



# **The Priory Church of St Mary, Bridlington**

## **Safeguarding and Safer Recruitment Policy**



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**The Priory Church of St Mary, Bridlington**  
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*Parish statement on safeguarding*

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- 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 Officer 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 Officer 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 Officer 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 Officer.
- 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 Officer.
- 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 Officer 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 18<sup>th</sup> 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.
- 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



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- 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 pathways produced by the Church of England, the Diocese of York and Thirtyone:eight.

<b>Term</b>	<b>Meaning</b>	<b>Equivalent Priory or Diocese of York role</b>
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 Officer	Diocesan staff member with overall responsibility for training, support, advice and managing issues relating to Safeguarding across the diocese.	Diocesan Safeguarding Officer
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
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





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*Definitions*

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 Officer
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 Officer
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 Officer
Parish Safeguarding Officer	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 Officer
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 Officer Parish Safeguarding Officer</i>	
Safeguarding Lead	PCC member with responsibility for Safeguarding issues	Parish Safeguarding Officer
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 Officer 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**

- The Priory's Application Form must be used in all cases. CVs will not be accepted on their own.
- Paid posts
  - Application Forms will be drawn up at the time of recruitment. These will ask for
    - Present (or most recent) employment and reason for leaving.
    - Full history of education, employment and any voluntary work since leaving school, with an explanation of any gaps.
- Voluntary roles
  - The completion of an application form is recognized as good practice for prospective workers with children, young people and vulnerable adults.

### **References**

- A minimum of two written references will be obtained. 'Self-supplied', 'to whom it may concern' and verbal references will not be accepted.
- Referees must be over 18.
- Referees may not be family members of the applicant and at least one referee must not be a member of the Priory congregation.
- Paid posts
  - The PCC will take up references before interview for all positions. At least one of the references must be from the applicant's current/most recent employer and/or voluntary position.
  - References must cover a minimum period of two years. To obtain this it may be necessary to request more than two references.
- 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.



- At least one of the references must comment on the applicant's ability to work with the group with whom s/he will be volunteering.
- If the applicant is currently working/volunteering with children, young people or vulnerable adults, or has done within the past two years, then a reference must be sought from that organisation
- If the applicant has come to the Church body from another Church body within the past two years, a reference must be sought from that previous Church body.

### **Interviews**

- In all cases Interview questions and conversations should be in accordance with current Church of England guidelines on safer recruitment.
  - Paid posts
    - Interview questions will be drawn up at the time of recruitment.
  - 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. If an application form is required for the role the Volunteer Agreement will be completed after the application is accepted. 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.
- All paid employees must have a Contract of Employment.

### **Probationary period**

- Paid posts
  - All paid employees will be subject to a probationary period.
- Voluntary roles
  - Leaders of groups and activities will monitor the effectiveness of their volunteer helpers.

### **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**

- 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).
- Volunteers 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 must follow the guidelines below (these do not apply to private arrangements between individuals):

- If using a personally owned vehicle for volunteer driving the driver is required to contact the insurer of the vehicle to ensure that volunteer driving is covered by the motor insurance policy, and to take any steps required by the insurer.
- 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*

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- 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 safeguarding learning pathway(s) 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 pathway for the role(s) undertaken.
- The Group Leader and/or Safeguarding Officer will arrange access to pathways where they are not available online or the employee/volunteer does not have online access.
- The training pathways will be taken from the following Church of England modules:
  - Basic Awareness
    - To place safeguarding in the context of the Church and Christian pastoral care.
    - Required for all Church Officers and anyone going on to complete any other safeguarding learning pathway. Recommended for anyone wanting or needing a Basic Awareness of safeguarding.
    - The PCC requires that leaders of all Priory activities undertake the Basic Awareness pathway.
  - Foundations
    - To place safeguarding in the context of the Church and equip participants with appropriate knowledge and skills.
    - Required for anyone in a role which involves work with children, young people or vulnerable adults, Churchwardens, PCC Members and anyone going on to complete any other safeguarding learning pathway.
  - Leadership
    - For those who play a lead role in shaping the culture of the parish
    - Required for Churchwardens, Safeguarding Officers and people in local leadership roles.
  - Safer Recruitment and People Management
    - To provide an understanding of safer recruitment, and the skills and practices to promote positive safeguarding behaviours and detect safeguarding risk once a person is in role.
    - Required for Safeguarding Officers, those with responsibility for administering DBS, line managers and anyone involved in the recruitment of Church employees, elected members and volunteers
  - Raising Awareness of Domestic Abuse
    - To equip participants to engage thoughtfully and proactively with the issue of domestic abuse and those affected.
    - Required for Safeguarding Officers and PCC Members and recommended for those holding any pastoral role.
  - Parish Safeguarding Officer Induction
    - To provide an understanding of the role of the Parish Safeguarding Officer and induct them into key working practices and relationships.
    - Required for Parish 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*

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**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](http://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 three years in accordance with Diocesan guidelines. Additional checks may be undertaken at any time if the Rector, Churchwardens and Parish Safeguarding Officer 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
  - 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
  - All those who take responsibility for Priory money during the course of an activity.
- 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 Operations Committee.



**The Priory Church of St Mary, Bridlington**  
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*Photography and audio/video recording of children, young people and vulnerable adults*

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- 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.



- 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 and the UK General Data Protection Regulation.
  - 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.





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

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

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This section should be applied in consultation with Sections 2 and 3 of the Church of England's *Practice Guidance: Responding to Safeguarding Concerns or Allegations that relate to Children, Young People and Vulnerable Adults* (2018).

- 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 Officer or Incumbent what is believed to have happened, when and where.
- Concerns or an allegation must be shared with the Parish Safeguarding Officer as soon as possible, or in her absence, with the Incumbent, a Churchwarden or the Diocesan Safeguarding Officer.
  - 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 Officer or Incumbent has sought advice from the Diocesan Safeguarding Officer 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 Officer.
- 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 Officer should make a referral to Social Services (in the case of a child this will require parental permission). If concerns remain the Parish Safeguarding Officer should contact the Diocesan Safeguarding Officer.
- 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 Officer. 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 Officer.
- The Parish Safeguarding Officer 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 Officer 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*

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- 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 Officer 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 Officer and Diocesan Safeguarding Officer 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 Officer 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 pathways see the Section *Training and support for employees and volunteers*. For convenience, in this section the pathway 'Raising Awareness of Domestic Abuse' is listed as 'Awareness Domestic 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)



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

<b><u>Activities</u></b>			
<ul style="list-style-type: none"> <li>• Photocopying</li> <li>• Administration of room bookings</li> <li>• Compilation of Weekly Notice Sheet</li> <li>• Compilation and updating of Electoral Roll</li> </ul>			
<b><u>Volunteer role profile for leaders</u></b>			
No leaders			
<b><u>Volunteer role profile for volunteer helpers</u></b>			
<ul style="list-style-type: none"> <li>• To carry out administrative tasks as requested</li> </ul>			
<b><u>Requirements</u></b>		<b><u>Leaders</u></b>	<b><u>Volunteer helpers</u></b>
<b>Confidential Declaration Form</b>			No
<b>Completion of Volunteer Agreement</b>			Yes
<b>References to be taken up</b>			No
<b>Formal interview</b>			No
<b>Informal interview with PCC representative or Incumbent</b>			Yes
<b>DBS Enhanced Certificate</b>	Child Workforce		No
	Adult Workforce		No
	Child and Adult Workforce		No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce		No
	Adult Workforce		No
	Child and Adult Workforce		No
<b>Training pathways</b>	Basic Awareness		Recommended
	Foundations		No
	Leadership		No
	Awareness Domestic Abuse		No

**Associate Minister**

Job descriptions, contracts, DBS checks and training are administered by the Diocese.

**Baptism team**

<b><u>Activities</u></b>	
<ul style="list-style-type: none"> <li>• Welcoming people to the baptism service and participating in the liturgy</li> <li>• Attending preparation sessions</li> <li>• Preparation of certificates, candles and presentation books</li> <li>• Circulation of follow up material</li> </ul>	
<b><u>Volunteer role profile for leaders</u></b>	
<ul style="list-style-type: none"> <li>• Supervision of volunteer helpers</li> <li>• Preparation of rotas or requesting attendance</li> <li>• Welcoming people to the baptism service and participating in the liturgy</li> <li>• Attending preparation sessions</li> <li>• Preparation of certificates, candles and presentation books</li> <li>• Circulation of follow up material</li> </ul>	



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

<b>Volunteer role profile for volunteer helpers</b>			
<ul style="list-style-type: none"> <li>• Welcoming people to the baptism service and participating in the liturgy</li> <li>• Attending preparation sessions as laid out on the rotas or as requested</li> <li>• Preparation of certificates, candles and presentation books</li> <li>• Circulation of follow up material</li> </ul>			
<b>Requirements</b>		<b>Leaders</b>	<b>Volunteer helpers</b>
<b>Shortened Confidential Declaration Form</b>		Yes	Yes
<b>Completion of Application Form for voluntary role</b>		Yes	Yes
<b>Completion of Volunteer Agreement</b>		Yes	Yes
<b>References to be taken up</b>		Yes	Recommended
<b>Formal interview</b>		Yes	No
<b>Informal interview with Group leader</b>			Yes
<b>Basic check</b>		Yes	Yes
<b>DBS Enhanced Certificate</b>	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>Training pathways</b>	Basic Awareness	Yes	Yes
	Foundations	No	No
	Leadership	No	No
	Awareness Domestic Abuse	No	No

**Chalice administration**

<b>Activities</b>			
<ul style="list-style-type: none"> <li>• To administer the Chalice at Communion services</li> </ul>			
<b>Volunteer role profile for leaders</b>			
No leaders			
<b>Volunteer role profile for volunteer helpers</b>			
<ul style="list-style-type: none"> <li>• To administer the Chalice at Communion services as laid out on the rotas or as requested</li> </ul>			
<b>Requirements</b>		<b>Leaders</b>	<b>Volunteer helpers</b>
<b>Shortened Confidential Declaration Form</b>			Yes
<b>Completion of Volunteer Agreement</b>			Yes
<b>References to be taken up</b>			No
<b>Formal interview</b>			No
<b>Informal interview with PCC representative or Incumbent</b>			Yes
<b>DBS Enhanced Certificate</b>	Child Workforce		No
	Adult Workforce		No
	Child and Adult Workforce		No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce		No
	Adult Workforce		No
	Child and Adult Workforce		No
<b>Training pathways</b>	Basic Awareness		No
	Foundations		No
	Leadership		No



	Awareness Domestic Abuse	No
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**Chat and craft**

<b><u>Activities</u></b>			
<ul style="list-style-type: none"> <li>• Craft activities (e.g. knitting, crochet)</li> </ul>			
<b><u>Volunteer role profile for leaders</u></b>			
<ul style="list-style-type: none"> <li>• Arrangement of meetings</li> <li>• Supervision of assistant leaders</li> <li>• Welcoming of visitors and telephone contact with members</li> </ul>			
<b><u>Volunteer role profile for assistant leaders</u></b>			
<ul style="list-style-type: none"> <li>• Assistance with arrangement and supervision</li> <li>• Deputising for leader(s) when absent</li> <li>• Welcoming of visitors and telephone contact with members</li> </ul>			
<b><u>Requirements<sup>1</sup></u></b>			
<b>Shortened Confidential Declaration Form</b>		<b><u>Leaders</u></b>	<b><u>Assistant leaders</u></b>
<b>Completion of Application Form for voluntary role</b>		Yes	No
<b>Completion of Volunteer Agreement</b>		Yes	No
<b>References to be taken up</b>		Yes	Yes
<b>Formal interview</b>		No	No
<b>Informal interview with Group leader</b>		No	No
<b>Informal interview with PCC representative or Incumbent</b>		No	Yes
<b>DBS Enhanced Certificate</b>	Child Workforce	Yes	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>Training pathways</b>	Basic Awareness	Yes	No
	Foundations	No	No
	Leadership	No	No
	Awareness Domestic Abuse	No	No

**Choir**

*\*At least two Enhanced DBS checked adults must be present in any video conference/online activity with under 18s*

**Activities**

- Rehearsing and singing for Priory services, concerts and tours/visits
- Supervised social activities and outings (under 18s)
- Playing the organ to accompany the Choir
- Conducting and rehearsing the Choir

<sup>1</sup> The Treasurer of any Priory group is required by the PCC to undertake a Basic check.



### Director of Music

<b>Role profile</b>		
<ul style="list-style-type: none"> <li>Director of Music is not a voluntary role. Profile will be defined in Job Description / Contract.</li> </ul>		
<b>Requirements</b>		
<b>Confidential Declaration Form</b>		Yes
<b>References to be taken up</b>		Yes
<b>Formal interview</b>		Yes
<b>Probationary period required for new paid workers and volunteers</b>		Yes
<b>Contract of Employment</b>		Yes
<b>DBS Enhanced Certificate</b>	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	Yes
	Adult Workforce	No
	Child and Adult Workforce	No
<b>Training pathways</b>	Basic Awareness	Yes
	Foundations	Yes
	Leadership	No
	Awareness Domestic Abuse	Yes

### Choir Committee

<b>Role profile</b>		
<ul style="list-style-type: none"> <li>Planning of Choir activities and assistance with organization of Choir Club, Choir day trips, Choir holidays and Choir events</li> <li>[Adults only] Supervision of under 18s at all Choir activities</li> </ul>		
<b>Requirements</b>		
<b>Confidential Declaration Form</b>		Yes <sup>2 3</sup>
<b>Completion of Application Form for voluntary role</b>		Yes
<b>Completion of Volunteer Agreement</b>		Yes
<b>References to be taken up</b>		Yes
<b>Formal interview</b>		Yes
<b>DBS Enhanced Certificate</b>	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	Yes <sup>2</sup>
	Adult Workforce	No
	Child and Adult Workforce	No
<b>Training pathways</b>	Basic Awareness	Yes
	Foundations	Yes
	Leadership	No
	Awareness Domestic Abuse	No

<sup>2</sup> If the role is undertaken weekly, or 4 or more days in a 30 day period, or overnight (at any time between 2am and 6am and with an opportunity for face-to-face contact). (Clarify with Parish Safeguarding Officer)

<sup>3</sup> Shortened form for members of the Choir Committee aged 16-17 who do not undertake supervisory duties



