

Safeguarding – Vulnerable Adults POLICY

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1 Introduction

1.1 Author

St Nic's Policy and set of Procedures for Safeguarding Vulnerable Adults were written in July 2008 by Rachel Green [formerly St Nic's SC] under the supervision of Steve Silvester [Rector] and Barbara Selley [formerly Diocesan Safeguarding Advisor]

1.2 St. Nic's Procedures for Safeguarding Vulnerable Adults

St. Nic's also has a Policy and set of Procedures specific to safeguarding Children & Young People [first written in February 2013].

There are many 'cross-over issues' in the safeguarding of children and the safeguarding of vulnerable adults so it is important to be aware of the details in both sets of Policies and Procedures. For the purposes of consistency and clarity the two sets of Procedures are closely in tune.

1.3 Reviews and Updates

The Safeguarding Policies and Procedures should be reviewed annually by the PCC and updated accordingly.

1.4 Acronyms used in this report:-

APCS	Access Personal Checking Services Ltd
CSSC	Children's Services Social Care
DBS	Disclosure and Barring Service
DSA	Diocesan Safeguarding Advisor
PCC	Parochial Church Council
SC	Safeguarding Co-ordinator

2 Safeguarding Vulnerable Adults : Policy Statement

2.1 Principles

St Nic's is committed to safeguarding vulnerable adults. This includes:

- Those who attend the Church and its activities, and
- Those who do not attend but may be affected by matters arising within the Church.

Safeguarding includes protecting them from harm and promoting their welfare

a) Protection from harm

We believe it is the right of every individual to live a life free from abuse. Abuse is the violation of an individual's human and civil rights by another person or persons. Abuse may also include self-harm. We understand that abuse may be intentional or the result of neglect – each causing harm to the individual, either temporarily or permanently.

b) Promotion of welfare

St Nic's strives to create a safe and non-discriminatory environment. The Church wishes to facilitate Vulnerable Adults achieving their individual potential - physical, emotional, intellectual, social & spiritual – with opportunities to contribute to their Church and wider community.

2.2 Methods

The members of this Church will endeavour to safeguard Vulnerable Adults in the following ways:

1. Our Policy and Procedures are written in line with the following documents:
 - The Department of Health National Policy "No Secrets" [2000]
 - The Church of England Policy "Promoting a Safe Church" [2006]
 - The Association of Directors of Social Services Policy "Safeguarding Adults" [2005]
 - The Home Office Code of Practice "Safe from Harm" [1993]
 - The Diocese of Southwell Safeguarding Procedures "Children & Young People First"
 - Nottinghamshire County Council Policy "Protection of Vulnerable Adults"
 - Nottingham City Council Policy "Safeguarding Adults – Protecting People From Abuse"
 - Nottingham Information Sharing Protocol
 - The Disclosure and Barring Service "Safer Recruitment: Protecting the Vulnerable"[2010]
2. We will endeavour to create a culture of 'informed vigilance' in the congregation by:
 - Raising awareness about issues which make some adults more vulnerable to abuse than others.
 - Raising awareness about issues which cause harm to Vulnerable Adults.
 - Attempting to convey that it is the responsibility of each and every person to try to prevent harm to Vulnerable Adults.
3. The Rector and PCC accept primary responsibility for safeguarding issues within the Church.
4. St Nic's will comply with the National and Local Policies and Procedures in respect of Vulnerable Adults, but St. Nic's also has its own Safeguarding Policy and Procedures specific to our Church.
5. St Nic's has its own Health and Safety Policy and Procedures.

6. The PCC will ensure that there is appropriate insurance cover for all activities undertaken in the name of the Parish.
7. St Nic's understands and embraces its obligations towards the statutory agencies involved with safeguarding.
 1. The Church alone will never itself attempt to investigate, manage or supervise situations of risk.
 2. We will report, without delay, any concerns of a safeguarding nature.
 3. We will co-operate fully with agencies regarding any investigations into allegations concerning a Church member or someone connected to our Church.
 4. We will work with agencies to manage the presence in our congregation of those who pose a risk to Vulnerable Adults.
8. We understand and embrace our responsibilities to work within a framework of confidentiality - sharing information only in the best interests and protection of Vulnerable Adults. We will endeavour to maintain an effective dialogue with other agencies, sharing information in line with the Nottingham Information Sharing Protocol. 'Proportionality' will be key.
9. St Nic's is registered with the APCS (Access Personal Checking Services Ltd) and will adhere to the following:
 - a) APCS "Handling of Disclosure Certificate Information" Policy
 - b) APCS "Statement of Fair Processing"
 - c) The DBS / APCS Code of Practice
 - d) The relevant Data Protection legislation
10. St. Nic's understands and will adhere strictly to the Safe Recruitment Procedures in relation to the recruitment and management of staff and volunteers alike.
11. St Nic's will seek to offer 'informed' pastoral care to those in our congregation who request this:
 1. Vulnerable Adults who make an allegation of abuse and are involved in an investigation of their complaint
 2. Vulnerable Adults who have been abused in the past and require support as a result of this.
 3. Adults who pose a risk to Vulnerable Adults.

We will be conscious of our limitations and refer on to appropriate organisations for professional counselling when this is appropriate.

12. St Nic's has a dedicated 'Safeguarding Children and Vulnerable Adults Team'.
 - a) The first point of contact within the Team is the Safeguarding Co-ordinator. This person is available to listen and respond to anyone who has concerns of a safeguarding nature.
 - b) The Team is responsible for ensuring that the St. Nic's Safeguarding Policies and Procedures are adhered to, reviewed and updated as necessary.
 - c) The Team has ready access to the Local Multi-Agency Safeguarding Procedures in respect of Nottingham City and Nottinghamshire County Councils.
 - d) The Team has an up-to-date list of all local statutory agencies and voluntary organisations involved with safeguarding.
 - e) The Team will consult and liaise with the Diocesan Safeguarding Advisor as necessary.
 - f) The Team is accountable to the Rector and PCC and will consult with them as necessary.
- The PCC will take responsibility for ensuring that all staff and volunteers receive a copy of this Policy and are familiar with St Nic's Safeguarding Procedures.
 - The PCC will ensure that that a Safeguarding notice is displayed in a prominent position in Church. This will make reference to the availability of the policy on request from the Safeguarding Co-ordinator.
 - The PCC will ensure an Annual Review of this Policy. The Safeguarding Co-ordinator will prepare an Annual Review Report and the review process will be undertaken by the Stewardship Committee.

3 Key Safeguarding Personnel at St Nic's

3.1 The Rector

Name: Steve Silvester
Workplace: St Nic's Church Office
79, Maid Marian Way, Nottingham.NG1 6AE
Work Tel: 0115 9524600
Home Tel: 0115 9820407
E Mail: steve@stnics.org

The Rector accepts the primary responsibility for the care and safety of children, young people and vulnerable adults at St Nic's.

