



# Parish Policy for Safeguarding and Recruiting

This policy is in 3 parts.  
Part A captures the overarching safeguarding commitments  
Part B the recruitment process  
Part C the DBS process and responsibilities of the Parish Safeguarding Officer (PSO).  
Additional information and template documents are contained in the appendices.

This policy should be read in conjunction with the Church's Policy on the use of Social Media and Mobile Phones

- The policy author is the Parish Safeguarding Officer and the policy will be reviewed on an annual basis by the ECC
- Elements of the policy may be subject to change. Please do not rely on a printed copy as being the most up to date. Do check with the Parish Safeguarding Officer.
- All amendments will be subject to version control identified in the footer.

## Background

This policy brings together several documents that require completion and adoption by the ECC and subsequent display within the church environment. These documents cover safeguarding of both children and adults who are recognised as vulnerable. Children are children by virtue of age; ie until aged 18. An adult who is vulnerable is defined as “any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation”. Vulnerable status may be temporary such as in times of crisis or experiencing significant grief.

For further information please speak to one of the contacts listed below.

Part A of the policy contains main policy documents and the overarching processes that the ECC have adopted to support safeguarding and safer recruitment.

Part B looks at the specifics of recruitment to posts that involve direct working or significant contact with children and/or vulnerable adults.

Part C looks at the specifics of the Disclosure and Barring Service (DBS) checking procedure and the role of the PSO.

The appendices include external key contacts who can provide further advice and information and the principle template documents used in the recruitment process.

The Parish Safeguarding Officer also presents an ECC adopted report to the Annual Parochial Church Meeting (APCM).

## Key Contacts

Parish Safeguarding Officer:

Alan Pollard tel. 0787 115 8056

e-mail: [kingpill@outlook.com](mailto:kingpill@outlook.com)

This post is an ECC appointment with responsibility for overall management of safeguarding.

Within St. Nicholas the post holder is also responsible for carrying out the DBS checks. ECC membership is recommended but not an absolute requirement. This post attracts the highest level of safeguarding training and Safer Recruitment and People Management training.

Parish Appointments Officer:

Pete Vickery tel. 01905 23667

e-mail: [petevickery@sky.com](mailto:petevickery@sky.com)

This post supports the Parish Safeguarding Officer in managing much of the administration involved in recruiting. For example, convening interview panels, seeking references for new appointments and overseeing the wider recruitment process.

ECC membership is required. Foundation level safeguarding training and Safer Recruitment and People management training are required

Vulnerable Adults Representative:

Pete Vickery

This post ensures that the parish is aware of and makes provision for the discreet needs of its vulnerable adults. Specific matters are dealt with by this post holder. ECC membership is expected. Foundation level safeguarding is required.

Domestic Abuse Contact

vacant

This post supports our safeguarding response to any matters relating to domestic abuse. ECC membership is not required but Foundation level safeguarding training and Domestic Abuse training are required

# Part A Safeguarding

The ECC will adopt and sign off on an annual basis its policy relating to safeguarding of children, young people and vulnerable adults. The policy is underpinned by the House of Bishops' Policy Promoting a Safer Church (2017) and The Parish Safeguarding Handbook (2018) and Safer Recruitment and People Management Guidance (2021).

## St Nicholas Ecumenical Church Council (ECC) Policy statement on Safeguarding

<p>Our Church is committed to:</p> <ul style="list-style-type: none"><li>• Promoting a safer environment and culture</li><li>• Safely recruiting all those with any responsibility for or significant contact with children, young people and vulnerable adults within the church</li><li>• Supporting and signposting to training all those who have been recruited to positions that involve significant contact with children, young people and vulnerable adults</li><li>• Ensuring that those who hire or use church facilities have appropriate safeguarding arrangements in place</li><li>• Responding promptly to any safeguarding concern or allegation</li><li>• Caring pastorally for victims/survivors of abuse and other affected persons</li><li>• Ensuring that any safeguarding agreements are in place if the need arises</li></ul>
<p>The Parish Safeguarding Officer is;</p> <p>Name .....Alan Pollard.....</p> <p>Contact telephone number .....0787 115 8056.....</p> <p>Incumbent contact details ...Rev. Diane Cooksey Tel. 01905 611268.....</p>

1. We are committed to safeguarding and the care of the children, young people and vulnerable adults within our church community.
2. We are aware of and will implement the recommendations of The Parish Safeguarding Handbook. A copy can be found here <https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>  
We will work closely with the Bishop's Safeguarding team.
3. We will ensure that lay ministers, volunteers and paid workers who work with children and/or vulnerable adults are carefully selected and trained using the Safer Recruitment and People Management process and Disclosure and Barring Service to check the background of each person as outlined in the Diocesan procedures. The Diocese will do likewise in respect of ordained ministers and licensed lay ministers. Our Methodist partners have their own safeguarding and recruitment process for ministers and lay preachers and we will work to reciprocal arrangements where these are in place.
4. We will display on church premises and on the parish website the details of who to contact if there are safeguarding concerns or support needs. We will also include details of how to access our policies.
5. We will listen to and take seriously all those who disclose abuse.