**Junior Choir Leader**

<b>Role profile</b>		
Junior Choir Leader is not a voluntary role. Profile will be defined in Job Description / Contract.		
<b>Requirements</b>		
Completion of Application Form		*Yes
References to be taken up		*Yes
Formal interview		*Yes
Informal interview with PCC representative or Incumbent		
Informal interview with Group leader		
Contract of Employment		*Yes
Probationary period for new paid workers and volunteers		*Yes
Confidential Declaration Form		*Yes
Shortened Confidential Declaration Form		
Basic check		
Completion of Volunteer Agreement		
DBS Enhanced Certificate	Child Workforce	*Yes
	Adult Workforce	No
	Child and Adult Workforce	No
DBS Enhanced Certificate with barring information	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
Training courses	Basic Awareness	*Yes
	Foundation	*Yes
	Leadership (Lay)	No
	Safer Recruitment and People Management	No
	Awareness Domestic Abuse	No

**Adult Choir members**

<b>Role profile</b>		
<ul style="list-style-type: none"> <li>Rehearsing and singing for Priory services, concerts and tours/visits</li> </ul>		
<b>Requirements</b>		
Completion of Volunteer Agreement		Yes
Informal interview with Group leader		Yes
DBS Enhanced Certificate	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
DBS Enhanced Certificate with barring information	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
Training pathways	Basic Awareness	Yes
	Foundations	No
	Leadership	No
	Awareness Domestic Abuse	No





### Volunteer helpers

<b>Role profile</b>		
<ul style="list-style-type: none"> <li>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 in possession of a DBS Enhanced Certificate with barring information).</li> <li>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.</li> </ul>		
<b>Requirements</b>		
<b>Confidential Declaration Form</b>		Yes <sup>4</sup>
<b>Completion of Volunteer Agreement</b>		Yes
<b>Informal interview with Group leader</b>		Yes
<b>DBS Enhanced Certificate</b>	Child Workforce	Yes <sup>4</sup>
	Adult Workforce	No
	Child and Adult Workforce	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
<b>Training pathways</b>	Basic Awareness	Recommended
	Foundations	No
	Leadership	No
	Awareness Domestic Abuse	No

### Assistant Organist/Accompanist

<b>Role profile</b>		
<ul style="list-style-type: none"> <li>To play the organ to accompany the Choir</li> <li>To conduct and rehearse the Choir<sup>5</sup></li> </ul>		
<b>Requirements</b>		
<b>Shortened Confidential Declaration Form</b>		Yes
<b>Completion of Application Form</b>		Yes
<b>References to be taken up</b>		Yes
<b>Formal interview</b>		No
<b>Informal interview with Group leader</b>		Yes
<b>Basic check</b>		Possible <sup>5</sup>
<b>DBS Enhanced Certificate</b>	Child Workforce	Possible
	Adult Workforce	No
	Child and Adult Workforce	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	Possible <sup>5</sup>
	Adult Workforce	No
	Child and Adult Workforce	No
<b>Training pathways</b>	Basic Awareness	Yes
	Foundations	Possible <sup>5</sup>
	Leadership	No
	Awareness Domestic Abuse	No

<sup>4</sup> Only for helpers aged 18 and over undertaking supervisory duties on day trips and tours/visits

<sup>5</sup> Dependent on parameters of individual role agreement/contract



### Churchwardens

**NB:** A Churchwarden may be suspended from holding office when arrested on suspicion of committing an offence mentioned in Schedule 1 of the Children and Young Persons Act 1933 or when the bishop of the diocese is satisfied on the basis of information provided by a local authority or the police that s/he presents a significant risk of harm.

A Churchwarden may be disqualified from holding office if s/he is convicted of an offence mentioned in Schedule 1 of the Children and Young Persons Act 1933 or if s/he is included in a barred list.

<b>Activities and role profile</b>		
<ul style="list-style-type: none"> <li>To carry out the functions of a Churchwarden as defined in law and the Canons of the Church of England</li> </ul>		
<b>Requirements</b>		
<b>Completion of Volunteer Agreement</b>		Yes
<b>Confidential Declaration Form</b>		Yes
<b>DBS Enhanced Certificate</b>	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	Yes
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
<b>Training pathways</b>	Basic Awareness	Yes
	Foundations	Yes
	Leadership	Yes
	Awareness Domestic Abuse	Yes

### Clergy with Permission to Officiate

Job descriptions, contracts, DBS checks and training are administered by the Diocese.

### Curate

Job descriptions, contracts, DBS checks and training are administered by the Diocese.

### Deacon

Job descriptions, contracts, DBS checks and training are administered by the Diocese.

### Event managers

<b>Activities</b>
<ul style="list-style-type: none"> <li>Overseeing concerts and other secular or non liturgical events at which the public is present</li> </ul>
<b>Volunteer role profile for leaders</b>
<ul style="list-style-type: none"> <li>Overall management of people and participants</li> <li>Responsibility for ensuring adherence to policies on Health and Safety, taking photographs and video recording</li> <li>Supervision of volunteer helpers</li> </ul>



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

<b>Volunteer role profile for volunteer helpers</b>			
<ul style="list-style-type: none"> <li>Assistance in the management of people and participants</li> </ul>			
<b>Requirements</b>		<b>Leaders</b>	<b>Volunteer helpers</b>
Shortened Confidential Declaration Form		Yes	No
Completion of Application Form for voluntary role		Yes	No
Completion of Volunteer Agreement		Yes	Yes
References to be taken up		Yes	No
Formal interview		Yes	No
Informal interview with Group leader			Yes
Basic check		Yes	No
DBS Enhanced Certificate	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
DBS Enhanced Certificate with barring information	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training pathways	Basic Awareness	Yes	No
	Foundations	No	No
	Leadership	No	No
	Awareness Domestic Abuse	No	No

**Finance team**

**Treasurer to the Parochial Church Council**

**NB:** A PCC member may be suspended from holding office when arrested on suspicion of committing an offence mentioned in Schedule 1 of the Children and Young Persons Act 1933 or when the bishop of the diocese is satisfied on the basis of information provided by a local authority or the police that s/he presents a significant risk of harm.

A PCC member may be disqualified from holding office if s/he is convicted of an offence mentioned in Schedule 1 of the Children and Young Persons Act 1933 or if s/he is included in a barred list.

<b><u>Activities and role profile</u></b>
<ul style="list-style-type: none"> <li>Manage online banking on behalf of the church, including the timely payment of suppliers' invoices, utility bills, charity donations, reimbursements, Diocesan fees and Free Will Offer, employee salaries and PAYE, subject to any authorisation protocol currently operated by the PCC.</li> <li>Raise sales invoices for the various church income streams including but not limited to weddings and funerals, room bookings and property rental. Issue statements and reminders as necessary to the recipients of those invoices.</li> <li>Liaise with the church's payroll bureau to manage salaries and PAYE for employees.</li> <li>Calculate and submit fee returns to the Diocesan Board of Finance for occasional offices.</li> <li>Draft annual budgets for internal funds in collaboration with the PCC.</li> <li>Ensure that all financial transactions are correctly recorded on the church's accounting system, including Gift Aid claimable on income.</li> <li>Ensure that all paper documents relating to the church's accounts are correctly filed in a lockable cabinet, and all electronic documents relating to the church's accounts are securely stored and backed up.</li> <li>Report to the PCC as required on the current state of church finances.</li> <li>Alert the PCC if any financial difficulties are foreseen.</li> <li>Reconcile all transactions on the accounting system to the church's bank and investment account statements.</li> </ul>



**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"> <li>• Liaise with the church's Chartered Accountants and Independent Examiner in the preparation of annual financial returns to the Diocese, Church of England and the Charity Commission.</li> <li>• Act as account holder on the online Government PAYE Online Gateway on behalf of the church.</li> <li>• Train and supervise any Assistant Treasurers and oversee the Finance assistants</li> <li>• Liaise as necessary with the York Diocese finance team and provide them with any information they may require.</li> <li>• Submit grant claims on behalf of the church.</li> </ul>			
<b>Requirements</b>		<b>PCC member</b>	<b>Not PCC member</b>
<b>Confidential Declaration Form</b>		*Yes <sup>6</sup>	#Yes Shortened version
<b>Completion of Application Form for voluntary role</b>			#Yes
<b>Completion of Volunteer Agreement</b>			<sup>o</sup> #Yes
<b>References to be taken up</b>			#Yes
<b>Formal interview</b>			#Yes
<b>Basic check</b>		No	#Yes
<b>DBS Enhanced Certificate</b>		*Yes <sup>6</sup>	No
<b>Training pathways</b>	Basic Awareness	*Yes <sup>6</sup>	No
	Foundations	*Yes <sup>5</sup>	No
	Leadership	No	No
	Safer Recruitment & People Management	No	No
	Awareness Domestic Abuse	*Yes <sup>6</sup>	No

**Assistant Treasurer**

<b>Activities</b>	
<ul style="list-style-type: none"> <li>• To assist the Treasurer to the PCC</li> </ul>	
<b>Volunteer role profile</b>	
<ul style="list-style-type: none"> <li>• To examine cash and cheque income records including reconciliation of cash slips to the weekly collection sheets.</li> <li>• To calculate Gift Aid on that income where eligible, including understanding the rules for Gift Aid on Small Donations.</li> <li>• To enter this data on the church's accounting system in the appropriate nominal categories.</li> <li>• To file financial records.</li> <li>• If requested by the treasurer, to enter sales and purchase invoices on the church's accounting system, creating new "customer" or supplier accounts as necessary.</li> <li>• To assist the treasurer as required with reports for the PCC and statutory bodies.</li> </ul>	
<b>Requirements</b>	
<b>Confidential Declaration Form</b>	No
<b>Shortened Confidential Declaration Form</b>	Yes
<b>Completion of Application Form for voluntary role</b>	Yes
<b>Completion of Volunteer Agreement</b>	Yes
<b>References to be taken up</b>	Yes
<b>Formal interview</b>	Yes
<b>Proof of identity</b>	No
<b>Probationary period required for new paid workers and volunteers</b>	Yes

<sup>6</sup> If a member of the PCC, but not in respect of this role.



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<b>Contract of Employment</b>		No
<b>Basic DBS check (when role not eligible for Enhanced certificate)</b>		Yes
<b>DBS Enhanced Certificate</b>	Child Workforce	No
	Adult Workforce	
	Child and Adult Workforce	
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	
	Adult Workforce	
	Child and Adult Workforce	
<b>Training pathways</b>	Basic Awareness	Recommended
	Foundations	No
	Leadership	No
	Safer Recruitment & People Management	No
	Awareness Domestic Abuse	No
	Parish Safeguarding Officer Induction	No

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

<b>Activities</b>
<ul style="list-style-type: none"> <li>• Counting freewill envelopes</li> <li>• Administering Gift Aid</li> <li>• Collecting and administering Lunch Club payments</li> <li>• Dealing with donations card reader</li> <li>• Other assistance with financial tasks as requested</li> </ul>

<b>Volunteer role profile for volunteer helpers</b>		
<ul style="list-style-type: none"> <li>• Counting freewill envelope money</li> <li>• Administering Gift Aid</li> <li>• Collecting and administering Lunch Club payments</li> <li>• Dealing with donations card reader</li> <li>• Assisting with financial tasks as requested</li> </ul>		
<b>Requirements</b>		
<b>Shortened Confidential Declaration Form</b>		#Yes
<b>Completion of Volunteer Agreement</b>		<sup>o</sup> #Yes
<b>References to be taken up</b>		#Yes
<b>Formal interview</b>		#Yes
<b>Basic check</b>		#Yes
<b>DBS Enhanced Certificate</b>	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
<b>Training pathways</b>	Basic Awareness	No
	Foundations	No
	Leadership	No
	Safer Recruitment & People Management	No
	Awareness Domestic Abuse	No



**Flower arrangers**

<b><u>Activities</u></b>			
<ul style="list-style-type: none"> <li>• Arranging flowers in the Priory and for Parish events</li> </ul>			
<b><u>Volunteer role profile for leaders</u></b>			
<ul style="list-style-type: none"> <li>• Ensuring that flower arrangements are provided when needed</li> <li>• Preparation of rotas as necessary</li> <li>• Arranging flowers in the Priory</li> </ul>			
<b><u>Volunteer role profile for volunteer helpers</u></b>			
<ul style="list-style-type: none"> <li>• Arranging flowers in the Priory as laid out on the rotas or as requested</li> </ul>			
<b><u>Requirements</u><sup>7</sup></b>		<b><u>Leaders</u></b>	<b><u>Volunteer helpers</u></b>
<b>Shortened Confidential Declaration Form</b>		Yes	No
<b>Completion of Volunteer Agreement</b>		Yes	Yes
<b>References to be taken up</b>		No	No
<b>Formal interview</b>		No	No
<b>Informal interview with PCC representative or Incumbent</b>		Yes	No
<b>Informal interview with Group leader</b>			Yes
<b>DBS Enhanced Certificate</b>	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>Training pathways</b>	Basic Awareness	Yes	Recommended
	Foundations	No	No
	Leadership	No	No
	Awareness Domestic Abuse	No	No

**Gardeners/Living Churchyard/Labyrinth**

<b><u>Activities</u></b>			
<ul style="list-style-type: none"> <li>• Caring for the churchyard</li> <li>• Maintaining the Labyrinth</li> </ul>			
<b><u>Volunteer role profile for leaders</u></b>			
<ul style="list-style-type: none"> <li>• Ensuring that churchyard work is carried out as necessary</li> <li>• Carrying out churchyard/labyrinth maintenance</li> </ul>			
<b><u>Volunteer role profile for volunteer helpers</u></b>			
<ul style="list-style-type: none"> <li>• Carrying out churchyard/labyrinth maintenance as necessary</li> </ul>			
<b><u>Requirements</u></b>		<b><u>Leaders</u></b>	<b><u>Volunteer helpers</u></b>
<b>Shortened Confidential Declaration Form</b>		Yes	No
<b>Completion of Volunteer Agreement</b>		Yes	Yes
<b>References to be taken up</b>		No	No
<b>Formal interview</b>		No	No
<b>Informal interview with Group leader</b>		No	No
<b>DBS Enhanced Certificate</b>	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No

<sup>7</sup> The Treasurer of any Priory group is required by the PCC to undertake a Basic check.