He is responsible for ensuring that:

- a. An effective Safeguarding Policy and set of Procedures are in place
- b. The PCC, DSA and St. Nic's SC are kept fully apprised with regard to all safeguarding issues within the Church.

3.2 The Parochial Church Council

The PCC shares the responsibilities of the Rector:

- a. Ensuring the care and safety of children, young people and vulnerable adults at St Nic's.
- b. Ensuring that a Safeguarding Policy and set of Procedures are in place and are reviewed annually as to their effectiveness.

3.3 The Diocesan Safeguarding Advisor [D.S.A.]

Name: Julian Hodgson
Workplace: Jubilee House, 8 Westgate, Southwell, NG25 0JH
Work Tel: 01636 817200
E mail: safeguarding@southwell.anglican.org

The key responsibilities of the DSA towards St Nic's are:

- a. To assist with the development of policy, procedures and practice guidelines.
- b. To provide advice and support on safeguarding cases.
- c. To assist with the provision of safeguarding training.
- d. To assist with liaison/networking with all relevant agencies and organisation

3.4 St. Nic's Safeguarding Team

Under the management of the Rector, this Team is responsible for the safeguarding of children and vulnerable adults who attend St. Nic's or who are associated with or connected to the Church in some way.

This Team comprises both Paid Employees and Volunteers as follows:

Employees : Children and Families Minister
Curate (Clergy Rep)
Ordinand (Vulnerable Adults Rep)

Volunteers : Safeguarding Co-Ordinator
Independent / PCC Rep. for Safeguarding
DBS Lead Recruiter
Youth Work Rep.
Asylum seekers / Refugee works Rep.

Compliance and Monitoring Rep.

The primary roles and responsibilities of this Team are as follows:

- a. The first point of contact within the Team is the SC.
- b. If the SC is not available, the Curate (as VA Rep) should be contacted.
- c. The Team will hold a meeting at least every 6 months :
 - i. To discuss any ongoing safeguarding concerns, issues or needs.
 - ii. To ensure that the St Nic's Safeguarding Policies and Procedures are being strictly adhered to.
 - iii. To review the St Nic's Safeguarding Policies and Procedures as to their effectiveness.
- d. The Team will meet on an emergency basis if deemed necessary.
- e. A Meeting may be called by any member of the Team, the Rector, the Church Wardens, the PCC or the DSA.
- f. The Team is responsible for reviewing St Nic's Safeguarding Policies and Procedures on an annual basis.
- g. The Team is responsible for ensuring that volunteers working with children, young people and Vulnerable Adults are recruited following the correct safeguarding procedures.
- h. The Team is responsible for identifying any safeguarding training needs within the Church and for ensuring that appropriate training is made available to all staff and volunteers.
- i. The Team is responsible for ensuring that the Rector, the PCC and the DSA are fully appraised of any safeguarding issues within the Church.
- j. The Team is directly accountable to the Rector.

3.5 St. Nic's Safeguarding Co-ordinator [S.C.]

- a. The SC is a volunteer from the congregation, chosen for the post by the Rector.
- b. The SC should possess an up-to-date knowledge of safeguarding issues in relation to children & vulnerable adults.
- c. The SC is the first point of contact for all members of the Church who wish to discuss concerns or issues of a safeguarding nature in relation to children or vulnerable adults.
 - i. Concerns/issues should be discussed in person or by phone.
 - ii. Messages should not be left in the Church pigeon holes or at the Church Office.
 - iii. Private appointments can be made when deemed necessary.
 - iv. If the SC is unavailable [and the matter is urgent] then the Rector should be contacted.
- d. The SC will lead St Nic's Safeguarding Team and share its responsibilities
- e. The SC is responsible for any individual casework within the Church
 - i. They will be managed and supervised by the Rector.
 - ii. They will be advised by the DSA.
 - iii. In consultation with the Rector, she will take responsibility for contacting the DSA regarding the need for :
 - Referrals to statutory agencies for investigative purposes.
 - Liaison with agencies/organisations on a casework basis.
- f. They will ensure that the Safeguarding Team, the Rector and PCC are kept fully informed of all developments.
- g. If they are away or not available, the Rector will appoint an appropriate member of the Team to cover the absence and undertake any work necessary.
- h. The SC will undertake an annual review of safeguarding and will present a report to the PCC in respect of
 - i. individual cases which have arisen during the review period
 - ii. the 'effectiveness' of the Policy and Procedures in practice.
- j. The SC will present a Report to the APCM
- k. They will update the Policy and Procedures annually or as recommended by the PCC

3.6 The Children and Families Minister

- a. The Children and Families Minister is a paid employee, supervised and managed by the Rector.
- b. They should possess an up-to-date knowledge of safeguarding issues in relation to children, young people & vulnerable adults
- c. They should keep an up-to-date register of the names of all those children & young people aged 0-11 who attend St. Nic's and engage in the children & youth work. He is responsible for obtaining as much relevant information about the children & young people as possible:- full names, family details, addresses, 2 x phone numbers, school, medical information (including allergies) and photo permission - and these should be updated every 12 months.
- d. This information should be collected, stored, accessed and disposed of according to best practice and legal obligations for data protection.
- e. They should provide teaching, activities and support to all those children under 11 years who attend St Nic's.
- f. The Youth Leaders will provide teaching, activities and support to all those children over 11 years who attend St Nic's.
- g. The Youth Leaders are volunteers responsible to the Rector
- h. They should use his direct contact with the children & young people of the Church as a crucial part of the safeguarding process.

3.7 The Lead Recruiter

- a. The Recruiter is a volunteer from the congregation, chosen for the post by the Rector.
- b. They will be supervised/ managed by the Rector and the SC.
- c. She should possess an up-to-date knowledge of safeguarding issues in relation to children & vulnerable adults.
- d. They work in conjunction with APCS. They are responsible for undertaking DBS checks and for requesting and receiving references in respect of prospective volunteers and employees
- e. Their role is also to hold and manage an up-to-date database of all those people at St. Nic's who are DBS checked.
- f. This information should be collected, stored, accessed and disposed of according to best practice and legal obligations for data protection.
- g. They are a member of the St Nic's Safeguarding Team and shares its responsibilities.

