and the Registered Body.

The Code of Practice does not apply to other third parties. The DBS will seek to ensure compliance with the Code through the full range of DBS assurance management processes.

All applicants for a DBS check should be made aware of this Code of Practice and provided with a copy on request.

Disclosure Offences: Sections 123 and 124 of the Police Act 1997³

Although certificates are now provided directly to the applicant, registered bodies will receive personal information related to applications and, where registered bodies are also employers, voluntary sector organisations or licensing authorities, will receive disclosure information when certificates are provided to them by their employees or applicants for posts, including volunteers.

Recipients of disclosure information, through electronic means or via the applicant's copy of the disclosure, must note that it is an offence to disclose information contained within a DBS Certificate to any person who is not a member, officer or employee of the Registered Body or their client, unless a relevant legal exception applies. Furthermore, it is also an offence to:

1. Disclose information to any member, officer or employee where it is not related to that employee's duties
2. Knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain, a Certificate

¹ <http://www.legislation.gov.uk/ukpga/2012/9/part/5/enacted>

² <http://www.legislation.gov.uk/ukpga/1997/50/part/V>

³ <http://www.legislation.gov.uk/ukpga/1997/50/section/124>



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Registered Bodies and those in receipt of Update Service information believed to have committed an offence will be liable to prosecution, suspension or de-registration.

What happens if the Code is breached?

The Police Act 1997 (Criminal Records) (Registration) Regulations 2006⁴ sets out Conditions of Registration. Regulation 7(h) is for compliance with the Code of Practice issued under section 122 of the Act.

Failure to comply with Conditions of Registration can result in the suspension or cancellation of registration. This follows a set legislative process with clear timescales.

Failure to comply with requirements set out in the Data Protection Act may also result in enforcement action from the Information Commissioner's Office (ICO).

⁴ <http://www.legislation.gov.uk/uksi/2006/750/contents/made>



Revised Code of Practice for Disclosure and Barring Service Registered Persons

The Obligations

Registration Details

The Police Act 1997 (Criminal Records) (Registration) Regulations 2006⁵ sets out the obligations a Registered Body must meet in order to retain its registration.

Registered Bodies must:

1. Provide up-to-date information to the DBS in respect of their registration information and counter signatories in line with current procedures.
2. Maintain all accounts, online or otherwise, for all DBS products and delete when no longer required.
3. Ensure any electronic system used complies with specifications set out in the above regulations.

Application Process

Registered Bodies must:

1. Submit applications for a DBS product in the format determined by DBS.
2. Ensure that applications for a DBS product are completed accurately and that all data fields determined by DBS as mandatory are completed in full.
3. Ensure that any application submitted electronically complies with DBS specifications as stipulated in line with current requirements.
4. Ensure that, where evidence checkers complete any part of the administration of the application process, sufficient training has been provided to enable same degree of accuracy required by DBS of the counter signatory.

Identity Verification

Registered Bodies must:

1. Verify the identity of the applicant prior to the submission of an application for a DBS product by following the current guidelines issued by DBS.⁶
2. Ensure that any person undertaking identity verification checks on their behalf follows the current guidelines issued by DBS.
3. Make sure lead or counter signatories do not validate their own applications for any DBS products.

⁵ <http://www.legislation.gov.uk/ukxi/2006/750/contents/made>

⁶ <https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->



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Data Handling

Failure to comply with DPA requirements could result in enforcement action from the ICO.

In line with the Data Protection Act 1998 Registered Bodies and those in receipt of Update Service information must:

1. Have a written policy on the secure handling of information provided by DBS, electronically or otherwise, and make it available to individuals at the point of requesting them to complete a DBS application form or asking consent to use their information to access any service DBS provides.
2. Handle all information provided to them by DBS, as a consequence of applying for a DBS product, in line with the obligations under Data protection Act 1998.
3. Handle all DBS related information provided to them by their employee or potential employee in line with the obligations under Data Protection Act 1998.
4. Ensure that a result received as part of an application submitted electronically is not reproduced in such a way that it infers that it is a certificate issued by DBS.
5. Ensure any third parties are aware of the Data Protection Principles and provide them with guidance on secure handling and storage of information. For Data Protection purposes, information passed to a Registered Body by DBS remains the responsibility of the Registered Body even if passed to a third party.
6. Ensure business continuity and disaster recovery measures are in place and comply with Data Protection requirements.
7. Must comply with security requirements under principle 7 of the Data Protection Act.⁷

Suitability Policy

Registered Bodies and those in receipt of Update Service information must:

1. Have a written policy on the suitability of ex-offenders for employment in relevant positions. This should be available upon request to potential applicants and, in the case of those carrying out an umbrella function, should be made available to their clients. Clients of Registered Bodies should make this policy available to their potential or existing employees.
2. Ensure that all applicants for relevant positions or employment are notified in advance of the requirement for a Disclosure.
3. Notify all potential applicants of the potential effect of a criminal record history on the recruitment and selection process and any recruitment decision.
4. Discuss the content of the Disclosure with the applicant before withdrawing any offer of employment.