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<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>Training pathways</b>	Basic Awareness	Yes	No
	Foundations	No	No
	Leadership	No	No
	Awareness Domestic Abuse	No	No

**Handbell ringers**

<b><u>Activities</u></b>		
<ul style="list-style-type: none"> <li>• Ringing the Priory handbells</li> </ul>		
<b><u>Volunteer role profile for leaders</u></b>		
<ul style="list-style-type: none"> <li>• Supervision of handbell ringers</li> <li>• Arrangement of meetings and performances</li> </ul>		
<b><u>Requirements<sup>8</sup></u></b>		
	<b><u>Leaders</u></b>	<b><u>Assistant leaders &amp; volunteer helpers</u></b>
<b>Shortened Confidential Declaration Form</b>	Yes	
<b>Completion of Volunteer Agreement</b>	Yes	
<b>References to be taken up</b>	No	
<b>Formal interview</b>	No	
<b>Informal interview with PCC representative or Incumbent</b>	Yes	
<b>DBS Enhanced Certificate</b>	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
<b>Training pathways</b>	Basic Awareness	Yes
	Foundations	No
	Leadership	No
	Awareness Domestic Abuse	No

**Health and Safety Officer**

<b><u>Activities</u></b>	
<ul style="list-style-type: none"> <li>• Oversight of Health and Safety issues in Church property</li> <li>• Reporting to PCC on Health and Safety matters</li> </ul>	
<b><u>Volunteer role profile for leaders</u></b>	
<ul style="list-style-type: none"> <li>• Advise the PCC on matters relating to Health and Safety</li> <li>• Carry out Health and Safety audits as necessary</li> </ul>	
<b><u>Requirements</u></b>	
<b>Shortened Confidential Declaration Form</b>	Yes
<b>Completion of Application Form for voluntary role</b>	Yes
<b>References to be taken up</b>	No
<b>Informal interview with PCC representative or Incumbent</b>	Yes
<b>Completion of Volunteer Agreement</b>	Yes

<sup>8</sup> The Treasurer of any Priory group is required by the PCC to undertake a Basic check.



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<b>DBS Enhanced Certificate</b>	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
<b>Training pathways</b>	Basic Awareness	Yes
	Foundations	No
	Leadership	No
	Awareness Domestic Abuse	No

**Holiday Club**

<b><u>Activities</u></b>			
<ul style="list-style-type: none"> <li>• Crafts, games, worship and other activities for children</li> <li>• Provision of sandwich lunch</li> </ul>			
<b><u>Volunteer role profile for leaders</u></b>			
<ul style="list-style-type: none"> <li>• Arrangement and leadership of meetings</li> <li>• Supervision of volunteer helpers</li> <li>• Preparation of materials</li> <li>• Supervision of activities at meetings</li> </ul>			
<b><u>Volunteer role profile for volunteer helpers</u></b>			
<ul style="list-style-type: none"> <li>• Assistance with activities at meetings</li> </ul>			
<b><u>Requirements</u></b>	<b><u>Leaders</u></b>	<b><u>Volunteer helpers</u></b>	
<b>Confidential Declaration Form</b>	Yes	Yes	
<b>Completion of Application Form for voluntary role</b>	Yes	Yes	
<b>References to be taken up</b>	Yes	Yes	
<b>Formal interview</b>	Yes	Yes	
<b>Completion of Volunteer Agreement</b>	Yes	Yes	
<b>DBS Enhanced Certificate<sup>9</sup></b>	Child Workforce	Yes	Yes
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	Yes <sup>10</sup>	Yes <sup>10</sup>
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>Training pathways</b>	Basic Awareness	Yes	Yes
	Foundations	Yes	Yes
	Leadership	No	No
	Awareness Domestic Abuse	Recommended	No

**Home/Lent/Seasonal/Study/Discussion Groups**

<b><u>Activities</u></b>
<ul style="list-style-type: none"> <li>• Bible Study, discussion and prayer</li> <li>• Support</li> </ul>

<sup>9</sup> At least two DBS checked adults must be present in any video conference/online activity

<sup>10</sup> If the role is undertaken weekly or 4 or more days in a 30 day period (clarify with Parish Safeguarding Officer)





<b>Volunteer role profile for leaders</b>		
<ul style="list-style-type: none"> <li>Arrangement of meetings</li> <li>Leading discussion and study</li> </ul>		
<b>Requirements</b>		
<b>Shortened Confidential Declaration Form</b>	Leaders	Assistant leaders & volunteer helpers
	Yes	
<b>Completion of Application Form for voluntary role</b>	Yes	
<b>References to be taken up</b>	No	
<b>Informal interview with PCC representative or Incumbent</b>	Yes	
<b>Completion of Volunteer Agreement</b>	Yes	
<b>Basic check (when not eligible for Enhanced certificate)</b>	Yes	
<b>DBS Enhanced Certificate</b>	Child Workforce	Yes <sup>11</sup>
	Adult Workforce	No
	Child and Adult Workforce	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
<b>Training pathways</b>	Basic Awareness	Yes
	Foundations	Yes
	Leadership	No
	Awareness Domestic Abuse	No

### Incumbent

Job descriptions, contracts, DBS checks and training are administered by the Diocese.

### Intercessors

<b>Activities</b>		
<ul style="list-style-type: none"> <li>Leading intercessions at services</li> </ul>		
<b>Volunteer role profile for leaders</b>		
No leaders (Rector arranges rota)		
<b>Volunteer role profile for volunteer helpers</b>		
<ul style="list-style-type: none"> <li>Leading intercessions at services as laid out on the rotas or as requested</li> </ul>		
<b>Requirements</b>		
<b>Shortened Confidential Declaration Form</b>	Leaders	Volunteer helpers
		Yes
<b>References to be taken up</b>		No
<b>Informal interview with PCC representative or Incumbent</b>		Yes
<b>Completion of Volunteer Agreement</b>		Yes
<b>DBS Enhanced Certificate</b>	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No

<sup>11</sup> If under 18s are present without parents



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<b>Training pathways</b>	Basic Awareness		No
	Foundations		No
	Leadership		No
	Awareness Domestic Abuse		No

**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 Officer before any development of such sites.

<b><u>Activities</u></b>			
<ul style="list-style-type: none"> <li>Administration of website</li> <li>Administration of Facebook and other social media pages</li> </ul>			
<b><u>Volunteer role profile for leaders</u></b>			
<ul style="list-style-type: none"> <li>No leaders</li> </ul>			
<b><u>Volunteer role profile for web master</u></b>			
<ul style="list-style-type: none"> <li>Web master is not a voluntary role.</li> </ul>			
<b><u>Volunteer role profile for volunteer helpers</u></b>			
<ul style="list-style-type: none"> <li>Administration of Priory social media and internet sites in accordance with the Diocese's <i>Social Media Guidelines</i></li> <li>Uploading content to Priory social media and internet sites</li> <li>Oversight of content and use of Priory social media and internet sites</li> </ul>			
<b><u>Requirements</u></b>		<b><u>Leaders</u></b>	<b><u>Volunteer helpers</u></b>
<b>Confidential Declaration Form</b>			No
<b>Completion of Application Form for voluntary role</b>			Yes
<b>References to be taken up</b>			Yes
<b>Formal interview</b>			Yes
<b>Completion of Volunteer Agreement</b>			Yes
<b>Basic check</b>			Yes
<b>DBS Enhanced Certificate</b>	Child Workforce		No
	Adult Workforce		No
	Child and Adult Workforce		No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce		No
	Adult Workforce		No
	Child and Adult Workforce		No
<b>Training pathways</b>	Basic Awareness		Yes
	Foundations		No
	Leadership		No
	Awareness Domestic Abuse		No

**Ladies Group**

<b><u>Activities</u></b>	
<ul style="list-style-type: none"> <li>Meetings with a speaker</li> <li>Annual theatre trip</li> </ul>	
<b><u>Volunteer role profile for leaders</u></b>	
<ul style="list-style-type: none"> <li>Arrangement and leadership of meetings and trips</li> <li>Booking of speakers</li> <li>Supervision of assistant leaders</li> </ul>	



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<b>Volunteer role profile for assistant leaders</b>			
<ul style="list-style-type: none"> <li>Assistance with arrangement and supervision of meetings</li> <li>Deputising for leader(s) when absent</li> </ul>			
<b>Requirements<sup>12</sup></b>		<b>Leaders</b>	<b>Assistant leaders</b>
<b>Shortened Confidential Declaration Form</b>		Yes	No
<b>Completion of Application Form for voluntary role</b>		Yes	No
<b>References to be taken up</b>		No	No
<b>Informal interview with PCC representative or Incumbent</b>		Yes	No
<b>Completion of Volunteer Agreement</b>		Yes	
<b>Informal interview with Group leader</b>			Yes
<b>DBS Enhanced Certificate</b>	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>Training pathways</b>	Basic Awareness	Yes	No
	Foundations	No	No
	Leadership	No	No
	Awareness Domestic Abuse	No	No

**Lesson readers**

<b>Activities</b>			
<ul style="list-style-type: none"> <li>Reading the lessons at services</li> </ul>			
<b>Volunteer role profile for leaders</b>			
No leaders (Rector arranges rota)			
<b>Volunteer role profile for volunteer helpers</b>			
<ul style="list-style-type: none"> <li>Reading the lessons at services as laid out on the rotas or as requested</li> </ul>			
<b>Requirements</b>		<b>Leaders</b>	<b>Volunteer helpers</b>
<b>Confidential Declaration Form</b>			No
<b>References to be taken up</b>			No
<b>Formal interview</b>			No
<b>Informal interview with PCC representative or Incumbent</b>		Yes	No
<b>Completion of Volunteer Agreement</b>		Yes	Yes
<b>DBS Enhanced Certificate</b>	Child Workforce		No
	Adult Workforce		No
	Child and Adult Workforce		No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce		No
	Adult Workforce		No
	Child and Adult Workforce		No
<b>Training pathways</b>	Basic Awareness		No
	Foundations		No
	Leadership		No
	Awareness Domestic Abuse		No

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



### Lunch Club

<b><u>Activities</u></b>			
<ul style="list-style-type: none"> <li>Preparation and serving of lunch</li> </ul>			
<b><u>Volunteer role profile for leaders</u></b>			
<ul style="list-style-type: none"> <li>Arrangement of meetings</li> <li>Supervision of assistant leaders</li> <li>Welcoming of visitors and telephone contact with members</li> <li>Preparation and serving of meals</li> </ul>			
<b><u>Volunteer role profile for assistant leaders</u></b>			
<ul style="list-style-type: none"> <li>Assistance with arrangement and supervision of meetings</li> <li>Deputising for leader(s) when absent</li> <li>Welcoming of visitors and telephone contact with members</li> <li>Preparation and serving of meals</li> </ul>			
<b><u>Volunteer role profile for volunteer helpers</u></b>			
<ul style="list-style-type: none"> <li>Welcoming of visitors</li> <li>Preparation and serving of meals</li> <li>Maintaining contact with attenders</li> </ul>			
<b><u>Requirements</u></b> <sup>13</sup>			
		<b><u>Leaders</u></b>	<b><u>Assistant leaders &amp; volunteer helpers</u></b>
<b>Shortened Confidential Declaration Form</b>		Yes	No
<b>Completion of Application Form for voluntary role</b>		Yes	Yes
<b>References to be taken up</b>		No	No
<b>Formal interview</b>		Yes	No
<b>Informal interview with Group leader</b>			Yes
<b>Proof of identity</b>		Yes	Yes
<b>Completion of Volunteer Agreement</b>		Yes	Yes
<b>Leader to carry out annual activity Safeguarding risk assessment</b>		Yes	
<b>DBS Enhanced Certificate</b>	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>Training pathways</b>	Basic Awareness	Yes	Yes
	Foundations	No	No
	Leadership	No	No
	Awareness Domestic Abuse	No	No

### Magazine production team

<b><u>Activities</u></b>	
<ul style="list-style-type: none"> <li>Preparation and distribution of magazine</li> </ul>	
<b><u>Volunteer role profile for leaders</u></b>	
<ul style="list-style-type: none"> <li>Collation of material</li> <li>Typing and printing of magazine</li> </ul>	
<b><u>Volunteer role profile for volunteer helpers</u></b>	
<ul style="list-style-type: none"> <li>Assisting with physical assembly of the magazine</li> </ul>	

<sup>13</sup> The Treasurer of any Priory group is required by the PCC to undertake a check.



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<b>Requirements</b>		<b>Leaders</b>	<b>Volunteer helpers</b>
<b>Confidential Declaration Form</b>		No	No
<b>References to be taken up</b>		No	No
<b>Formal interview</b>		No	No
<b>Informal interview with Group leader</b>		No	No
<b>Informal interview with PCC representative or Incumbent</b>		Yes	No
<b>Completion of Volunteer Agreement</b>		Yes	Yes
<b>DBS Enhanced Certificate</b>	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>Training pathways</b>	Basic Awareness	No	No
	Foundations	No	No
	Leadership	No	No
	Awareness Domestic Abuse	No	No

**Man talk**

<b>Activities</b>			
<ul style="list-style-type: none"> <li>Social conversation</li> </ul>			
<b>Volunteer role profile for leaders</b>			
<ul style="list-style-type: none"> <li>Arrangement of meetings</li> </ul>			
<b>Requirements</b>		<b>Leaders</b>	<b>Assistant leaders &amp; volunteer helpers</b>
<b>Shortened Confidential Declaration Form</b>		Yes	
<b>References to be taken up</b>		No	
<b>Informal interview with PCC representative or Incumbent</b>		Yes	
<b>Completion of Volunteer Agreement</b>		Yes	
<b>DBS Enhanced Certificate</b>	Child Workforce	No	
	Adult Workforce	No	
	Child and Adult Workforce	No	
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No	
	Adult Workforce	No	
	Child and Adult Workforce	No	
<b>Training pathways</b>	Basic Awareness	Yes	
	Foundations	No	
	Leadership	No	
	Awareness Domestic Abuse	No	

**Meditation Group**

<b>Activities</b>	
<ul style="list-style-type: none"> <li>Meet in order to meditate together</li> </ul>	
<b>Volunteer role profile for leaders</b>	
<ul style="list-style-type: none"> <li>Arrangement and leadership of meetings</li> </ul>	
<b>Volunteer role profile for assistant leaders</b>	



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<ul style="list-style-type: none"> <li>Leadership of meeting when leader not available</li> </ul>			
<b>Requirements</b>		<b>Leaders</b>	<b>Assistant leaders</b>
Shortened Confidential Declaration Form		Yes	No
Completion of Volunteer Agreement		Yes	Yes
References to be taken up		No	No
Informal interview with PCC representative or Incumbent		Yes	No
Informal interview with Group leader			No
DBS Enhanced Certificate	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
DBS Enhanced Certificate with barring information	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training pathways	Basic Awareness	Yes	No
	Foundations	No	No
	Leadership	No	No
	Awareness Domestic Abuse	No	No