3.8 Representative for Vulnerable Adults [V.A. Rep]

- a. They are a member of the staff team and additionally works as the VA Rep.
- b. They will be supervised/ managed by the Rector and the SC.
- c. They should possess an up-to-date knowledge of safeguarding issues in relation to vulnerable adults.
- d. They are a member of the St. Nic's Safeguarding Team and shares its responsibilities
- e. Their specific role in the Safeguarding Team is that he will be aware of any members of the congregation who meet the criteria of a 'vulnerable adult'

3.9 Representative for Works among Asylum Seekers

- a. Is a volunteer from the congregation who has an interest in the works among Asylum Seekers and Refugees (currently the English Language School, Hope into Action and Welcome Boxes)
- b. They will be supervised/ managed by the Rector and the SC.
- c. They should possess an up-to-date knowledge of safeguarding issues in relation to Asylum Seekers and Refugees
- d. They are a member of the St. Nic's Safeguarding Team and shares its responsibilities
- e. Their specific role in the Safeguarding Team is that he will be aware of any members of the congregation who meet the criteria of an Asylum Seeker or Refugee

3.10 PCC / Independent Representative for Safeguarding

- a. The PCC Rep is a volunteer from the PAROCHIAL CHURCH COUNCIL, chosen for the post by the PCC.
- b. They will be supervised / managed by the Rector and the SC.
- c. They should possess an up-to-date knowledge of safeguarding issues in relation to children, young people and vulnerable adults.
- d. They are a member of the St. Nic's Safeguarding Team and shares its responsibilities.
- e. Their specific role in the Safeguarding Team is to be the link person with the PCC.

3.11 Representative for Youth Work

- a. They are one of the team of Youth Leaders.
- b. They will be supervised/ managed by the Rector and the SC.
- c. This person should possess an up-to-date knowledge of safeguarding issues in relation to children, young people and vulnerable adults.
- d. They are a member of the St. Nic's Safeguarding Team and shares its responsibilities.
- e. They should use their direct contact with the children & young people of the Church as a crucial part of the safeguarding process.

3.12 Compliance and Monitoring Rep.

- a. The Compliance and Monitoring Rep is a volunteer from the congregation, chosen for the post by the Rector.
- b. They will be supervised/ managed by the Rector and the SC.
- c. They should possess an up-to-date knowledge of safeguarding issues in relation to children, young people and vulnerable adults.
- d. They are a member of the St. Nic's Safeguarding Team and shares its responsibilities.
- e. Their specific role in the Safeguarding Team is to ascertain that those who need to complete various training courses do so and also ensure that the Compliance section of the Safeguarding Dashboard is kept up to date.

3.13 The Church Operations Manager

- a. The Operations Manager, a paid employee, oversees the day to day running of the Church.
- b. They are supervised and managed by the Rector.
- c. They should possess an up-to-date knowledge of safeguarding issues in relation to children, young people & vulnerable adults.

They are not member of St. Nic's Safeguarding Team but receives copies of minutes of relevant items.

Workplace: St Nic's Church Office

Work Tel: 0115 9524600

Mobile Tel: 07912 216834

E mail : operations@stnics.org

3.14 Church Wardens

The Wardens are volunteers elected by the PCC

In particular situations, the Wardens may be included in information sharing with regard to safeguarding matters.

3.15 The Volunteer Team

a] Children and Youth Volunteers

The Children's Work and Youth Work rely heavily on the involvement of volunteers from St Nic's congregation to assist them in their work. The number is obviously fluid but there are currently 60 volunteers working with children and young people in the Church.

The Children & Families Minister is responsible for following the correct safeguarding procedures in relation to the recruitment and management of volunteers (see below).

b] Vulnerable Adults Volunteers

For specific work with Vulnerable Adults, those wishing to help would need to be approved as Volunteers following the same procedures as those for working with children and young people.

Any person assisting a Vulnerable Adult in any one of the following tasks on a frequent or intensive basis must have DBS clearance : a] Assistance with bills, shopping and cash/finances b] Transportation c] Providing personal care d] Acting as a 'Lasting Power of Attorney'.

c] Church Supervisors Team

If any member of our congregation is assessed to pose a risk to others at Church, a Safeguarding Contract is drawn up by the Diocesan Safeguarding Advisor , the Rector and the SC. Usually one of the terms of this Contract would be for the individual to be 'supervised' whilst s/he is in Church or attending Church events. St Nic's appoints Church Supervisors to fulfil this role when required. The recruitment of Church Supervisors is not the same as the recruitment of other volunteers. See Safeguarding Document 11.

4 Definitions

The key to protecting Vulnerable Adults lies in understanding which adults are vulnerable and the ways in which they could be abused or neglected

4.1 Definition of a Vulnerable Adult

The Department of Health National Policy Document 'No Secrets' [2000] defines a Vulnerable Adult as:

"A person aged 18 or over

- a. Who is - or may be - in need of community care services by reason of mental or other disability, age or illness

AND

- b. Who is - or may be - unable to take care of him or herself, or is unable to protect him or herself against significant harm or exploitation"

The Church of England Policy Document 'Promoting a Safe Church' [2006] defines a Vulnerable Adult as:

"Any adult aged 18 or over who, by reason of mental or any 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"

4.2 Definitions of Abuse in relation to Vulnerable Adults

The DoH guidance identifies 7 categories of abuse in relation to Vulnerable Adults :

A] Physical abuse

Hitting, slapping, pushing, kicking
Restraining unnecessarily eg. tying to a bed or chair
Inappropriate sanctions

B] Psychological/emotional abuse

Threats of harm or abandonment
Humiliation, intimidation, coercion, blaming
Verbal abuse
Isolation
Withdrawal of services/care

C] Sexual abuse

Acts to which the person did not consent **or** could not consent **or** was pressured into consenting to.

D] Financial or Material

Theft, fraud, exploitation
Pressure in relation to wills, property, inheritance, or financial transactions
Misuse or misappropriation of property, possessions or benefits

E] Neglect or acts of omission

Ignoring medical or physical needs
Failure to provide access to health care, social care or educational services
Withholding of necessities of life e.g. medication, nutrition, heating

F] Discriminatory abuse

Racism
Sexism
Derogatory comments in relation to disability or mental health

G] Institutional abuse

This occurs when the individual's needs become less important than the running of the establishment – stark living conditions, lack of privacy, lack of individual attention.

5 Communication and taking of Photographs with Vulnerable Adults

5.1 Communications to Vulnerable Adults via Social Media

Communications to Vulnerable Adults via Social Media sites should only be made using St Nic's authorised Social Media sites, e.g. Facebook (inc. Messenger), WhatsApp, Zoom, etc. Our Named Person, to whom all workers are accountable in respect of Social Media, and who authorizes the sites to be used is the Operations Manager.

Leaders may not befriend individual Vulnerable Adults on social media pages outside of the groups set up specifically for the purpose.

Such messages and other texts, emails or any other matter that raises concern should be saved and passed to the Rector or SC.