6. We will take steps to protect children and adults when a safeguarding concern of any kind arises, following diocesan guidance and informing the Diocesan Safeguarding Adviser (DSA) and statutory agencies as appropriate. All records made will be held in confidence and only shared in line with strict data protection and legal requirements.
7. We will offer pastoral care to any child, young person or adult survivor of abuse and provide details of local and national support agencies.
8. We will supervise any member of our church community known to have offended against a child or vulnerable adult and ensuring proper and appropriate preventative safeguards are in place using a written Safeguarding agreement.
9. We will ensure that outside organisations who use our facilities for events that provide services for children and/or vulnerable adults have adequate safeguarding arrangements in place.
10. We will ensure our insurance policy covers all activities undertaken in the name of the parish involving children and adults provided by the Diocese The ECC has identified the following activities involving children and vulnerable adults\* to which this policy applies.

There are currently no church activities that provide for children and/or vulnerable adults, but the Barn has hirers providing activities for children.

This Policy was discussed and agreed at the ECC meeting on ...4<sup>th</sup> December 2023.... and is signed by the members below

Parish Safeguarding Officer <i>A.D. Pollard</i>	PRINT Name Alan Pollard
Parish Appointments Officer <i>P.R. Vickery</i>	Pete Vickery
Churchwarden <i>S. Bannister</i>	Sue Bannister
Incumbent <i>D. Cooksey</i>	Rev. Diane Cooksey

Statement of policy in respect of Disclosures from the Disclosure & Barring Service (DBS)

- I. The Parish of ....**St. Nicholas Warndon**.... is committed to complying with the DBS Code of Practice and committed to the fair and sensitive use of Disclosure information, and where an applicant feels that this has not happened an appeal process will be available, details of which can be obtained in writing from the Diocesan Secretary, 16 Lowesmoor Wharf, Worcester WR1 2RS.
- II. The Parish of ...**St. Nicholas Warndon**... is committed to the recognition of each individual's abilities, skills, experience and qualifications and will take every step to ensure that these are given appropriate weight and consideration in the appointment or recruitment process.
- III. The Parish of .. **St. Nicholas Warndon**... will ensure that each paid post or volunteer position is assessed for the appropriateness of a DBS Disclosure, that any advertisement or other indication of a paid post or volunteer position will indicate the level of Disclosure to be sought, and that any offer of a paid post or volunteer position will be subject to the receipt of satisfactory Disclosure information and references. Every change in role or responsibilities will be regarded as a new post for DBS Disclosure, in line with the Safer Recruitment and People Management Guidance (2021)
- IV. The Parish of.. **St. Nicholas Warndon**... will request candidates for a paid post or volunteer position that involves significant contact with children and/or vulnerable adults to complete a confidential declaration. The information provided will only be taken into account as relevant to the post in question. A completed confidential declaration should be submitted in an envelope clearly marked 'Private and Confidential' and handed to the person specifically identified for this purpose in the recruitment process.
- V. The Parish of ... **St. Nicholas Warndon**..... is committed to the 3 year re-submission of applications for Disclosure in respect of all paid employees and volunteers in line with the Safer Recruitment and People Management Guidance (2021).
- VI. The Parish of ...**St. Nicholas Warndon**.. is committed to the safe storage and disposal of Disclosure outcome information in line with guidance from the Diocesan Office.

**Appeals and complaints procedure**

Every effort is made to ensure that all recruitment decisions involving Disclosure information are made sensitively and fairly. Should an applicant for a paid post or volunteer position feel that this has not happened in their case the matter can be referred to the Diocesan Secretary, 16 Lowesmoor Wharf Worcester WR1 2RS who will instigate an independent assessment of the issues in question.

The applicant should submit the appeal or complaint in writing within 6 months of the Disclosure, stating their name and address, the nature of the complaint or appeal, the date of the Disclosure document concerned, the identity of the person or appointing body responsible for making the appointment to the paid post or volunteer position, and any other relevant information.

Signed ..... *A.D. Pollard* ..... Date..... 4<sup>th</sup> December 2023.....

Parish safeguarding Officer

## Part B Recruitment

This page represents the ECC approved roles and responsibilities document supporting the **Safer Recruitment and People Management Guidance 2021**

### Key Responsible Officers:

Alan Pollard Parish Safeguarding Officer

Peter Vickery Parish Appointments Officer

### Application:

This process of recruitment by completion of an application form, confidential declaration, interview *and* enhanced disclosure and where applicable a barred list check applies to all appointed volunteers who have significant contact with children and/or vulnerable adults.