**Messy Church**

<b><u>Activities</u></b>			
<ul style="list-style-type: none"> <li>Crafts, games, worship and other activities for families, children and accompanying adults</li> <li>Preparation and serving of meals</li> </ul>			
<b><u>Volunteer role profile for leaders</u></b>			
<ul style="list-style-type: none"> <li>Arrangement and leadership of meetings</li> <li>Supervision of volunteer helpers</li> <li>Preparation of materials</li> <li>Supervision of activities at meetings</li> <li>Preparation and serving of meals</li> </ul>			
<b><u>Volunteer role profile for volunteer helpers</u></b>			
<ul style="list-style-type: none"> <li>Assistance with activities at meetings</li> <li>Preparation and serving of meals</li> </ul>			
<b>Requirements</b>		<b>Leaders</b>	<b>Volunteer helpers</b>
Confidential Declaration Form		Yes	Yes (Shortened)
Completion of Application Form for voluntary role		Yes	Yes
Completion of Volunteer Agreement		Yes	Yes
References to be taken up		Yes	No
Formal interview		Yes	No
Informal interview with Group leader			Yes
Proof of identity			Yes
DBS Enhanced Certificate <sup>14</sup>	Child Workforce	Yes	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
DBS Enhanced Certificate with barring information	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
Training pathways		Basic Awareness	Yes

<sup>14</sup> At least two DBS checked adults must be present in any video conference/online activity



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*Priory groups, officers, paid posts and voluntary roles*

	Foundations	Yes	Yes
	Leadership	Yes	No
	Awareness Domestic 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 27<sup>th</sup> June 2017]*

**Parents and Toddlers**

<b><u>Activities</u></b>			
<ul style="list-style-type: none"> <li>Social activities for parents with their toddlers, including refreshments, games and conversation</li> </ul>			
<b><u>Volunteer role profile for leaders</u></b>			
<ul style="list-style-type: none"> <li>Arrangement and leadership of meetings and trips</li> <li>Supervision of assistant leaders</li> <li>Assisting with children's activities</li> <li>Welcoming and supporting parents</li> <li>Preparation and serving of refreshments</li> </ul>			
<b><u>Volunteer role profile for assistant leaders</u></b>			
<ul style="list-style-type: none"> <li>Assistance with arrangement and supervision</li> <li>Deputising for leader(s) when absent</li> </ul>			
<b><u>Volunteer role profile for volunteer helpers</u></b>			
<ul style="list-style-type: none"> <li>Assisting with children's activities</li> <li>Welcoming and supporting parents</li> <li>Preparation and serving of refreshments</li> </ul>			
<b><u>Requirements</u></b>			
		<b><u>Leaders</u></b>	<b><u>Assistant leaders &amp; volunteer helpers</u></b>
<b>Confidential Declaration Form</b>		Yes	Yes (Shortened)
<b>Completion of Application Form for voluntary role</b>		Yes	No
<b>Completion of Volunteer Agreement</b>		Yes	Yes
<b>References to be taken up</b>		Yes	No
<b>Formal interview</b>		Yes	No
<b>Informal interview with Group leader</b>			Yes
<b>Proof of identity</b>			Yes
<b>DBS Enhanced Certificate</b>	Child Workforce	Yes	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>Training pathways</b>	Basic Awareness	Yes	Yes
	Foundations	Yes	Yes
	Leadership	No	No
	Awareness Domestic Abuse	Recommended	No



**Parochial Church Council Members**

**NB:** A PCC member may be suspended from holding office when arrested on suspicion of committing an offence mentioned in Schedule 1 of the Children and Young Persons Act 1933 or when the bishop of the diocese is satisfied on the basis of information provided by a local authority or the police that s/he presents a significant risk of harm.

A PCC member may be disqualified from holding office if s/he is convicted of an offence mentioned in Schedule 1 of the Children and Young Persons Act 1933 or if s/he is included in a barred list.

<b><u>Activities</u></b>		
<ul style="list-style-type: none"> <li>Attendance at PCC meetings and associated decision making</li> </ul>		
<b><u>Volunteer role profile</u></b>		
<ul style="list-style-type: none"> <li>To carry out the functions of a PCC member as defined in the Church Representation Rules</li> </ul>		
<b><u>Requirements</u></b>		
<b>Confidential Declaration Form</b>		Yes
<b>Completion of Application Form</b>		Yes <sup>15</sup>
<b>References to be taken up</b>		No
<b>Completion of Volunteer Agreement</b>		Yes
<b>DBS Enhanced Certificate</b>	Child and Adult Workforce	Yes <sup>16</sup>
	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
<b>Training pathways</b>	Basic Awareness	Yes
	Foundations	Yes
	Leadership	No
	Awareness Domestic Abuse	Yes

**Pastoral team**

<b><u>Activities</u></b>	
<ul style="list-style-type: none"> <li>Leading services in residential homes, including Communion</li> <li>Pastoral home visits, including Communion, and pastoral telephone calls</li> <li>Leading services in the community</li> <li>Providing a confidential listening service in person and by e-mail and telephone</li> </ul>	
<b><u>Volunteer role profile for leaders</u></b>	
<ul style="list-style-type: none"> <li>Supervision of assistant leaders</li> <li>Arrangement of activities</li> <li>Visiting residential homes</li> <li>Making pastoral home visits, including taking Home Communion, and pastoral telephone calls</li> <li>Providing a confidential listening service</li> <li>All activities to be carried out in accordance with the guidelines laid down</li> </ul>	
<b><u>Volunteer role profile for volunteer helpers</u></b>	
<ul style="list-style-type: none"> <li>Visiting residential homes</li> <li>Making pastoral home visits, including taking Home Communion, and pastoral telephone calls</li> <li>Assisting with the leading of services in the community</li> <li>Providing a confidential listening service</li> <li>All activities to be carried out in accordance with the guidelines laid down</li> </ul>	

<sup>15</sup> The nomination form for Parochial Church Council is to stand as an application form.

<sup>16</sup> Charity Commission recommendation as Trustee of a charity involved in work with children and vulnerable adults.





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<b>Requirements</b>		<b>Leaders</b>	<b>Volunteer helpers</b>
<b>Confidential Declaration Form</b>		Yes <sup>17</sup> Otherwise Shortened version	Yes <sup>17</sup> Otherwise Shortened version
<b>Completion of Application Form for voluntary role</b>		Yes	Yes
<b>Completion of Volunteer Agreement</b>		Yes	Yes
<b>References to be taken up</b>		Yes	Yes
<b>Formal interview</b>		Yes	Yes
<b>Proof of identity</b>			Yes
<b>Basic check (when not eligible for Enhanced certificate)</b>		Yes	Yes (Pastoral visitors)
<b>DBS Enhanced Certificate</b>	Child Workforce	No	No
	Adult Workforce	Yes <sup>17</sup>	Yes <sup>17</sup>
	Child and Adult Workforce	No	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>Training pathways</b>	Basic Awareness	Yes	Yes / Recommended <sup>18</sup>
	Foundations	Yes	Yes <sup>19</sup>
	Leadership	Yes	No
	Awareness Domestic Abuse	Recommended	No

**Prayer ministry team**

<b>Activities</b>			
<ul style="list-style-type: none"> <li>Carrying out the ministry of prayer during and after services</li> </ul>			
<b>Volunteer role profile for leaders</b>			
<ul style="list-style-type: none"> <li>Supervision of activities</li> <li>Preparation of rotas</li> <li>Carrying out the ministry of prayer in accordance with the guidelines laid down</li> </ul>			
<b>Volunteer role profile for volunteer helpers</b>			
<ul style="list-style-type: none"> <li>Carrying out the ministry of prayer as laid out on the rotas or as requested, in accordance with the guidelines laid down</li> </ul>			
<b>Requirements</b>		<b>Leaders</b>	<b>Volunteer helpers</b>
<b>Shortened Confidential Declaration Form</b>		Yes	Yes
<b>Completion of Application Form for voluntary role</b>		Yes	Yes
<b>Completion of Volunteer Agreement</b>		Yes	Yes
<b>References to be taken up</b>		Yes	No
<b>Formal interview</b>		Yes	No
<b>Informal interview with Group leader</b>			Yes
<b>Proof of identity</b>			Yes
<b>Basic check</b>		Yes	Yes
<b>DBS Enhanced Certificate</b>	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No

<sup>17</sup> If the role is undertaken weekly or 4 or more days in a 30 day period (clarify with Parish Safeguarding Officer).

<sup>18</sup> Required for those making pastoral home visits and/or visiting residential homes. Recommended for those leading services in the community.

<sup>19</sup> For those making pastoral home visits and/or visiting residential homes



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<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>Training pathways</b>	Basic Awareness	Yes	Yes
	Foundations	Yes	Yes
	Leadership	No	No
	Awareness Domestic Abuse	Recommended	Recommended

**Readers**

Job descriptions, contracts, DBS checks and training are administered by the Diocese.

**Recognized Parish Assistants (RPAs)**

<b><u>Activities</u></b>		
<ul style="list-style-type: none"> <li>Will vary, as described in the RPA role description and volunteer profile.</li> </ul>		
<b><u>Volunteer role profile for leaders</u></b>		
<ul style="list-style-type: none"> <li>As described in the RPA role description.</li> </ul>		
<b><u>Requirements</u></b>		
<b>Confidential Declaration Form</b>	Yes if DBS required. Otherwise Shortened.	
<b>Completion of Volunteer Agreement</b>	Yes	
<b>Completion of Application Form for voluntary role</b>	RPAs subject to Diocesan procedures	
<b>References to be taken up</b>		
<b>Formal interview</b>		
<b>DBS Enhanced Certificate</b>	Child Workforce	Yes Workforce and Level dependent on agreed role
	Adult Workforce	
	Child and Adult Workforce	
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	Yes Workforce and Level dependent on agreed role
	Adult Workforce	
	Child and Adult Workforce	
<b>Training pathways</b>	Basic Awareness	Yes
	Foundations	Yes
	Leadership	Yes
	Awareness Domestic Abuse	Yes

**Refreshment helpers**

<b><u>Activities</u></b>
<ul style="list-style-type: none"> <li>Serving refreshments after services</li> <li>Serving refreshments at Priory events</li> </ul>
<b><u>Volunteer role profile for leaders</u></b>
<ul style="list-style-type: none"> <li>Supervision of assistant leaders</li> <li>Arrangement of activities</li> <li>Preparation of rotas as needed</li> <li>Serving of refreshments at Priory events</li> </ul>
<b><u>Volunteer role profile for volunteer helpers</u></b>
<ul style="list-style-type: none"> <li>Serving of refreshments at Priory events as laid out on the rotas or as requested</li> </ul>



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		<b>Leaders</b>	<b>Volunteer helpers</b>
<b>Requirements</b>			
<b>Shortened Confidential Declaration Form</b>		Yes	No
<b>Completion of Volunteer Agreement</b>		Yes	Yes
<b>References to be taken up</b>		No	No
<b>Informal interview with PCC representative or Incumbent</b>		Yes	No
<b>Informal interview with Group leader</b>			Yes
<b>DBS Enhanced Certificate</b>	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>Training pathways</b>	Basic Awareness	Yes	Recommended
	Foundations	No	No
	Leadership	No	No
	Awareness Domestic Abuse	No	No

**Safeguarding**

<b><u>Activities</u></b>			
<ul style="list-style-type: none"> <li>Ensuring that Diocesan policies in respect of safeguarding children and vulnerable adults are implemented within the parish.</li> </ul>			
<b><u>Volunteer role profile for Safeguarding Officer</u></b>			
<ul style="list-style-type: none"> <li>Overseeing the implementation of the Parish Safeguarding and Safer Recruitment Policy, reviewing it as necessary and bringing it for annual review by the PCC.</li> <li>Reporting to the PCC on Safeguarding matters.</li> <li>Carrying out regular checks of the criteria for the Priory groups, officers, paid posts and voluntary roles with the Leaders of groups in question.</li> <li>Responding to safeguarding risks, concerns or allegations in liaison with parish officials and the Diocesan Safeguarding Team.</li> <li>Administration of DBS checks and Confidential Declaration Forms.</li> <li>Acting as the link between the parish and the Diocesan Safeguarding Team.</li> </ul>			
<b><u>Volunteer role profile for Safeguarding Assistants</u></b>			
<ul style="list-style-type: none"> <li>Issuing forms and information to new volunteers.</li> <li>Monitoring and administering the renewals of forms and training pathways.</li> <li>Assisting volunteers with online applications and training.</li> </ul>			
<b><u>Requirements</u></b>		<b><u>Safeguarding Officer</u></b>	<b><u>Safeguarding Assistants</u></b>
<b>Confidential Declaration Form</b>		Yes	
<b>Shortened Confidential Declaration Form</b>			Yes
<b>Completion of Application Form for voluntary role</b>		Yes	No
<b>Completion of Volunteer Agreement</b>		Yes	Yes
<b>References to be taken up</b>		Yes	No
<b>Formal interview</b>		Yes	
<b>Informal interview with PCC representative or Incumbent</b>			Yes
<b>DBS Enhanced Certificate</b>	Child Workforce	No	No
	Adult Workforce	No	No



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	Child and Adult Workforce	No	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	Yes	No
<b>Training pathways</b>	Basic Awareness	Yes	Yes
	Foundations	Yes	No
	Leadership	Yes	No
	Awareness Domestic Abuse	Yes	No
	Parish Safeguarding Officer Induction	Yes	No

**Secretary to the Parochial Church Council**

**NB:** A PCC member may be suspended from holding office when arrested on suspicion of committing an offence mentioned in Schedule 1 of the Children and Young Persons Act 1933 or when the bishop of the diocese is satisfied on the basis of information provided by a local authority or the police that s/he presents a significant risk of harm.

A PCC member may be disqualified from holding office if s/he is convicted of an offence mentioned in Schedule 1 of the Children and Young Persons Act 1933 or if s/he is included in a barred list.

<b><u>Activities and role profile</u></b>			
<ul style="list-style-type: none"> <li>To carry out the functions of PCC Secretary as defined in the Synodical Government Measure 1969 and the Church Representation Rules.</li> <li>To be the point of contact for the PCC and deal with PCC correspondence.</li> <li>To be responsible for the preparation, distribution and verification of agendas, minutes and other paperwork.</li> <li>To ensure that a set of minutes and related papers is kept for permanent reference and deposited in the designated Archive.</li> </ul>			
<b><u>Requirements</u></b>		<b>PCC member</b>	<b>Not PCC member</b>
<b>Confidential Declaration Form</b>		Yes <sup>20</sup>	Yes Shortened version
<b>Completion of Application Form for voluntary role</b>			Yes
<b>Completion of Volunteer Agreement</b>			Yes
<b>References to be taken up</b>			Yes
<b>Formal interview</b>			Yes
<b>Basic check</b>		No	Yes
<b>DBS Enhanced Certificate</b>	Child and Adult Workforce	Yes <sup>20</sup>	No
<b>Training pathways</b>	Basic Awareness	Yes <sup>20</sup>	No
	Foundations	No	No
	Leadership	No	No
	Awareness Domestic Abuse	No	No

<sup>20</sup> See recommendations for Parochial Church Council Members.