5.2 Photographs of Vulnerable Adults

Photographs of Vulnerable Adults may only be taken on cameras supplied and owned by the church. They may not be taken using personal equipment. The photos should be taken for a specified, announced, purpose with consent of all subjects. Images may only be shared with the subjects concerned and / or uploaded to the Communications Officer (for further use). If it is necessary to retain images, this should be done by the Communications Officer on a church - owned computer. Images should be deleted as soon as they are not required.

6 Safe Recruitment Procedures

6.1 Principles

Those responsible for the appointment of applicants to posts within the Church should adhere to the guidelines outlined in 'Safe From Harm', the Home Office Code Of Practice 1993. These 13 guidelines are listed in the Diocesan Child Protection Procedures 'Children & Young People First' [section 9.1, page 2]. The need to follow the same process for recruiting paid staff and volunteers alike is emphasised.

6.2 Responsibility For Appointments

The appointment of paid staff is the responsibility of the Rector and the Parochial Church Council.

The appointment of volunteers is the responsibility of the PCC but, in practice, much of the process is delegated to the Safeguarding Team, in particular the Vulnerable Adults Rep and the Lead Recruiter.

6.3 Role Descriptions

For every paid and volunteer post there must be a clearly defined written Role Description which should include:

- A 'person specification' [the kind of person required to do the job]
- Role title
- Duties of the role
- Terms and conditions of the role
- Named Supervisor – to whom the worker is accountable

See Safeguarding Document 7 'Role Description For Volunteers'

6.4 Application Forms

For every paid and volunteer post there must be an Application Form which should include:

- Any previous experience of working with children and young people.
- The names of 2 Referees. One of these should be the applicant's current Employer or previous Church. In the case of Young Volunteers [15-18 year olds] one of the Referees should be the Year Head or Tutor at the young person's school/college.
- A 'Diocesan Self Declaration' regarding criminal offences.

Information about St Nic's Safeguarding Policy and Procedures should be provided to every Applicant, who is also required to complete the C0 (Zero) online Basic Awareness of Safeguarding Course .

See Safeguarding Document 8 'Application Form for Volunteers'

6.5 DBS Checks

No applicant should be offered a post or start work until the Recruiter has provided satisfactory clearance. If the check indicates any cause for concern, guidance must be sought from the DSA regarding the Diocesan process, which is designed to provide for restoration and rehabilitation in appropriate circumstances. Only DBS checks undertaken through the Diocese are acceptable. It is not acceptable to rely on or use DBS checks undertaken by other agencies unless the cover provided by the existing DBS check is applicable and has been transferred to us by use of the Update Service.

The coverage in their existing DBS check must be relevant to the role being undertaken within St Nic's. Otherwise a new DBS check will need to be completed.

Young Volunteers [15-16 years] and Church Supervisors do not need to be DBS checked.

6.6 Interviews

In the case of paid staff:

The PCC will appoint an appropriate Interview Panel.

In the case of volunteers:

The Interview will be undertaken by the Children and Families Minister / Youth Leader. If necessary, the SC may also be involved.

The main functions of the interview are as follows:

- An assessment of the applicant's personal suitability to the post e.g. qualifications, previous experience, skills, interests, health, integrity, respect in relation to diversity issues etc.
- Clarification of the applicant's understanding of the job.
- Clarification of the applicant's understanding of and commitment to the Safeguarding Policy/Procedures

See Safeguarding Document 9 'Interview of Volunteers'

6.7 Appointment Contract

(For paid staff only) All parties [the appointee, the Supervisor and Rector] will then sign a Contract regarding the terms and conditions of the post. This will include a condition regarding the satisfactory completion of a 3 month probationary period.

6.8 Probationary Period

(For paid staff only) During this 3 month period the applicant's Supervisor should make an ongoing assessment of the applicant's suitability.

6.9 Summary of process: Volunteer Recruitment

The Appropriate person meets the applicant:

1. Applicant is provided with a Role Description & the Diocesan Quick Reference Guide to Safeguarding.
2. The Appropriate Person (in conjunction with the SC) decides which type of DBS check is necessary if one is required.
3. The applicant completes Application Form(s) including the Diocesan Self Declaration. They supply 2 referees and complete the C0 (Zero) on-line Basic Awareness of Safeguarding Course.

The Appropriate Person receives the application form:

1. The Appropriate Person sends off for References.
2. Where applicable, the Recruiter emails the Applicant an online DBS Application Form and the Diocesan Confidential Declaration Form,
3. Once Applicant has completed the Form, the Recruiter will Meet the Applicant to check the Applicant's ID Complete the Recruiters Section and send the Form electronically to APCS

APCS will check & authorise the submission & forward to DBS

Once DBS have completed the check, DBS will :

1. Send a Paper Certificate to the Applicant
2. Send an electronic result to APCS, The Diocese & the Recruiter. The result will only state 'Certificate contains no information', 'None Requested', 'None Recorded' or 'Blemished / Not Clear' but gives no details.

The Recruiter receives the electronic DBS result:

1. If Certificate is marked anything other than 'Blemished / Not Clear' Applicant may start work.
(Appointment Contract to be signed. Probationary period of 3 months).
2. If Certificate is marked 'BLEMISHED/NOT CLEAR':
Recruiter must ask the Applicant for the Paper Certificate & post it [marked confidential] to the Diocesan Safeguarding Advisor
Applicant must not start work until the DSA has agreed.

7 Safe Employment Procedures

7.1 Training

St Nic's will ensure that all paid staff and volunteers are provided with appropriate training and learning opportunities as regards safeguarding.

Interview Panels must ensure that a discussion takes place with applicants regarding the requirement for them to attend any training provided for them.

The Rector and Church Staff

They will take personal responsibility for their own learning - through literature and by ensuring they attend all relevant training events.

The Appropriate Person

Will ensure that:

- Volunteers are provided with guidance and teaching aids to assist them in their work.
- Volunteers are informed of any relevant Diocesan training courses which may be of benefit to them.
- The individual training needs of volunteers are discussed with them in their formal Supervision Session.

The Safeguarding Coordinator

Will ensure that:

- They have an up-to-date knowledge base re all aspects of Safeguarding : changes in legislation, changes in Diocesan procedures, Government policy and initiatives etc.
- They will be available as a 'training resource 'to the Rector and Church Staff who wish to consult on any matters pertaining to child protection.
- They will oversee the completion of Diocesan Safeguarding Training for all volunteers and paid staff as required.
- They will arrange for / provide additional Safeguarding courses [if required] with specific input regarding St Nic's own Safeguarding Policy and Procedures.

For information on training events, contact the Diocesan Director of Training or DSA.