⁷ <https://ico.org.uk/for-organisations/guide-to-data-protection/data-protection-principles/>



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Payment of Fees

Registered Bodies must:

1. Pay all registration fees in line with time periods set out in current procedures.
2. Pay all fees relating to DBS products in line with time periods set out in current procedures.
3. Pay all fees related to criminal records check applications submitted after any decision by the DBS to suspend registration or deregister the organisation.
4. Correctly apply the Police Act definition of a volunteer to each criminal records check application to assert eligibility that no fee should be charged for that application.
5. Publish all fees, in relevant documentation, associated with the processing of criminal records check applications when you do so on behalf of others.
6. Notify the DBS in writing of any change to the fees associated with the processing of Criminal records check applications when you do so on behalf of others.

Eligibility

Eligibility for DBS checks is set out in the following legislation:

- Standard checks – to be eligible for a standard level DBS certificate, the position must be included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975.⁸
- Enhanced checks – to be eligible for an enhanced level DBS certificate, the position must be included in both the ROA Exceptions Order and in the Police Act 1997 (Criminal Records) regulations.⁹
- Enhanced checks with children's and/or adults' barred list check(s) – to be eligible to request a check of the barred lists, the position must be eligible for an enhanced level DBS certificate and be specifically listed in the Police Act 1997 (Criminal Records) regulations as being eligible to check the appropriate barred list(s).

Registered Bodies must:

1. Use all reasonable endeavours to ensure that they only submit Criminal Records check applications in accordance with the legislative provisions which provide eligibility criteria for relevant positions or employment.
2. Ensure that before allowing a DBS check application to be submitted they have assessed the role to be eligible under current legislation, correctly applied the right level of check, and correctly requested the appropriate barring list information.
3. Ensure they are legally entitled to request any DBS product being applied for.

⁸ <http://www.legislation.gov.uk/ukxi/1975/1023/contents/made>

⁹ The various Police Act 1997 (Criminal Records) regulations can be found by searching on <http://www.legislation.gov.uk>



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Compliance Requests

Registered Bodies and those in receipt of Update Service Information must co-operate in full and in line with the timescales in current procedures,¹⁰ when DBS enquiries are made in relation to:

1. Ongoing compliance of Registered Bodies and those in receipt of Update Service information with the obligations under this Code.
2. Implementing the suspension or de-registration of a Registered Body where non-compliance is established in line with current procedures.

¹⁰ Available at <http://www.gov.uk/DBS>



Revised Code of Practice for Disclosure and Barring Service Registered Persons

Glossary

Registered Body – employer or company registered with the DBS for the purposes of processing and submitting applications for DBS products.

Umbrella function – Registered Bodies processing and submitting applications for DBS products from employers not eligible to register with the DBS.

DBS Product – Any level of check available from DBS.

Client – Company or individual engaging umbrella functions from a registered body.



- Church of England, available at <https://www.churchofengland.org/>:
 - Safeguarding and Safer Recruitment Policy and Practice Guidance documents, including the *Parish Safeguarding Handbook*
 - *Responding well to those who have been sexually abused* 2011
- The Faith and Order Commission, available at <https://www.churchofengland.org/about/leadership-and-governance/faith-and-order-commission>:
 - *The Gospel, Sexual Abuse and the Church: a theological resource for the local church* 2016
 - *Forgiveness and Reconciliation in the aftermath of abuse* 2017
- Thirtyone:eight, available at <https://thirtyoneeight.org/media/2122/stayingsafeandsecure.pdf>:
 - *Staying Safe and Secure*, a summary of the ten 'Safe and Secure' safeguarding standards for churches, other places of worship and faith-based organisations

ⁱ Copies of the parish's Safeguarding and Safer Recruitment Policy are available in the Church, the Church Rooms and from the Parish Safeguarding Representative.