### Servers

<b><u>Activities</u></b>
<ul style="list-style-type: none"> <li>To perform the liturgical functions of altar servers within the conduct of public worship</li> </ul>
<b><u>Volunteer role profile for leaders</u></b>
<ul style="list-style-type: none"> <li>Supervision and training of the altar servers</li> <li>Preparation of rotas</li> <li>Performing the liturgical functions of altar servers</li> </ul>
<b><u>Volunteer role profile for assistant leaders</u></b>
<ul style="list-style-type: none"> <li>Assistance with training of the altar servers</li> <li>Performing the liturgical functions of altar servers</li> </ul>
<b><u>Volunteer role profile for volunteer helpers</u></b>
<ul style="list-style-type: none"> <li>Performing the liturgical functions of altar servers as laid out on the rotas or as requested</li> </ul>

<b><u>Requirements</u></b>	<b><u>Leaders</u></b>	<b><u>Assistant leaders &amp; volunteer helpers</u></b>
<b>Confidential Declaration Form</b>	Yes Full version if supervising those under 18 years old. Shortened version if not.	Yes Full version if supervising those under 18 years old. Shortened version if not.
<b>Completion of Application Form for voluntary role</b>	Yes if supervising those under 18 years old. Volunteer Agreement if not.	Yes if supervising those under 18 years old. Volunteer Agreement if not.
<b>References to be taken up</b>	Yes if supervising those under 18 years old.	Yes if supervising those under 18 years old.
<b>Formal interview</b>	No	No
<b>Informal interview with PCC representative or Incumbent</b>	Yes	Yes
<b>Completion of Volunteer Agreement</b>	Yes	Yes
<b>DBS Enhanced Certificate</b>	Child Workforce	Yes if supervising those under 18 years old.
	Adult Workforce	No
	Child and Adult Workforce	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
<b>Training pathways</b>	Basic Awareness	Yes if supervising those under 18 years old.
	Foundations	Yes if supervising those under 18 years old.
	Leadership	No
	Awareness Domestic Abuse	No

### Shop/Priory Stewards

<b><u>Activities</u></b>
<ul style="list-style-type: none"> <li>To be present in the Priory and/or shop to deal with visitors and oversee the building during opening hours.</li> </ul>



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<b><u>Volunteer role profile for leaders</u></b>			
<ul style="list-style-type: none"> <li>• Management of shop, sales and stock</li> <li>• Arrangement of activities</li> <li>• Preparation of rotas</li> <li>• Ensuring the security of the Priory and its contents</li> <li>• Welcoming visitors to the Priory and offer them assistance</li> <li>• Staffing the shop and carrying out sales.</li> </ul>			
<b><u>Volunteer role profile for volunteer helpers</u></b>			
<ul style="list-style-type: none"> <li>• To be present in the Priory as laid out on the rotas or as requested, in order to <ul style="list-style-type: none"> <li>▫ ensure the security of the Priory and its contents</li> <li>▫ welcome visitors to the Priory and offer them assistance</li> <li>▫ staff the shop and carry out sales.</li> </ul> </li> </ul>			
<b><u>Requirements</u></b>		<b><u>Leaders</u></b>	<b><u>Volunteer helpers</u></b>
<b>Shortened Confidential Declaration Form</b>		No	No
<b>Completion of Application Form for voluntary role</b>		No	No
<b>Completion of Volunteer Agreement</b>		Yes	Yes
<b>References to be taken up</b>		Yes	No
<b>Formal interview</b>		Yes	No
<b>Informal interview with Group leader</b>			No
<b>Basic check</b>		Yes	Yes
<b>DBS Enhanced Certificate</b>	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>Training pathways</b>	Basic Awareness	Yes	Recommended
	Foundations	No	No
	Leadership	No	No
	Awareness Domestic Abuse	No	No

**Sidesmen/women**

**NB:** Only those on the Electoral Roll are eligible to be sidesmen/women.

<b><u>Activities</u></b>			
<ul style="list-style-type: none"> <li>• Assisting the Churchwardens in preparing the church for services and ensuring that practical arrangements are carried out.</li> </ul>			
<b><u>Volunteer role profile for leaders</u></b>			
<ul style="list-style-type: none"> <li>• Churchwardens are supervisors.</li> </ul>			
<b><u>Volunteer role profile for volunteer helpers</u></b>			
<ul style="list-style-type: none"> <li>• Assisting the Churchwardens in preparing the church for services and ensuring that practical arrangements are carried out, including Health and Safety.</li> <li>• Welcoming people to church and providing them with any books, papers or information needed.</li> <li>• Taking collections during services.</li> <li>• Putting books and other materials away after the service and ensuring that the building is left in a tidy and safe condition.</li> </ul>			
<b><u>Requirements</u></b>		<b><u>Leaders</u></b>	<b><u>Volunteer helpers</u></b>
<b>Shortened Confidential Declaration Form</b>			No



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<b>Completion of Application Form for voluntary role</b>		Appointed by the Annual Parochial Church Meeting	
<b>Completion of Volunteer Agreement</b>			Yes
<b>References to be taken up</b>			No
<b>Formal interview</b>			No
<b>DBS Enhanced Certificate</b>	Child Workforce		No
	Adult Workforce		No
	Child and Adult Workforce		No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce		No
	Adult Workforce		No
	Child and Adult Workforce		No
<b>Training pathways</b>	Basic Awareness		Yes
	Foundations		No
	Leadership		No
	Awareness Domestic Abuse		No

**Stall staff and sellers (e.g.cakes, tickets)**

<b><u>Activities</u></b>			
<ul style="list-style-type: none"> <li>Selling items at Priory events</li> </ul>			
<b><u>Volunteer role profile for leaders</u></b>			
<ul style="list-style-type: none"> <li>Arrangement and supervision of activities</li> <li>Preparation of rotas as needed</li> <li>Staffing stalls</li> </ul>			
<b><u>Volunteer role profile for volunteer helpers</u></b>			
<ul style="list-style-type: none"> <li>Staffing stalls as laid out on the rotas or as requested</li> </ul>			
<b><u>Requirements</u></b>			
		<b><u>Leaders</u></b>	<b><u>Volunteer helpers</u></b>
<b>Shortened Confidential Declaration Form</b>		Yes	No
<b>Completion of Application Form for voluntary role</b>		No	No
<b>Completion of Volunteer Agreement</b>		Yes	Yes
<b>References to be taken up</b>		No	No
<b>Informal interview with PCC representative or Incumbent</b>		Yes	No
<b>Informal interview with Group leader</b>			Yes
<b>Basic check</b>		Yes	Yes
<b>DBS Enhanced Certificate</b>	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No	No
	Adult Workforce	No	No
	Child and Adult Workforce	No	No
<b>Training pathways</b>	Basic Awareness	Yes	Recommended
	Foundations	No	No
	Leadership	No	No
	Awareness Domestic Abuse	No	No



### Tower bell ringers

- The requirements in this section reflect the current situation. Should under 18s or vulnerable adults be admitted as ringers the requirements will be subject to review.
- 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.

<b><u>Activities</u></b>				
<ul style="list-style-type: none"> <li>• Ringing and maintaining the Priory bells</li> </ul>				
<b><u>Volunteer role profile for Bell Tower Captain</u></b>				
<ul style="list-style-type: none"> <li>• Arrangement and supervision of activities</li> <li>• Overall responsibility for the maintenance of the bells and ringing equipment</li> </ul>				
<b><u>Volunteer role profile for Tower Keeper</u></b>				
<ul style="list-style-type: none"> <li>• Assisting the Tower Captain in maintaining the bells</li> </ul>				
<b><u>Volunteer role profile for Adult ringers</u></b>				
<ul style="list-style-type: none"> <li>• Ringing the Priory bells at services and practices</li> </ul>				
<b><u>Requirements</u></b> <sup>21</sup>				
		<b><u>Bell Tower Captain</u></b>	<b><u>Tower Keeper</u></b>	<b><u>Adult ringers</u></b>
<b>Shortened Confidential Declaration Form</b>		Yes	No	No
<b>Completion of Application Form for voluntary role</b>		Yes	No	No
<b>Completion of Volunteer Agreement</b>		Yes	Yes	Yes
<b>References to be taken up</b>		No	No	No
<b>Informal interview with PCC representative or Incumbent</b>		Yes	No	No
<b>Informal interview with Group leader</b>			Yes	Yes
<b>DBS Enhanced Certificate</b>	Child Workforce	No	No	No
	Adult Workforce	No	No	No
	Child and Adult Workforce	No	No	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No	No	No
	Adult Workforce	No	No	No
	Child and Adult Workforce	No	No	No
<b>Training pathways</b>	Basic Awareness	Yes	Recommended	No
	Foundations	Yes	No	No
	Leadership	No	No	No
	Awareness Domestic Abuse	No	No	No

### Walking Group

<b><u>Activities</u></b>		
<ul style="list-style-type: none"> <li>• Walking in East Yorkshire</li> </ul>		
<b><u>Volunteer role profile for leaders</u></b>		
<ul style="list-style-type: none"> <li>• Arranging and directing walks</li> </ul>		
<b><u>Requirements</u></b> <sup>21</sup>		
	<b><u>Leaders</u></b>	<b><u>Assistant leaders &amp; volunteer helpers</u></b>
<b>Shortened Confidential Declaration Form</b>		Yes
<b>Completion of Volunteer Agreement</b>		Yes

<sup>21</sup> The Treasurer of any Priory group is required by the PCC to undertake a Basic check.





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

<b>References to be taken up</b>		No	
<b>Formal interview</b>		No	
<b>Informal interview with PCC representative or Incumbent</b>		Yes	
<b>DBS Enhanced Certificate</b>	Child Workforce	No	
	Adult Workforce	Yes <sup>22</sup>	
	Child and Adult Workforce	No	
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No	
	Adult Workforce	No	
	Child and Adult Workforce	No	
<b>Training pathways</b>	Basic Awareness	Yes	
	Foundations	No	
	Leadership	No	
<b>Training pathways</b>	Awareness Domestic Abuse	No	

**Welcomers**

<b><u>Activities</u></b>		
<ul style="list-style-type: none"> <li>Welcoming people as they arrive for services</li> </ul>		
<b><u>Volunteer role profile for leaders</u></b>		
<ul style="list-style-type: none"> <li>Churchwardens are supervisors. Rotas are prepared by one of the Churchwardens.</li> </ul>		
<b><u>Volunteer role profile for volunteer helpers</u></b>		
<ul style="list-style-type: none"> <li>Welcoming people as they arrive for services, as laid out on the rotas or as requested</li> </ul>		
<b><u>Requirements</u></b>		
	<b><u>Leaders</u></b>	<b><u>Volunteer helpers</u></b>
<b>Confidential Declaration Form</b>		No
<b>Completion of Volunteer Agreement</b>		Yes
<b>References to be taken up</b>		No
<b>Formal interview</b>		No
<b>Informal interview with PCC representative or Incumbent</b>		No
<b>DBS Enhanced Certificate</b>	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
<b>DBS Enhanced Certificate with barring information</b>	Child Workforce	No
	Adult Workforce	No
	Child and Adult Workforce	No
<b>Training pathways</b>	Basic Awareness	Yes
	Foundations	No
	Leadership	No
	Awareness Domestic Abuse	No

<sup>22</sup> If driving vulnerable adults on behalf of the Priory.



## NOMINATION FOR ELECTION TO THE PAROCHIAL CHURCH COUNCIL

<i>We (insert names)</i>	<i>Proposer</i>	<i>Second</i>
<i>of (insert addresses)</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 _____	<i>Proposer</i>	<i>Second</i>
Signed		
I declare that I am communicant of 16 years or over and not disqualified, and that if elected, I consent to serve.		
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 downloaded from [www.parrishresources.org.uk](http://www.parrishresources.org.uk)

## DISQUALIFICATION (Church Representation Rule 68 in Part 7)

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:

- (1) A person is disqualified from being nominated, chosen or elected or from serving as a churchwarden or a member of a parochial church council, a district church council or a joint council if the person is disqualified from being a trustee of a charity (and the disqualification is not subject to a waiver which permits membership of a parochial church council, district church council or joint council).
- (2) A person is disqualified from being nominated, chosen or elected or from serving as a member of a parochial church council, a district church council, a joint council or a deanery synod if the person is included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006).
- (3) A person is disqualified from being nominated, chosen or elected or from serving as a member of a parochial church council, a district church council, a joint council or a deanery synod if the person has been convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 (with that expression being construed in accordance with Rule 71(2) of the Church Representation Rules).
- (4) A person's disqualification under sub-paragraph (3) may be waived by the bishop of the diocese by giving the person notice in writing.
- (5) A person is disqualified from being nominated, chosen or elected or from serving as a member of a parochial church council if the person has been disqualified from holding office under section 10(6) of the Incumbent (Vacation of Benefices) Measure 1977.

## NOTES

- In order to confirm that you are eligible to act as a charity trustee, all newly elected PCC members will be required to sign a declaration confirming their eligibility to hold office as a charity trustee (i.e. non-disqualification under charity law) and will be asked to sign a Fit and Proper Person declaration. A copy of these declarations can be found at [www.parrishresources.org.uk/pccs/apccms/](http://www.parrishresources.org.uk/pccs/apccms/). By confirming that you are eligible for election, you are confirming that you are able to sign these declarations.
- Elections to the PCC are subject to Safer Recruitment procedures as outlined in the Parish Safeguarding Policy, and the election will not be confirmed until these have been completed satisfactorily.
- Bridlington Priory PCC aims to comply with its obligations under the Data Protection Act 2018 and the UK General Data Protection Regulation. Our Data Protection Policy and Privacy Notice is usually available in the Priory Church and at <http://bridlingtonpriory.co.uk>.



## Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

### Confidential Declaration Form and Privacy Notice Guidance

This form must be completed by all applicants for roles engaging in regulated activity<sup>i</sup> or roles working/having substantial contact with children and/or vulnerable adults. This includes all Clergy<sup>i</sup>, as well as all Church Officers<sup>ii</sup> who are applying for a role that has been assessed as requiring an Enhanced Disclosure and Barring Service (DBS) (with/without Barred List) check. The nature of these roles means they are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act (1974 (ROA 1974) by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) (the ROA Order 1975 (as amended)).