7.2 Supervision

The purpose of Supervision is to:

- Enable the Worker to undertake their job well.
- Support the Worker.
- Monitor the Worker's performance

Informal Supervision

Every Worker will have ready and immediate access to their Supervisor – for support, guidance and to give them the opportunity to discuss any pertinent issues as and when they arise.

Formal Supervision

Every Worker should have planned/scheduled Supervision Sessions with their Supervisor.

- These sessions are a two-way process with the Worker and Supervisor each bringing their own agenda.
- These sessions are, by their planned nature, intended to be more reflective.
- A formal Supervision Session should take place every 3, 6, 9 or 12 months, depending on the type and complexity of the job, the needs of the Worker, any concerns the Supervisor may have etc.
- With specific regard to Volunteers, a formal Supervision Session every 12 months is suggested as good practice. 'Young Volunteers' [under 18`s] and Church Supervisors do not have to be included in this process.

Due to the large number of volunteers at St Nic's, it is not currently possible to offer every volunteer a 12 monthly Formal Supervision Session but it will be our goal to work towards this.

In the meantime:

- Formal Supervision Sessions will only take place if either the Volunteer or Supervisor feel there is a specific need for one.
- Due to the absence of Formal Supervision, Informal Supervision will be easily accessed and used.
- The Supervisor will ensure they regularly observe the Volunteer whilst in post

See Safeguarding Document 9 'Supervision Session with A Volunteer', which can be used when felt appropriate by either party.

Continuation of Volunteering:

If the Volunteer and Supervisor are both satisfied then the Volunteer may continue to volunteer.

The volunteer should not be permitted to continue if:

- DBS clearance has expired and not been renewed.
- The Supervisor has concerns about the Worker. If this is the case, the Supervisor should refer to Section 6.5 below.

7.3 DBS Renewals

DBS checks must be renewed every 3 years. A Diocesan Confidential Declaration Form must be completed each time a renewal is applied for (this includes if the renewal is via the Update Service).

It is the responsibility of Workers to ensure that the Recruiter receives all necessary documents in time for the DBS renewal.

7.4 Procedures when concerns arise

a. Concerns about the behaviour of workers

If any member of the Church has concerns about the behaviour of a paid employee or volunteer which may impact on children or young people, then the following procedures should be followed:

- i. The person should raise their concerns immediately with either the SC, the Children and Families Minister / Youth Leader or Rector
- ii. If the concerns are about any of these people, then the person with concerns should speak to the DSA.
- iii. There is a clearly defined Diocesan process for dealing with concerns raised about workers [Section 9.11, of the Diocesan Child Protection Procedures 'Children & Young People First'] and there is little point in repeating those procedures here. The DSA should be contacted for advice on how to proceed.

b. Expired DBS Clearance

If Volunteers fail to ensure that the Recruiter receives all necessary documents in time for the DBS renewal, then the DBS clearance will expire.

If this happens, the Volunteer will have to be temporarily suspended from any work which includes direct contact with children and young people.

Volunteers must make every effort to ensure that this situation does not arise.

7.5 Confidential Records: Storage & Transfer

Records in respect of Staff Members and Volunteers will be stored in a confidential designated place.

When a Staff Member or Volunteer is suspended, records about their work with children and young people will be kept indefinitely. This is in case

- References are needed for a position in another Church or work elsewhere.
- Concerns arise at some later stage.

When a Staff Member or volunteer resigns with no concerns about their conduct having been raised, records about their work with children and young people will be kept for a period of 3 years.

8 Concerns of abuse against a Vulnerable Adult

8.1 Awareness

The Rector has a responsibility to ensure that there is a culture within the Church of **awareness** in relation to Vulnerable Adults :

- a. That Church staff, volunteers and members of the congregation acknowledge that certain people are more vulnerable to abuse and are therefore exposed to unacceptable risks.
- b. That Church staff, volunteers and members of the congregation understand what issues/situations may cause harm to Vulnerable Adults.

Some Church staff and volunteers will work more closely with Vulnerable Adults in such settings as lunch clubs, bible study groups, pastoral meetings etc. These people are in a unique position to get to know them and their individual circumstances. All relevant information should be shared with the St. Nic's 'Representative for Vulnerable Adults'

8.2 Concerns arise

You may develop concerns about a Vulnerable Adult because of :

- Something the vulnerable adult tells you
- The presentation of the vulnerable adult
- Something someone else tells you

8.3 Actions to be taken by any member of the church

In the best interests of the vulnerable adult, you should be discreet.

Whether you are a member of the congregation, a volunteer, a staff member or member of the Clergy you should follow the procedures outlined below.

a. Action to take if a Vulnerable Adult tells you something of concern

- You should listen carefully. Allow the person time to pause. Do not interrupt.
- Reassure the person that you have 'heard' what they have said.
- Explain that, in order to stop the alleged abuse, you must tell someone who deals with such matters.
- Do not question the person.
- Do not promise that the abuse will stop and / or that everything will be o.k. after disclosure.
- Immediately afterwards, you must write down what you have been told. [You will later be asked to complete Safeguarding Document 16 entitled 'Safeguarding Concern: Vulnerable Adult ']
- You should then speak immediately with the Rector or the Church's SC. If neither is available, you should speak to the Curate .

b. Action to take if you have concerns about the appearance or presentation of a Vulnerable Adult

You may develop concerns over a period of time or you may be shocked by a sudden change in the appearance or behaviour of a vulnerable adult.

- Do not question the person.
- Write down your concerns. [You will later be asked to complete Safeguarding Document 16 entitled 'Safeguarding Concern: Vulnerable Adult']

- You should then speak immediately with the Rector or the Church's SC. If neither is available, you should speak to the Children's Minister

c. Action to take if someone expresses concern to you about a Vulnerable Adult

- Listen carefully to what you are being told.
- Explain to the person that you must share his/her concerns with the Rector and Church SC and invite the person to do this with you.
- Do not question the vulnerable adult yourself
- Write down exactly what you have been told [You will later be asked to complete Safeguarding Document 16 entitled 'Safeguarding Concern: Vulnerable Adult']
- You should then speak immediately with the Rector or the Church's SC. If neither is available, you should speak to the Children's Minister

8.4 Subsequent Action By St Nic's Personnel

Whether it was the Church SC, Children's Worker, Youth Pastor or Rector who was told of the concerns, all four should ask the concerned person to write down their concerns on Safeguarding Document 16 entitled 'Safeguarding Concern: Vulnerable Adult'

From this point on, the SC will take responsibility for recording all discussions / actions. The SC or Rector will contact the DSA for advice on how best to proceed.