**Until the Diocesan authorisation letter has been received by the Parish Safeguarding Officer no new appointee is allowed to commence in post or otherwise work unsupervised.**

Stage	Action	Responsible person(s)
Step 1	Identification of volunteer to work with young people or vulnerable adults. Any adverts will include a statement of commitment to safeguarding processes <b>ALL</b> volunteers must be given: a role description, person specification, application form and a Confidential Declaration with privacy statement and accompanying notes	Alan Pollard Other junior church workers Ministry team Peter Vickery Alan Pollard
Step 2	Completed application forms are returned to Parish Appointments Officer (PAO). Confidential declaration form is passed to Parish Safeguarding Officer (PSO) who checks submission and unless there are any matters to follow up passes to incumbent for secure filing. PSO Informs PAO once received and satisfactory	Peter Vickery/Alan Pollard/ incumbent
Step 3	References are requested by PAO. Interview panel convened and candidate invited for interview. Interview template form used to note outcome. All interview notes and references are passed to PAO as interim file manager	Peter Vickery
Step 4	PSO contacts volunteer to carry out DBS check and advises PAO of outcome	Alan Pollard
Step 5	PAO completes interview template with recommendation to ECC. PAO issues appointment letter for successful candidate or non-appointment letter with feedback for unsuccessful candidate. PSO keeps only DBS records necessary for signposting to recommended training and carrying out repeat disclosures.	Peter Vickery Alan Pollard
Step 6	Induction session with newly appointed candidate to include safeguarding requirements relevant to post, support available and reporting and review arrangements	Alan Pollard/Pete Vickery
Step 7	Personal file is stored securely at the vicarage No other information may be stored on file without the person's express permission. The person may see their own file at any time	Incumbent/Alan Pollard
Step 8	On retirement or resignation from post the individual's records will be retained on file for the required statutory period	Alan Pollard /Incumbent

### Storage of Records

The Parish Safeguarding Officer and Parish Appointments Officer will hold all personal details securely and in line with Diocesan Policy.

## Part C Disclosure and Barring Check (DBS) and PSO Responsibilities

All people carrying out rota assigned duties that involve significant contact with children and/or vulnerable adults are required to undergo a DBS check in addition to completing a confidential declaration. DBS checks are carried out by the Parish Safeguarding Officer and are repeated every 3 years. The Parish Safeguarding Officer will undergo their own DBS check at the Diocese. The Parish Safeguarding Officer will:

- Work to the standards set out in the template role description and now required for any subsequent appointment- <https://www.cofe-worcester.org.uk/parish-support/safeguarding/safer-recruitment-dbs/>
- Disclose all members appointed by or affiliated to St Nicholas Church Warndon LEP who are required to undergo such checks as required by the latest Diocesan Safeguarding and Recruitment Policy
- Undertake Disclosures according to the process laid down by the Diocese.
- Report to the ECC on a regular basis on safeguarding matters
- Present to the ECC on an annual basis a list of Non-Church activities taking place in the Barn that are providing for children and/or vulnerable adults. Terms and conditions of Barn hire specify the hirer's requirements for adequate safeguarding policies to be in place. The PSO will inspect such policies and advise the hirer of any shortfall and further action needed including the adoption of the church's own Safeguarding policy where necessary.
- Respond to any incidents of a safeguarding nature in line with Diocesan policy. This will include informing ecumenical partners of any incidents and actions taken. This information will be provided in a secure and confidential way to a named ministerial representative.
- Maintain the Parish Dashboard which provides all prompts and records relating to safeguarding via a password protected app; provide read only access to the Parish Dashboard to those who hold a church position that encompasses safeguarding.
- Manage the commitment to Statement of policy in respect of Disclosures from the Disclosure & Barring Service when using the facility offered by the Bishop of Worcester in his corporate capacity as an Umbrella Body registered with the Disclosure & Barring Service.
- Ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored under a clear Safeguarding Agreement produced in collaboration with the Diocesan Safety Advisor (DSA)
- Compile a short report on safeguarding and present this ECC approved report to the Church Annual Parish Meeting (APCM)
- Signpost members to relevant training as required by the Diocese.
- Maintain a log of disclosure details and proactively instigate renewal of disclosures in line with Diocesan requirements.
- Hold all data in line with GDPR and other relevant policy requirements.

The post holder will not hold any personal record files. These will be held securely and in line with GDPR by the incumbent. During an interregnum the locked filing cabinet containing safeguarding records will transfer to the upper barn area with the key being held by the PSO. This storage area is locked when not in use.