All individuals applying to work/volunteer in such roles will be subject to a satisfactory Enhanced DBS (with/without Barred List) check before the appointment is confirmed as well as a satisfactory Enhanced DBS (with/without Barred List) re-check every 3 years.

You are required to disclose **all** unspent convictions and conditional cautions and **all** spent<sup>iv</sup> convictions and adult cautions that are not protected<sup>v</sup> (i.e. that are not filtered out) as defined by the ROA Order 1975 (as amended)). The ROA Order 1975 (as amended) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers/voluntary organisations and, if they are disclosed, cannot be taken into account.

A criminal record will not necessarily exclude an individual from consideration for appointment. This will depend on the nature of the role applied for and the circumstances and background of the offences. All information declared on this form will be carefully assessed to decide whether it is relevant to the role applied for and will only be used for the purpose of safeguarding children and/or vulnerable adults. If you answer yes to any question, please provide details, on a separate sheet if necessary, giving the number of the question that you are answering.

If it is later discovered that any statement is false or misleading, then depending on the nature of your engagement, it may lead to disciplinary procedures, where appropriate, and/or dismissal from your post/role. If you are unsure of how to respond to any of the questions, please seek appropriate advice e.g. from the appointing organisation/responsible person/recruiter, an organisation such as NACRO or Unlock<sup>vi</sup>, or a solicitor.

Registered Bodies and those in receipt of DBS Update Service information must fulfil the DBS Code of Practice requirement to have a written policy on the recruitment of ex-offenders in place<sup>vii</sup>. Copies of these documents are available on request and the DBS Code of Practice is available from the DBS via [DBS code of practice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/442222/db_code_of_practice_-_gov_uk.pdf)

The accompanying Privacy Notice explains how the information you supply on this form is used and your rights with respect to that data as required by the UK General Data Protection Regulation, (the "UK GDPR"), and the Data Protection Act 2018, (the "DPA 2018"). If applicable, please inform relevant members of your household that you have included their details on this form and give them a copy of the Privacy Notice (it will only be applicable if members of your household have been included in the response to a question on the form, e.g. Qs.6 & 7).

This Confidential Declaration Form and Privacy Notice must be used within the Diocese in Europe, the Channel Islands and Sodor & Man, subject to relevant legislative variations/modifications and/or unless there is specific local legislation in a jurisdiction that would prevent its use in its current format.





**Confidential Declaration Form  
for roles meeting the criteria for an  
enhanced Disclosure & Barring Service check**

**Section A  
PERSONAL DETAILS**  
This section must be completed by all applicants.

**Title (Mr/Mrs/Miss/Ms/Other):**

**Surname:**

**Forename(s):**

**D.O.B.:**

**Home Address:**

**Telephone No.:**

**Role Applied for:**

**Role Location:**

**Section B**  
Please fully complete all relevant sections.

1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Yes  No   
If yes, please provide details:



### Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)? If yes, please provide details:
- Yes                      No

3. Are you aware of any criminal/police enquiries/investigations undertaken following allegations made against you which may have a bearing on your suitability for the post? If yes, please provide details:
- Yes                      No

4. Are you at present the subject of any criminal/police enquiry/investigation/pending prosecution which may have a bearing on your suitability for the post? If yes, please provide details:
- Yes                      No

5. Is your role deemed "home based", as per the DBS definition<sup>viii</sup>?
- Yes            (proceed to Question 6.)                      No            (proceed to Question 8.)

6. 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 any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 and/or any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)? If yes, please provide details<sup>ix</sup>:
- Yes                      No

7. 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 is at present the subject of a criminal/police enquiry investigation/pending prosecution? If yes, please provide details:
- Yes                      No



### Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

8. Have you lived, worked or volunteered outside the United Kingdom for a continuous period of six months or more at any point within the previous 10 years? If yes, please provide details, including the name of the country/countries: Yes                  No

9. Does your role involve engaging in regulated activity with children\*? Yes                  No
- Yes                  (proceed to Question 10.)                  No                  (proceed to Question 11.)

10. Are you or have you ever been barred from work with children? Yes                  No

11. Does your role involve regulated activity with vulnerable adults\*\*? Yes                  No
- Yes                  (proceed to Question 12.)                  No                  (proceed to Question 13.)

12. Are you or have you ever been barred from work with vulnerable adults? Yes                  No

13. Are you currently or have you ever been subject to any formal action as a result of an allegation that your conduct has amounted to, resulted in or put a child and/or vulnerable adult at risk of harm\*\*i? If yes, please provide details: Yes                  No

14. Are you currently or have you ever been subject to a court order either made against you or in relation to you that you have caused harm to a child and/or vulnerable adult, or that a child and/or vulnerable adult was at risk of harm from you? If yes, please provide details and a copy of the court order: Yes                  No
-



## Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

15. This question must be answered in relation to circumstances that have arisen from a child/ren being in your care. If you are an adoptive and/or foster parent and the circumstances either relate to the child/ren's previous situation, or to the removal/placement/child protection or child in need plan, which formed part of the planned management or transition of the child/ren into your care, then you do not need to answer yes to this question.

Has a child/ren in your care or for whom you have or had parental responsibility ever been removed from your care, placed by you in care and/or been made subject to a child protection or child in need plan as a result of a safeguarding concern that has arisen whilst the child/ren has been in your care and/or in relation to your provision of their care? If yes, please provide details:	Yes	No
--	-----	----

- |   |     |    |
|---|-----|----|
| 16. Is there any other information that may be considered relevant to the questions in this Confidential Declaration Form, and which may have a bearing on your suitability for the post you are applying for, (i.e. working with children and/or vulnerable adults)? If yes, please provide details: | Yes | No |
|---|-----|----|

**Declaration**

I declare the above information and that on any additional sheets (number attached: \_\_) is true, accurate and complete to the best of my knowledge. After I have been appointed and during my appointment, I agree to inform the responsible person immediately if my answers to any of the above questions change and provide the relevant details.

Signed:  Date:

Consent statement (this statement should only be signed if the answer to Question 8. is Yes)  
I consent to my details being transferred outside the UK for the purposes of an overseas criminal records check.

Signed:  Date:

Please return the completed form in a separate, sealed envelope, marked private & confidential to:  
**Elizabeth Boardman** or via secure email to: [priorysafeguarding@gmail.com](mailto:priorysafeguarding@gmail.com)





## Confidential Declaration Form for roles meeting the criteria for an enhanced Disclosure & Barring Service check

<sup>i</sup> [Eligibility guidance for enhanced DBS checks - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

<sup>ii</sup> Applies to all Church of England ordained and licensed Clergy including Archbishops, Bishops, Archdeacons, Deans, stipendiary parish Clergy, self-supporting Minister / non stipendiary Ministers, Chaplains, locally ordained Clergy, Clergy with 'permission to officiate' (PTO), and those seeking ordination training or ordination.

<sup>iii</sup> A Church Officer is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or voluntary.

<sup>iv</sup> Please note that the 'rehabilitation periods' (i.e. the amount of time which has to pass before a conviction etc. can become 'spent') have been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never 'spent'. For further guidance in relation to the 'rehabilitation periods', please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

<sup>v</sup> The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Convictions:- You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it did not result in a prison sentence or suspended prison sentence (or detention order) and (c) it does not appear on the DBS's list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b) and (c) in order to be filtered.**

Cautions:- You do not have to declare any adult caution where: (a) 6 years have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences. As of 28 November 2020, reprimands, warnings and youth cautions, are automatically filtered. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered.**

Further guidance is provided by the DBS and can be found at <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

<sup>vi</sup> <https://www.nacro.org.uk/> <https://unlock.org.uk/>

<sup>vii</sup> [DBS sample policy on the recruitment of ex-offenders - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

<sup>viii</sup> [Home-based position definition and guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

<sup>ix</sup> Please inform relevant members of your household that you have included their details on this form (if applicable) and give them a copy of the Privacy Notice.

<sup>x</sup> [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

<sup>xi</sup> [New disclosure and barring services - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

<sup>xii</sup> 'harm' involves ill-treatment of any kind including neglect, physical, emotional, financial or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse.





## Confidential Declaration Form: Privacy Notice

This notice explains how the information you supply in your Church of England Confidential Declaration Form is used and your rights with respect to that data, as required by the UK GDPR and the Data Protection Act 2018, (the "DPA 2018").

### Data controller

The data controller is:

**NAME:** The Parochial Church Council of the Priory Church of St Mary, Bridlington ['the PCC']  
**ADDRESS:** Parish Office, 19a Church Green, Bridlington YO16 7JX

The data controller decides how your personal data is processed and for what purposes. For further information on the data controller please go to <http://bridlingtonpriory.co.uk>.

### 1. Why we collect and use your personal data

The overall purpose of the Confidential Declaration Form is to ensure that we take all reasonable steps to prevent those who might harm children, young people and/or vulnerable adults from taking up positions where they have substantial contact with children, young people and/or vulnerable adults in accordance with the Safer Recruitment and People Management Guidance (2021).

We use your data for the following purposes:

- Appointing individuals to positions that have substantial contact with children, young people and/or vulnerable adults.
- For the Diocesan Safeguarding Adviser to conduct a risk assessment where an applicant discloses information on the form.
- To collect information about members of your household aged 16 and over (cf. Qs.6 & 7) if your role is deemed "home-based" as defined by the DBS.
- To undertake criminal records checks both in the United Kingdom and in non-UK countries where applicable.

### 2. The categories of personal data we collect

The information we process for these purposes is:

Category	Applicant	Household
Name	✓	✓
Age	✓	✓
Gender	✓	✓
Contact Details	✓	X
Role	✓	X
Role Location	✓	X
Job Title	✓	X
Current and previous employment or volunteering (where applicable)	✓	X
Country of Residence	✓	X
Current or previous conduct allegations and/or investigations (where applicable)	✓	X
Social care information (where applicable)	✓	✓
Religious Belief (where applicable)	✓	✓
Health (where relevant)	✓	✓
Sex life (where relevant)	✓	✓
Sexual Orientation (where relevant)	✓	✓
Criminal allegations, proceedings or convictions (including DBS checks, barring status) (where applicable).	✓	✓

### 3. The lawful basis for using your information

We collect and use personal data under the following lawful bases:

#### Personal data

- **Consent (Article 6(1)(a)).** You have consented to the transfer of your data to a non-UK country when applicable in order for us to undertake an overseas criminal records check.
- **Legal obligation (Article 6(1)(c)).** We are required by law to undertake the confidential declaration process in accordance with:
  - Section 5A(3) and (4) of the Safeguarding and Clergy Discipline Measure 2016 as inserted by:
  - Safeguarding (Code of Practice) Measure 2021 (also see Safer Recruitment and People Management Guidance – Section 5 – Confidential Declarations - Requirements).

#### Special categories and criminal information

- **Explicit Consent (Article 9(2)(a)).** You have consented to the transfer of your data to a non-UK country when applicable in order for us to undertake an overseas criminal records check.



## Confidential Declaration Form: Privacy Notice

- **Substantial public interest (Article 9(2)(g) and Schedule 1, Part 2, paragraphs 10, 11 and 18 of the DPA 2018).** It is necessary for reasons of substantial public interest in order to prevent or detect unlawful acts and protect members of the public from harm, including dishonesty, malpractice and other seriously improper conduct or for the purposes of safeguarding children, young people and vulnerable adults.

#### 4. Who we collect from or share your information with:

We collect your information from (where applicable or relevant):

- You
- Police
- Social Services in Local Authorities
- Current and previous employer/voluntary organisation
- Disclosure and Barring Service (UK)
- Criminal records organisations (non-UK)

Your personal data will be treated as strictly confidential and will only be shared with those involved in the recruitment/appointment process and, where appropriate, the Diocesan Safeguarding Adviser.

It may be shared outside the Church for the prevention or detection of an unlawful act; to protect members of the public from harm or safeguarding purposes with:

- Police
- Social Services in Local Authorities
- Statutory or regulatory agencies in the UK and in other countries (e.g. the Disclosure and Barring Service)

#### 5. Your personal data will be sent to countries outside the UK

Your data may be transferred out of the UK in order for us to undertake overseas criminal records checks where the recipient organisation is located in a third country or territory where applicable. This transfer is protected by UK adequacy arrangements, or, where necessary, your consent.

#### 6. How long do we keep your information?

We keep your personal data, if your application is successful, for no longer than reasonably necessary for the periods and purposes as set out in the retention table below at the following link:

<https://www.churchofengland.org/sites/default/files/2017-10/Safeguarding%20Records-%20Retention%20Tool%20kit%20-Dec%2015.pdf>

If your application isn't successful, your data will be held for 6 months after the recruitment process ends, and then destroyed.

#### 7. Your legal rights and complaints

Unless subject to an exemption under the UK GDPR or DPA 2018, you have the following rights with respect to your personal data:

- The right to be informed about any data we hold about you;
- The right to withdraw consent at any time, however, if you do so we may not be able continue with your application;
- The right to request a copy of your personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of your personal data (if applicable)
- The right to obtain and reuse your personal data to move, copy or transfer it from one IT system to another. [if applicable]

To exercise these rights, please contact the PCC using the contact information provided below.

#### 8. Complaints or concerns

If you have any queries regarding this processing activity, or any concerns or queries about how the PCC handles your personal data please contact, in the first instance:

Priory Church of St Mary  
Parish Office  
19a Church Green  
Bridlington  
YO16 7JX  
bridlingtonpriory@outlook.com

You have the right to make a complaint at any time to the Information Commissioner online at: [Your personal information concerns | ICO](#) or by phone on 0303 123 1113 (local rate).





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

*Pro forma documents: Shortened Confidential Declaration Form and Privacy Notice  
(for roles not eligible for a DBS check)*

*This shortened version of a Church of England Confidential Declaration Form is used by the Priory Church of St Mary, Bridlington, as part of the Safer Recruitment process for roles which are not eligible for a DBS check at Enhanced level but which include possible contact with children or vulnerable adults, or overseeing such contact, or are roles which a person is disqualified from carrying out under the Safeguarding and Clergy Discipline Measure 2016 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.*

**Church of England Confidential Declaration Guidance and Privacy Notice**

The Confidential Declaration 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.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question that you are answering.

The Privacy Notice attached to this form (see page 5 onwards) explains how the information you supply in your Confidential Declaration is used and your rights with respect to that data as required by the General Data Protection Regulation 2016/679 (the "GDPR") and the Data Protection Act 2018, (the "DPA 2018").

If you do not complete this form, or if you do not give true, accurate and complete information in response to the questions it contains, this may amount to misconduct under the Clergy Discipline Measure 2003 and your appointment will not proceed.