8.5 Action by the DSA

There are a range of possible courses of action which may be taken by the DSA :

- No further action is required.
If this is the case, the SC will make a record and all the information will be stored in a confidential and designated place.
- Further information is required.
The DSA will decide what information is needed and how this should be gathered.
- Making arrangements to meet the immediate health and welfare needs of the alleged victim.
- Referral to the Adult Social Care Department of the Local Authority.
If this is the case, the referral will be passed on [for assessment or investigation] to the relevant team eg. the Assessment & Care Management Team [ACMT], the Community Mental Health Team [CMHT], the Community Learning Disability Team [CLDT]
- Contacting the emergency services [police, ambulance] if this is necessary.

8.6 Involvement by The Statutory Agencies

The DSA will be the link between the Church and any statutory workers, liaising as necessary.

St Nic's will co-operate with and assist the statutory agencies regarding any investigations of abuse against a vulnerable adult.

The person who raised the initial concerns may be asked to meet with a statutory worker or attend a Strategy/ Inter-Agency meeting . The DSA and/or the SC will offer support to this person by preparing them for what to expect and accompanying them to any meetings arranged.

The Rector and any other key personnel at St Nic's may also be invited to attend Meetings. Again the DSA and/or SC will offer support and attend with them.

In some cases, legal proceedings will be initiated – either criminal or family law. People from Church may be required to give evidence. The DSA and/or SC will offer advice/ support and attend with them.

8.7 Confidentiality issues in investigations of abuse

The Church must be clear that confidentiality is essential in dealing with any allegations of abuse.

The key principles and 'good practice' guidelines relating to the sharing of information are as follows:

- a. Any suspicion of abuse must be referred to the DSA. Individual Churches do not 'own' the information.
- b. Information should be shared within the Church on a 'need to know' basis i.e. is it in the best interests of the alleged victim? Proportionality is key.
- c. If there is any telephone exchange with other agencies, you should always
 - i. Make a note of the name of the person to whom you are speaking, their role, workplace and switchboard telephone number [not direct line or mobile]
 - ii. Phone the person back. In this way, you can be sure of whom you are sharing sensitive/ confidential information.

8.8 Pastoral support for all involved in investigations of abuse

The impact of abuse investigations cannot be overstated.

During and following an investigation of alleged abuse, consideration must be given as to what support may be needed by all those involved:

- The alleged victim
- The family members/ carers of the alleged victim
- The alleged perpetrator
- The family members of the alleged perpetrator
- The person who initially raised the concerns
- Those personnel in Church who are directly involved
- Members of the congregation

Despite all best efforts to maintain confidentiality, members of the congregation may become aware of the situation. There will inevitably be an ambivalent response. Many and varied needs may arise.

It is crucial that the right support is offered – '**informed support**'. It is a highly complex field. Well-intentioned but misguided support can be more damaging than helpful – setting the person back rather than helping them move forward.

Support should only be offered following consultation with any statutory or voluntary agencies already involved. This is to ensure that any support offered by the Church does not undermine or jeopardise any ongoing work by those agencies eg. legal proceedings [criminal or family law], therapeutic intervention, family assessment work etc.

The DSA should be contacted regarding what support is appropriate.

8.9 Confidential Safeguarding Records : Storage & Access

Safeguarding records are strictly confidential.

Safeguarding records will be kept for an indefinite period.

The SC is responsible for contemporaneous record keeping.

The Rector is responsible for confidential storage of those records in a designated place.

The Rector and SC will consult the DSA, on a case by case basis, regarding who should have access to certain information. This will be strictly on a 'need to know' basis

9 Safeguarding Documents

9.1 Useful Safeguarding Contacts

Diocesan Safeguarding Advisor	Name: Julian Hodgson Workplace: Jubilee House, 8 Westgate, Southwell, NG25 0JH Work Tel: 01636 817200 E mail: safeguarding@southwell.anglican.org
Police	Central Switchboard 101
Children's Services Social Care	A] Nottinghamshire County : Children's Services Social Care Mon– Fri 8am – 8pm; Sat 8am - Noon : 0300 500 80 80 Out of Hours : 0300 4564 546 B] Nottingham City : Children's Services Social Care All : 0115 876 4762 + ask to be connected to the locality team for where the child lives.
Adult Services Social Care	A] Nottinghamshire County : Adult Social Care & Health Dept Mon– Fri 8am – 8pm; Sat 8am - Noon : 0300 500 80 80 Out of Hours : 0300 4564 546 B] Nottingham City : Adult Health, Social Care & Housing Dept General switch : 8.30am – 5pm 0300 131 0300

9.2 Role Description for Volunteers

For Volunteers wishing to work with Children, Young People or Vulnerable Adults

ROLE TITLE

Church Volunteer. Unpaid.

PERSON SPECIFICATION

General requirements

- To be over the age of 18.
- To have a satisfactory clearance from the DBS.
- To have been a member of St Nic's congregation for at least 6 months.
- For members transferring from another church, who have been a member at St Nic's for less than this time, one of the referees MUST be a person of authority from their previous church.
- To be honest and trustworthy.
- To be committed to the job.
- To have a standard of physical and mental health which would not impact upon the work.
- To have an awareness of diversity issues eg gender, race, disability.
- To have an awareness of health & safety issues.
- To have an awareness of safeguarding issues.

Specific requirements for working with Children & Young People

- To have an understanding of child development and children's needs at various ages.
- To have an understanding of the responsibilities involved in working with and caring for someone else's children.
- To have an ability to engage children and an ability to teach them
- To 'enjoy' children and have fun with them.

Specific requirements for working with Vulnerable Adults

- To have an understanding of what makes some adults vulnerable
- To have an understanding of the needs of Vulnerable Adults
- To have an understanding of the responsibilities involved in working with Vulnerable Adults and caring for them
- To have an ability to engage with Vulnerable Adults

DUTIES OF THE ROLE

St Nic's undertakes a variety of work with children/ young people aged between 0 -18 years and Vulnerable Adults with a range of different needs.

Different types of work will suit different people - according to their personality and skills.

The Children and Families Minister / Youth Leader can discuss with the Applicant which type of work may be most suited to them. The duties of each type of work vary and the Minister will specify these, according to which type of work you are appointed to.

TERMS AND CONDITIONS OF THE ROLE

Pre-Appointment

Application Form

You are required to complete an Application Form

On the Application Form :

- You are required to complete a Diocesan Self Declaration.
- You are required to provide the names of 2 Referees. One of these should be from your current Employer or a person outside St Nic's. If you have attended St Nic's for less than 6 months, one of these should be a person in authority from your previous Church.
- You are required to complete the on-line C0 (Zero) Basic Awareness of Safeguarding Course.

DBS Check

You are required to complete an E Bulk to enable a check with the DBS.

*Young Volunteers under 16 and Church Supervisors are exempt from this requirement.

Role Interview

You will be interviewed by an Appropriate Person and/or Safeguarding Co-ordinator

Probationary Period

(for paid roles) Following a satisfactory outcome to stages 1-4 above, you will be offered a post subject to a probationary period of 3 – 6 months.

Post-Appointment

Named Supervisor

You will have a named Supervisor.

Supervision

Supervision is a two-way process

The purpose of Supervision is to enable, support and monitor you in your work.

a] Informal Supervision

You will have ready and immediate access to your Supervisor- to discuss any pertinent issues as and when they arise.

b] Formal Supervision

We will aim for you to have a Formal Supervision Session with your Supervisor at least every 12 months. They can be more frequent if you or your Supervisor deem necessary. These sessions, by their planned nature, are more reflective.

Training

You will be provided with guidance and teaching aids to assist you in your work and will be informed of any Diocesan training events which may be of benefit to you.

The Safeguarding Co-ordinator will ensure that Diocesan Safeguarding training is arranged for all St Nic's volunteers at least every 3 years.

You and your Supervisor will discuss your individual training needs in your Formal Supervision sessions.

St Nic's Safeguarding Policy & Procedures

You are expected to have read and understood the Policy and Procedures. It is expected that you will adhere to the procedures and consult the appropriate personnel as necessary.

DBS Renewals

DBS checks have to be renewed every 3 years. You must ensure that the Recruiter receives all necessary paperwork from you in time for the renewal. If you fail to do so, your DBS clearance will lapse and you will have to be temporarily suspended from any direct work with vulnerable adults.

Termination of Role

A volunteer who wishes to resign should give the Supervisor as much notice as possible. 3 months notice is desirable.

A Supervisor may temporarily suspend a volunteer, with immediate effect, if that person's DBS has expired and not been renewed within the timescale.

If a Supervisor has concerns about a volunteer's behaviour, s/he should consult the Church's SC and Rector. The Diocesan Safeguarding Advisor will be contacted and, if deemed necessary, the volunteer's contract can be suspended with immediate effect.

9.3 Application Form for Volunteers Wishing to Work with Children or Young People and Vulnerable Adults or Refugees – Part A

Personal Details

Full Name			
Any previous names you've been known by (inc. Maiden name)			
Are you an Adult Volunteer (aged over 18) <input type="checkbox"/> or a Young Volunteer (aged 16 -17) <input type="checkbox"/>			
If you are a young volunteer, please state your parents/carers names and give your date of birth			
Address, inc. postcode			
How long have you lived here?			
Home Tel.		Mobile No.	
Email			
If you have attended St Nic's for less than 12 months, please state the name and address of your previous church. If you do not have a previous church, please give the details of the point of contact who introduced you to St Nic's or who has been your main contact in the church.			
Please give the name, address and telephone number(s) of someone we can contact on your behalf in the event of an emergency			

Here at St Nic's we take safeguarding seriously. Before you submit this Application Form please **complete the Basic Awareness Course** which is available online at <https://safeguardingtraining.cofeportal.org>

If you do not have access to a computer, please tell the person who gave you this Form and they will be happy to make arrangements for you to access one and sit with you to help you complete it if necessary.

Please print off the Certificate at the end of the course and attach it to this Form.

If you are over 18 and volunteering for a role which requires a DBS check to be made, you also need to complete the Confidential Self Declaration Form. This is available from our Contact Manager and must be completed before a DBS application can be made. If there are any convictions that you need to declare, please hand this form directly to the Safeguarding Co-ordinator (Karen Pheasant) in a sealed envelope. All information received through this means will be held in the strictest confidence by the Rector and Safeguarding Co-ordinator only and will help us to safeguard you as well. Wherever necessary and whenever possible, we will create a risk management plan to enable you to contribute safely within an accountable structure.

Safer Working Practices

Please read the two page document *Safer Working Practices* available at <https://www.churchofengland.org/sites/default/files/2019-10/Code%20of%20Safer%20Working%20Practice.pdf>

Please tick this box to confirm that you have read it

Reference

Your referee should be someone who knows you very well from a Christian viewpoint.

- If you have been worshipping at St Nic’s for less than 12 months, this **MUST** be the person of authority from your previous church.
- If you have been worshipping at St Nic’s for less than 12 months and do not have a previous church, this must be your employer or a similarly professional person who can vouch for your personal integrity.
- Family members may not provide references.
- Your referee cannot be the Rector of St Nic’s as he has a different role in the process.
- If you have not been domiciled in the UK in recent years, choosing a referee who has known you for the past five years or longer would be best¹.

If you are not able to provide a reference from within these categories, please speak to the person who gave you this form or the Safeguarding Co-Ordinator and we can agree what will be suitable for someone in your situation.

Referee	
Name	
Address	
Home or work Tel	
Mobile No.	
Email address	
Relationship to you	

Signed

Full Name	Date

Send the completed form to [the person who gave it to you.](#)

¹ Some volunteer roles at St Nic’s require a criminal records check. People who have not been domiciled in the UK may not be listed, and this type of reference is an alternative form of verification required by DBS.

9.4 Application Form for Volunteers Wishing to Work with Children or Young People and Vulnerable Adults or Refugees – Part B

Full Name	
Role being applied for	

Reference

In the case of volunteers over 18

- This referee should be someone who knows you from within a similar setting to that which you are volunteering to work in.
- If this field of service is a new opportunity for you, then this referee could also be your Employer or a someone from within the same profession outside of St Nic's who can vouch for your suitability for this role.
- Family members may not provide references.
- This referee must be a different person to your referee in Part A.
- The spouse of your referee in Part A may not provide this reference.

Young volunteers under 18 do not need to provide a second reference.

Referee	
Name	
Address	
Home or work Tel	
Mobile No.	
Email address	
Relationship to you	

Your suitability for the role

Why do you wish to apply for this role?

Please outline any previous experience you have which may be relevant to the role

How much time can you give to this role and what times during the week will you normally be available?

Please give any other information you think may be helpful (e.g. any other languages spoken / musical instruments played / professional qualifications gained / First Aid certificates held, etc.)