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<sup>23</sup>? (Include both 'spent'<sup>24</sup> 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 rules<sup>25</sup>? YES / NO

<sup>23</sup> You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order) and (d) it does not appear on the DBS's list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b), (c) and (d) in order to be filtered.** Further guidance is provided by the DBS and can be found at [www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates) and [www.gov.uk/government/publications/dbs-filtering-guidance](http://www.gov.uk/government/publications/dbs-filtering-guidance)

<sup>24</sup> Please note that the 'rehabilitation periods' (i.e. the amount of time which has to pass before a conviction etc. can become 'spent') have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never 'spent'. For further guidance in relation to the 'rehabilitation periods', please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

<sup>25</sup> 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**



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

*Pro forma documents: Shortened Confidential Declaration Form and Privacy Notice  
(for roles not eligible for a DBS check)*

*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) 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.*

*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 vulnerable groups unless it will place such groups at risk.*

*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.

I declare that I have disclosed on a separate sheet any additional information I have which could be considered relevant to the questions in this Confidential Declaration.

After I have been appointed, I agree to inform my Bishop/Archbishop 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.....

Address.....

.....

Date.....

Please return the completed form to the Parish Safeguarding Officer

*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 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.*



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

*Pro forma documents: Shortened Confidential Declaration Form and Privacy Notice  
(for roles not eligible for a DBS check)*

*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.*

**Privacy Notice**

This notice explains how the information you supply in your Confidential Declaration is used and your rights with respect to that data as required by the General Data Protection Regulation 2016/679 (the "GDPR") and the Data Protection Act 2018, (the "DPA 2018").

**1. Who we are**

The Parochial Church Council of the Priory Church of St Mary, Bridlington is the data controller (contact details below). This means We decide how your personal data is processed and for what purposes.

**2. The data we collect about you**

We collect your name and address as provided by you in the Confidential Declaration Form, and where applicable, relevant conduct data and/or criminal offence data (including allegations); barring data; court findings or orders.

We also collect the following information about other individuals living or employed in your household who are over 16 years old, where applicable (see section 3, headed "Purposes and lawful bases for using your personal data" paragraph 3):

- criminal offence data (including allegations); barring data; court findings or orders.

It is our expectation that you will inform these individuals that you have put their details on the CD form, and that you explain the reason for this.

**3. Purposes and lawful bases for using your personal data**

The overall purpose of the confidential declaration is to ensure that We take all reasonable steps to prevent those who might harm children or adults from taking up positions of respect, responsibility or authority where they are trusted by others in accordance with the Safer Recruitment: Practice Guidance (2016).

We use your data for the following purposes and lawful bases:

1. Appointing individuals to positions of respect, responsibility or authority where they are trusted by others.
2. For the Diocesan Safeguarding Adviser to conduct a risk assessment where applicant discloses information on the form.
3. Collect information about members of your household for the purpose of undertaking a Disclosure and Barring Service check on them if you have applied for a role where you work from home with children.

It is the legitimate interest of the Parochial Church Council of the Priory Church of St Mary, Bridlington to ensure that only appropriate individuals are appointed to certain positions, as established by the Promoting a Safer Church - House of Bishops Policy Statement (2017). We also need to be assured that no member of your household poses any risk.

It is also necessary for reasons of substantial public interest in order to prevent or detect unlawful act and protect members of the public from harm, including dishonesty, malpractice and other seriously improper conduct or for the purposes of safeguarding children and adults at risk. (Safer Recruitment Practice Guidance (2016)).

**Legitimate Interest Assessment**

We have a specific purpose with a defined benefit	The processing is an essential part of safer recruitment, to ensure that individuals appointed to positions of respect, responsibility or authority where they are trusted by others are properly vetted and pose no risk to children, vulnerable adults or the wider public.
The processing is necessary to achieve the defined benefit.	Without processing this data, there would be no assurance that suitable individuals are being appointed.
The purpose is balanced against, and does not override, the interests, rights and freedoms of data subjects.	The risk of significant harm to others if inappropriate appointments are made outweighs the low risk to individuals of disclosing the data to us.

For a copy of the full Legitimate Interest Assessment, please contact us on the details included in section 7 headed "Complaints".



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

*Pro forma documents: Shortened Confidential Declaration Form and Privacy Notice  
(for roles not eligible for a DBS check)*

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### 4. Sharing your data

Your personal data will be treated as strictly confidential and will only be shared with those involved in the recruitment/appointment process and, where appropriate, the Diocesan Safeguarding Adviser. It may be shared outside the Church for the prevention or detection of an unlawful act; to protect members of the public from harm or safeguarding purposes, or as required by law, under Schedule 1, Part 1, Part 2 or Part 3 (as appropriate) of the Data Protection Act 2018, with the following:

- Police
- Children's or Adults Social services in Local Authorities
- Statutory or regulatory agencies, (e.g. the DBS)

### 5. Data Retention

We keep your personal data, if your application is successful, for no longer than reasonably necessary for the periods and purposes as set out in the retention table below at the following link:

<https://www.churchofengland.org/sites/default/files/2017-10/Safeguarding%20Records-%20Retention%20Tool%20kit%20-Dec%202015.pdf>

If your application isn't successful, your data will be held for 6 months after the recruitment process ends, and then destroyed.

### 6. Your Legal Rights and Complaints

subject to an exemption under the GDPR or DPA 2018, you have the following rights with respect to your personal data: -

- The right to be informed about any data we hold about you;
- The right to request a copy of your personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of your personal data
- The right to obtain and reuse your personal data to move, copy or transfer it from one IT system to another. [*only applicable for data held online*]

### 7. Complaints

If you have any questions about this privacy policy, including any requests to exercise your legal rights, please contact us using the details set out below.

Priory Church of St Mary  
Parish Office  
19a Church Green  
Bridlington  
YO16 7JX  
bridlingtonpriory@gmail.com

If you do not feel that your complaint has been dealt with appropriately, please contact the York Diocese Privacy Co-ordinator on 01904 699500 or by post at The Diocese of York, Amy Johnson Way, Clifton Moor, York, YO30 4XT.

You also have the right to lodge a complaint with the Information Commissioners Office. You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.



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

This form may be adjusted to take account of the needs of a specific group, but only in consultation with the Parish Safeguarding Officer.

- 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. Please complete a separate form for each child or young person. If the child/young person is aged 13 or above when this form is completed, s/he must read and sign page 4 (as well as completing the statement on page 3).
- 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. The data on this form is collected for the purposes of contacting the parents/legal guardians and keeping them informed, and for *looking after the child/young person and meeting his/her needs*. The data will be kept in accordance with the Priory's Records Retention Schedule, part of the document *Management of parish records*.
- Bridlington Priory PCC aims to comply with its obligations under the Data Protection Act 2018 and the UK General Data Protection Regulation by keeping personal data up to date, by storing and destroying it securely, by not collecting or retaining excessive amounts of data and by protecting personal data from loss, misuse, unauthorised access and disclosure. Information about the categories of personal data we collect, how we process it, the legal bases for our processing and individuals' rights in respect of their personal data may be found in the document *The Priory Church of St Mary, Bridlington: Data Protection Policy and Privacy Notice*, which is usually available in the Priory Church and on our website at <http://bridlingtonpriory.co.uk>.

**Information about parents/legal guardians/foster carers:**

*Please supply information for two responsible adults. If there are more than two people with responsibility for the child/young person in the context of Bridlington Priory activities please supply additional details on a separate sheet.*

**Responsible adult 1:**

<b>Print full name:</b>	
<b>Relation to child/young person:</b>	
<b>Address:</b>	
<b>E-mail:</b>	
<b>Mobile telephone number:</b>	
<b>Landline telephone number:</b>	
<b>Any other emergency contact telephone numbers (e.g. work):</b>	

**Responsible adult 2:**

<b>Print full name:</b>	
<b>Relation to child/young person:</b>	
<b>Address (if different from above):</b>	
<b>E-mail:</b>	
<b>Mobile telephone number:</b>	
<b>Landline telephone number (if different from above):</b>	
<b>Any other emergency contact telephone numbers (e.g. work):</b>	

**Information about child/young person:**



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

This form may be adjusted to take account of the needs of a specific group, but only in consultation with the Parish Safeguarding Officer.

<b>Full name:</b>	
<b>Date of birth:</b>	
<b>National Health number:</b>	
<b>Information about child/young person's doctor (name, address and telephone number)</b>	
<b>Date of last anti-tetanus injection if known:</b>	
<b>Does the child/young person have a medical problem (e.g. asthma, epilepsy, diabetes or other condition) or disability? If so, please give details.</b>	
<b>Please list any regular medication taken by the child/young person:</b>	
<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>	
<b>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?</b>	<b>YES / NO (DELETE AS APPROPRIATE)</b>
<b>including an anaesthetic</b>	<b>YES / NO (DELETE AS APPROPRIATE)</b>
<b>including penicillin</b>	<b>YES / NO (DELETE AS APPROPRIATE)</b>
<b>Does the child/young person suffer from travel sickness?</b>	
<b>Is the child/young person able to swim?</b>	
<b>Does the child/young person have any food or other allergies? If so, please give details.</b>	
<b>Does the child/young person have any special dietary requirements? If so, please give details.</b>	





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

This form may be adjusted to take account of the needs of a specific group, but only in consultation with the Parish Safeguarding Officer.

**Parent / Legal Guardian's Consent**

***This declaration must be completed by an adult with legal parental responsibility who is listed on page 1***

- 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 Bridlington Priory holding and processing the data provided on this form.
- I consent to the use of photographs, audio/video recordings and live streams 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.**

<b>Signature of parent or legal guardian:</b>	
<b>Date:</b>	
<b>Print full name:</b>	

**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.

<b>Signature of child/young person:</b>	
<b>Date:</b>	
<b>Print full name:</b>	

***Please go to page 4 if the child/young person is aged 13 or above when this form is completed***



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

This form may be adjusted to take account of the needs of a specific group, but only in consultation with the Parish Safeguarding Officer.

**Data Protection**

***If the child/young person is aged 13 or above when this form is completed, s/he must understand and sign this page***

The **Parochial Church Council** (which is usually called the **PCC**) and the **Rector** are responsible for everything which happens at the Priory.

This page is the PCC's **Privacy Notice**. A Privacy Notice tells you how the Priory looks after your **personal data**. Personal data is information that can identify you, such as the information on this form. There are some types of data we have to be extra careful with. These are known as **special category data** and are things like an illness you have or what religion you are.

**Why do you need my personal data and can you use it for anything?**

The main reason we need to use your personal data is to know who you are, so that we can contact you, your parents or other people responsible for you. We also need to have information to help us to arrange the things you belong to at the Priory and so that we can keep you safe. If we want to use your personal data for anything apart from this we have to ask you if we can use it, and if you say no then we can't. We can't do what we want with it.

**Who keeps my personal data and can anyone else see it?**

Your personal data is usually kept by the Leader of your group or activity (for example, in the Choir this is the Director of Music). Sometimes we have to share your personal data in order to run the Priory properly. There are rules about this and we're very careful about how we do it. We might need to share your data with the people who run the things you belong to at the Priory, with the Priory's Safeguarding Officer, or with the police, medical staff or fire service if there were an emergency.

**Do you keep my personal data for ever?**

We only keep your personal data for as long as we need it. Sometimes this might be for years, because we have to follow rules about how long we should keep it. But we also have rules about keeping your personal data safe and about destroying it properly. These rules are in a Priory document written for Adults called **Management of parish records**.

**Do I have a say in what happens to my personal data?**

Yes you have what we call **rights** when we use your data. One of these is the right to know what we do with it – that's what this page is for. The rights you have depend on what we use your data for.

You can ask us to tell you what personal data we have about you, or if we will stop using it or delete it. If your personal data is wrong, you can tell us and we will fix it.

**Is there more information about this?**

The PCC has a document written for Adults called **The Priory Church of St Mary, Bridlington: Data Protection Policy and Privacy Notice**. This is usually available in the Priory Church and is also at <http://bridlingtonpriory.co.uk>.

**Who makes sure you follow all the rules?**

The PCC has a Data Protection Officer, whose role is to make sure that the PCC and the people who run things at the Priory protect your data. This person makes sure that the PCC knows the rules about keeping your data.

Because it is important that we look after your data properly, you can email or write a letter to the PCC if you are worried about what we do:

bridlingtonpriory@gmail.com  
 Priory Church of St Mary, Parish Office, 19a Church Green, Bridlington YO16 7JX

**Declaration by child/young person aged 13 or above**

I have read the information on this page and consent (agree) that the Priory may keep and use personal data about me.

<b>Signature of child/young person:</b>	
<b>Date:</b>	
<b>Print full name:</b>	



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

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

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- 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<sup>26</sup> and undertakes to treat all applicants for positions fairly.
- 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). 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 Parochial Church Council will require that all those deputed by the Parochial Church Council to carry out the recruitment process have attended the Church of England's Safer Recruitment and People Management pathway.

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<sup>26</sup> <https://www.gov.uk/government/publications/dbs-code-of-practice>



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

We ask all prospective volunteers with children, young people and potentially vulnerable adults, certain group leaders and those whose roles have financial or legal implications to complete this form.

**ROLE:** - - - - -

<b>Full name:</b>	
<b>Date of birth:</b>	
<b>Previous names, with dates:</b>	
<b>Address:</b>	
How long have you lived at this address?	
If less than 3 years, please give previous address(es) with dates occupied:	
<b>E-mail address (if you use one):</b>	
<b>Contact telephone number:</b>	
<p><b>If your role is with children, young people and/or potentially vulnerable adults please provide below a full history and description of any work or church involvement with these groups, whether paid or voluntary, with dates.</b></p> <p><i>Please ask if uncertain as to whether this applies to your role. Continue on a separate sheet if necessary.</i></p>	



Please give details below of any previous experience relevant to the role, including related qualifications or training and details of the skills and attributes you believe you could bring to it.  
*Continue on a separate sheet if necessary.*

**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.

<b>Referee 1</b>	Name:	
	Address:	
	E-mail:	
	Relationship:	
<b>Referee 2</b>	Name:	
	Address:	
	E-mail:	



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

Relationship:	
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<b>I declare that that all the information I have provided on this form is true and complete.</b>	
<b>Signed:</b>	
<b>Date:</b>	
<b>Print full name:</b>	

**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 intervals of three or five years, depending on the nature of the check.
- Training pathways may be required or recommended for this role. Refresher training will be required at three year intervals.
- Bridlington Priory PCC aims to comply with its obligations under the Data Protection Act 2018 and the UK General Data Protection Regulation by keeping personal data up to date, by storing and destroying it securely, by not collecting or retaining excessive amounts of data and by protecting personal data from loss, misuse, unauthorised access and disclosure. Information about the categories of personal data we collect, how we process it, the legal bases for our processing and individuals' rights in respect of their personal data may be found in the document *The Priory Church of St Mary, Bridlington: Data Protection Policy and Privacy Notice*, which is usually available in the Priory Church and on our website at <http://bridlingtonpriory.co.uk>.