9.5 Document 5 - Safeguarding Document – Form of Concern (Parish Recording Document)

Parish:
St Nic's, Nottingham

PSO Karen Pheasant
Tel 0115 952 4600
E mail:safestnics@gmail.com

Incumbent Steve Silvester
Tel 0115 952 4600
E mail:steve@stnics.org

Subject Alleged Victim <input type="checkbox"/> Alleged Abuser <input type="checkbox"/> DOB <input type="text"/>	Name and Address	Tel/Mob/Email
Subject Alleged Victim <input type="checkbox"/> Alleged Abuser <input type="checkbox"/> DOB <input type="text"/>	Name and Address	Tel/Mob/Email

Contact Person (Referrer)	Position	Church/Agency	Tel/Mob/Email

<input type="text"/>	<input type="text"/>	<input type="text"/>
date(s) referred	date opened	date(s) closed

Children <input type="checkbox"/>	Adults <input type="checkbox"/>	Allegation <input type="checkbox"/> (church officer)
Physical <input type="checkbox"/>	Domestic Abuse <input type="checkbox"/>	
Neglect <input type="checkbox"/>	Financial <input type="checkbox"/>	
Psych/emotional <input type="checkbox"/>	Discriminatory <input type="checkbox"/>	
Sexual abuse <input type="checkbox"/>	Organisational <input type="checkbox"/>	
Sexual abuse non-current <input type="checkbox"/>	Spiritual <input type="checkbox"/>	
Child Sexual Exploitation <input type="checkbox"/>	Online <input type="checkbox"/>	Modern Slavery <input type="checkbox"/>
School/Nursery <input type="text"/>	Groups attended <input style="width: 150px; height: 60px;" type="text"/>	
GP <input type="text"/>		

Initial Information as Reported

Signed

A copy of this form should be retained confidentially in the parish by the **Parish Safeguarding Officer**. A copy should be e mailed to the **Diocesan Safeguarding Adviser**.

Ongoing Record

9.6 Record of Formal Supervision Session with a Volunteer

Name of Volunteer	
Name of Supervisor	
Date of Supervision	
Other Persons Present [if any]	

The purpose of a Formal Supervision Session is to:

Enable, Support and Monitor the volunteer's performance

AGENDA ITEMS

Suggestions for the Volunteer's Agenda

- Is the Volunteer clear about their role, duties & responsibilities?
- Has the Volunteer got all necessary knowledge, aids & equipment to undertake their job?
- Is the Volunteer comfortable in their working relationship with other Volunteers with whom they are working?
- Is the Volunteer happy with the accessibility to informal supervision and the frequency of formal supervision?
- Has the Volunteer got any concerns about any of the children or vulnerable adults in their charge?
- Has the Volunteer identified any individual training needs?
- Does the Volunteer wish to change role?
- Does the Volunteer wish to continue working?

Suggestions for the Supervisor's Agenda

- Is the Supervisor satisfied with the Volunteer's performance and conduct?
- Is the Supervisor satisfied that the Volunteer is best placed in the work they are currently doing or is there other work which is more suitable for them?
- Has the Supervisor identified any training needs for the Volunteer?
- Is the Supervisor satisfied with the supervision arrangements?
- Is the Volunteer's DBS clearance still up to date?

NOTES OF DISCUSSION

RECOMMENDATIONS

1	
2	
3	
4	
5	

DATE OF NEXT FORMAL SUPERVISION SESSION

.....

Signature of Volunteer	
Signature of Supervisor	
Date	

9.7 Document 11: Volunteers recruited as 'Safeguarding Church Supervisors'

Role of Church Supervisors

If a member of the congregation has been assessed by the Diocesan Safeguarding Advisor to pose a risk of harm, then a Safeguarding Contract will be put in place. This Contract has 2 purposes:

1. *To make it possible for that individual to attend and participate appropriately in the life of St. Nic's.*
2. *To safeguard the members of the congregation*

Usually, one of the terms of the Safeguarding Contract is that the individual is 'supervised' whilst he is in Church. Therefore a Team of Supervisors work on a rota to provide the supervision that is required.

Diocesan Person Specification for Church Supervisors

- 8 To be a regular Church goer, known to the Incumbent for at least 2 years.
- 9 To be secure in faith and be flexible in worship style.
- 10 To be trustworthy and reliable.
- 11 To be of sufficient emotional strength and stability to cope with the case details and the role of Supervisor.
- 12 To understand safeguarding issues and to be willing to undertake training if necessary.
- 13 To have read and understood St. Nic's Safeguarding Procedures in respect of children, young people and vulnerable adults. To understand who to contact if concerns arise.
- 14 To have an ability to work as part of a team
- 15 To acknowledge the need for confidentiality

Recruitment of Church Supervisors at St Nic's

1. The Supervisor will be selected as suitable for this role by the Vicar
2. The Supervisor will have to complete a Volunteer Application Form A [but there is no requirement for DBS checks or References]
3. The Supervisor will have to read and sign this Contract for Church Supervisors: to be clear about their responsibilities and to whom they should report any concerns

9.9 Appendix B

(This should be read in conjunction with the [separate] Volunteering Policy)

Groupings for Volunteers

Group A

All voluntary roles that are directly involved with Children, Young People, Vulnerable Adults or Refugees. These roles require Completion of Application Forms A and B in this Policy; providing and taking up of two references; On-going Safeguarding Training (Basic Awareness; Foundation and maybe Leadership and Domestic Abuse Awareness), and are DBS checked (after Completion of the Diocese Confidential Declaration) at the appropriate level where permitted. These all come under the 'Safer Recruiting Guidelines' in the Safeguarding Policy. They receive a Role Description based on the Document in this Policy. These roles include, but are not limited to:

Children's workers
Youth workers
Disciples workers
English 4 Life
Hope into Action
Welcome Boxes
(+ Paid Staff & Interns)

Group B

These roles require the same as Group A, except that no Application Form needs to be completed nor references obtained. DBS checking is required at the appropriate level if applicable. Basic Awareness; Foundation and Leadership Safeguarding Training is also required. These roles include, but are not limited to:

Community Leaders
St Nic's in the City Co-ordinator
Churchwarden
Safeguarding Co-ordinator
Service Leaders

(Roles where the Volunteer is appointed by the Rector need the ratification of the PCC).

Group C

All roles that are visible and where the person is reasonably perceived to be a representative of the church, and whose roles suggest that others might confide in them.

They complete the Application Form within the Volunteering Policy and receive a Volunteering Agreement (see the Volunteering Policy) and Safeguarding Training (Basic Awareness and Foundation). These roles include, but are not limited to:

Open Church Team
Deeper Healing Team
Prayer Ministry Team (Leadership Safeguarding Training for Stewards / Co-ordinators)
Pastoral Team (Leadership Safeguarding Training for leaders)
PCC Member

Group D

Roles which are far less/not visible, and where the volunteer is not likely to be taken into their confidence by a church member or visitor. They receive Basic Awareness Safeguarding Training. These roles include, but are not limited to:

Sound / PA technicians
Car Park Wardens
Intercessors
Refreshment Servers
Flower Arrangers
Band Members / Musicians

Administration of Communion
Readers of Scripture
Stewards
Welcome Team (including on the Welcome Desk)

Not considered as Volunteers	Members of groups that anyone may join , including members of midweek Communities, Sunday congregations and Core groups (note that Core Groups do not have a designated leader). Other roles as agreed from time to time by PCC.
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