**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<sup>27</sup> and undertakes to treat all applicants for positions fairly.
- 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). 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 Parochial Church Council will require that all those deputed by the Parochial Church Council to carry out the recruitment process have completed the Church of England's *Safer Recruitment and People Management* pathway.

<sup>27</sup> <https://www.gov.uk/government/publications/dbs-code-of-practice>



*\* Indicates delete as appropriate*

*[Date]*

*[Name and address of referee]*

Dear Sir / Madam

**Private and Confidential**

**Request for reference for a voluntary worker 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. Please note that referees may not be family members of the applicant.

<b>Name of applicant:</b>	
<b>Address of applicant:</b>	
<b>Role for which applicant is applying (volunteer role profile is enclosed / attached) or can be inserted here with the role title</b>	

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:

<b>Full name</b>	
<b>Address</b>	
<b>Occupation</b>	
<b>Contact e-mail address or telephone number</b>	
<b>Signature</b>	
<b>Date</b>	

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

Yours sincerely

*[Name]*

Encl

Please return this to:

*[Insert return name and address]*

*Bridlington Priory PCC aims to comply with its obligations under the Data Protection Act 2018 and the UK General Data Protection Regulation by keeping personal data up to date, by storing and destroying it securely, by not collecting or retaining excessive amounts of data and by protecting personal data from loss, misuse, unauthorised access and disclosure. Information about the categories of personal data we collect, how we process it, the legal bases for our processing and individuals' rights in respect of their personal data may be found in the document The Priory Church of St Mary, Bridlington: Data Protection Policy and Privacy Notice, which is usually available in the Priory Church and on our website at <http://bridlingtonpriory.co.uk>.*





<b>Role:</b>	
<b>Name of volunteer:</b>	

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 Policy, in the Section *Priory groups, officers, paid posts and voluntary roles*. Copies of the Policy are available in the Church and the Church Rooms and at <http://bridlingtonpriory.co.uk>.

**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 Policy I will be required to
  - undertake training pathways at 3 year intervals and when otherwise required
  - complete a Confidential Declaration Form at 3 year intervals
  - undertake a Disclosure and Barring Service criminal records check at 3 or 5 year intervals, depending on the nature of the check.
- 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 Officer of any change to my address or contact details
- that I must have due regard for policies and instructions issued by the PCC, (e.g. Health and Safety, Data Protection)
- 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 seen the Parish Safeguarding Policy and undertake to abide by it.

<b>Signed:</b>	
<b>Date:</b>	
<b>Print full name:</b>	



Please complete this section if you have <u>not</u> filled in an application form	
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:	

This section to be completed by a 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:*

*Bridlington Priory PCC aims to comply with its obligations under the Data Protection Act 2018 and the UK General Data Protection Regulation by keeping personal data up to date, by storing and destroying it securely, by not collecting or retaining excessive amounts of data and by protecting personal data from loss, misuse, unauthorised access and disclosure. Information about the categories of personal data we collect, how we process it, the legal bases for our processing and individuals' rights in respect of their personal data may be found in the document *The Priory Church of St Mary, Bridlington: Data Protection Policy and Privacy Notice*, which is usually available in the Priory Church and on our website at <http://bridlingtonpriory.co.uk>.*



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

Your volunteer role profile(s) can be found in the Parish Safeguarding Policy, in the Section *Priory groups, officers, paid posts and voluntary roles*. Copies of the Policy are usually available in the Church and the Church Rooms and at <http://bridlingtonpriory.co.uk>.

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.

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**Statements by volunteer**

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



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

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

I understand:

- the nature of the role I am undertaking
- that if it is recommended for my role in the Parish Safeguarding Policy I will be required to
  - undertake training pathways at 3 year intervals and when otherwise required
  - complete a Confidential Declaration Form at 3 year intervals
  - undertake a Disclosure and Barring Service criminal records check at 3 or 5 year intervals, depending on the nature of the check.
- that it is my responsibility to inform my supervisor(s) and the Parish Safeguarding Officer of any change to my address or contact details
- that I must have due regard for policies and instructions issued by the PCC, (e.g. Health and Safety, Data Protection).
- 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 seen the Parish Safeguarding Policy and undertake to abide by it.

<b>Signed:</b>	
<b>Date:</b>	
<b>Print full name:</b>	

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

*This form will be kept by the PCC.*

*If you would like a copy of the signed version, please tick here:*

*Bridlington Priory PCC aims to comply with its obligations under the Data Protection Act 2018 and the UK General Data Protection Regulation by keeping personal data up to date, by storing and destroying it securely, by not collecting or retaining excessive amounts of data and by protecting personal data from loss, misuse, unauthorised access and disclosure. Information about the categories of personal data we collect, how we process it, the legal bases for our processing and individuals' rights in respect of their personal data may be found in the document The Priory Church of St Mary, Bridlington: Data Protection Policy and Privacy Notice, which is usually available in the Priory Church and on our website at <http://bridlingtonpriory.co.uk>.*



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 Officer***

<b>Full name of person about whom the concern is being logged:</b>	
<b>Is this person</b> <b>a child / young person</b> <b>an adult</b>	<i>Delete as applicable</i> Yes / No Yes / No
<i>For child / young person only</i> <b>Date of birth:</b>	
<b>Address:</b>	
<i>For child / young person only</i> <b>School (if known):</b>	
<b>Account of what happened:</b> <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*

<b>Action taken:</b> <i>If any referral is made or professionals spoken to please give their name and organisation, and any actions they agreed to take.</i>	
<b>Your name:</b>	
<b>Your role in the church:</b>	
<b>Your Signature:</b>	
<b>Date (include year) and time of the incident:</b>	
<b>Date of this log (include year):</b>	

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**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 Officer, who keeps a record of all allegations against volunteer or paid workers.**

<b>Person completing this form:</b>	
<b>Name:</b>	
<b>Parish role:</b>	
<b>Date of completing this form:</b>	
<b>Date information shared with Diocesan Safeguarding Officer:</b>	
<b>Name of Person of Concern:</b>	
<b>Position of Person of Concern:</b>	
<b>Concern, incident or allegation:</b> <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>	

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

This policy was adopted by the PCC on the date below

Date:	23.01.19
Signature of PCC Chair	[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]
16.02.2022	[signature of PCC Chair]	P.P. [signature of PCC Chair]
15.03.2023	[signature of PCC Chair]	P.P. [signature of PCC Chair]
21.02.2024	[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 displayed in the Church and Church Rooms, on the web site and held by the Safeguarding Officer.





**The Priory Church of St Mary, Bridlington**  
**Safeguarding and Safer Recruitment Policy**  
*Appendix 1: Useful contacts*

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- General Parish enquiries
  - [bridlingtonpriory@gmail.com](mailto:bridlingtonpriory@gmail.com)
- Rector: Rev. Neil Bowler
  - [neilbowler35@gmail.com](mailto:neilbowler35@gmail.com)
- Parish Safeguarding Officer
  - [priorysafeguarding@gmail.com](mailto:priorysafeguarding@gmail.com)
  - 07791 012613
- Archdeacon: the Ven. Andy Broom
  - 01482 881659
  - [ader@yorkdiocese.org](mailto:ader@yorkdiocese.org)
- Thirtyone:eight Helpline
  - 0303 003 11 11
- East Riding Safeguarding Children Partnership [Children's Social Care]
  - [www.erscb.org.uk](http://www.erscb.org.uk)
  - Office hours (Mon-Thu 8.30am-5pm, Fri 8.30am-4.30pm)
    - 01482 395500
  - Outside office hours (emergency)
    - 01482 393939
- East Riding Safeguarding Adults Board
  - [www.ersab.org.uk](http://www.ersab.org.uk)
  - Office hours (Mon-Thu 9am-5pm, Fri 9am-4.30pm)
    - 01482 396940
    - [safeguardingadultsteam@eastriding.gov.uk](mailto:safeguardingadultsteam@eastriding.gov.uk)
  - Outside office hours (emergency)
    - 01377 241273
    - [amph.outofhoursteam@eastriding.gov.uk](mailto:amph.outofhoursteam@eastriding.gov.uk)
- 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 Officer
  - 01904 699524
  - [safeguarding@yorkdiocese.org](mailto:safeguarding@yorkdiocese.org)
- Diocese of York Events Administrator (for Safeguarding Training)
  - 01904 699508
  - [events@yorkdiocese.org](mailto:events@yorkdiocese.org)
- Church of England resources (including Parish Safeguarding Handbook)
  - <https://www.churchofengland.org/safeguarding/policy-practice-guidance/templates-and-resources>
- NSPCC (National Society for the Prevention of Cruelty to Children)
  - [www.nspcc.org.uk](http://www.nspcc.org.uk)
  - Help for adults concerned about a child (if there is immediate danger dial 999) -
    - 0808 800 5000 (free; available Mon-Fri 10am-8pm)
    - [help@NSPCC.org.uk](mailto:help@NSPCC.org.uk)
- Childline (part of NSPCC)
  - [www.childline.org.uk](http://www.childline.org.uk)
  - Help for children and young people: 0800 1111 (free; open 24 hours)
- Safe Spaces (independent service supporting survivors of church-related abuse)
  - <https://www.firstlight.org.uk/our-services/safe-spaces/>
  - [safespaces@firstlight.org.uk](mailto:safespaces@firstlight.org.uk)
  - 0300 303 1056 (Mon-Fri 9am-9pm, Sat 9am-1pm, Sun 1-5pm)
- Church of England Interim Support Scheme (to give immediate help and support to survivors whose life circumstances are significantly affected by the abuse suffered and the response to it)



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

*Appendix 1: Useful contacts*

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- [www.churchofengland.org/safeguarding/safeguarding-news-and-releases/interim-support-scheme-terms-reference-published](http://www.churchofengland.org/safeguarding/safeguarding-news-and-releases/interim-support-scheme-terms-reference-published)
- National Association for People Abused in Childhood
  - <https://napac.org.uk/>
  - [support@napac.org.uk](mailto:support@napac.org.uk)
  - Support line: 0808 801 0331 (Mon-Thu 10am–9pm, Fri 10am–6pm)
- National Domestic Abuse Helpline
  - 0808 2000 247 (free; open 24 hours)
- Men’s Advice Line (for male victims of domestic abuse)
  - 0808 801 0327 (free; available Mon-Fri 10am-5pm)
  - [info@mensadvice.org.uk](mailto:info@mensadvice.org.uk) (Mon-Fri 9am-5pm)
  - Webchat at <https://mensadvice.org.uk/contact-us/> (Wed 10-11.30am, Thu 2-4pm)
- LGBT+ Domestic Abuse Helplines:
  - National helpline: 0800 999 5428 (free; Mon-Thu 10am-4.30pm, Fri 10am-4pm)
  - [help@galop.org.uk](mailto:help@galop.org.uk)
- Samaritans Helpline
  - 116 123 (free; open 24 hours)
- Hourglass (Action on Elder Abuse) Helpline
  - 0808 808 8141 (free; open 24 hours)
- Rape and Sexual Abuse Helpline
  - 0808 500 2222 (free; open 24 hours)
  - <https://247sexualabusesupport.org.uk/>
- The Survivors Trust (for survivors of rape and sexual abuse)
  - 0808 801 0818 (Mon-Thu 10am-12.30pm & 1.30-5.30pm & 6-8pm, Fri 10am-12.30pm & 1.30-4pm, Sat 10am-12.30pm, Sun 6-8pm)
  - <https://www.thesurvivorstrust.org/>
- Age UK Advice Line
  - 0800 678 1602 (free; 8am-7pm every day)



### **PCC Resolution passed on 19<sup>th</sup> 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 Practice<sup>28</sup>

### **PCC Resolution passed on 18<sup>th</sup> 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<sup>29</sup>. 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<sup>30</sup>

- Contacting the Diocesan Safeguarding Adviser<sup>31</sup> 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<sup>29</sup> 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<sup>29</sup>.

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.

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<sup>28</sup> <https://www.gov.uk/government/publications/dbs-code-of-practice>

<sup>29</sup> The Standing Committee to which this refers became the Operations Committee in June 2022.

<sup>30</sup> Safeguarding Representative was renamed Safeguarding Officer in 2023

<sup>31</sup> Diocesan Safeguarding Adviser was renamed Diocesan Safeguarding Officer in 2023



## 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](http://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](http://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.







- 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](http://www.wikihow.com/Take-a-Screenshot-in-Microsoft-Windows)). Save the screenshot and contact the Diocesan Communications Team ([www.dioceseofyork.org.uk/communications](http://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](http://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](http://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](http://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](http://www.churchofengland.org/terms-and-conditions/our-digital-charter).
- Child Online Exploitation and Protections' Thinkuknow at [www.thinkuknow.co.uk/](http://www.thinkuknow.co.uk/)
- Thirtyone:Eight (formerly Churches' Child Protection Advisory Service) offers advice on internet safety at [thirtyoneeight.org](http://thirtyoneeight.org).
- Childnet International at: [www.childnet.com](http://www.childnet.com).
- Safer Internet Centre: [www.saferinternet.org.uk](http://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](http://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](http://www.methodist.org.uk/our-work/our-work-in-britain/children-and-youth/the-well-for-workers/well-resources/social-media-guidelines).







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

*Appendix 3: Relevant Diocesan documents and policies – 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.



- **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 conversation<sup>1</sup> 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 agency<sup>2</sup>. 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](#)

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<sup>1</sup> 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'

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



- 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:
  - *The Gospel, Sexual Abuse and the Church: a theological resource for the local church* 2016
    - <https://www.churchofengland.org/sites/default/files/2017-10/theologicalresourcefaocweb.pdf>
  - *Forgiveness and Reconciliation in the aftermath of abuse* 2017
    - [https://www.churchofengland.org/sites/default/files/2017-10/forgivenessandreconciliation\\_0.pdf](https://www.churchofengland.org/sites/default/files/2017-10/forgivenessandreconciliation_0.pdf)
- The Independent Inquiry into Child Sexual Abuse: The Anglican Church Investigation Report, available at <https://www.iicsa.org.uk/reports-recommendations/publications/investigation/anglican-church.html>