



Christ Church Bath

Safeguarding Procedure

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Document history

Version	Date	Author	Details
1	9 th April 2014	Lewis Boyd	Initial version
1.1	27 th April 2014	Lewis Boyd	Added list of ID documentation
1.2	8 th July 2014	Lewis Boyd	Review comments from Church Council included
1.3	12 th May 2016	Lewis Boyd	Added clarifications about DOs and DON'Ts
1.4	2 nd November 2016	Lewis Boyd	Updated responsibilities section for relevance during recruiting Added section for corporate memory of safeguarding disclosures Updated section on CC process when forms are returned Updated references to latest Diocesan policy
1.5	19 th March 2017	Lewis Boyd	Clarify points of contact for reporting abuse Revised Church Of England policy links Clarified role of safeguarding person in relation to clergy DBS checks
1.6	25 th April 2017	Sarah Jones / Lewis Boyd	Title amended to "Procedure", not "Policy", added cross-reference to Safeguarding Policy for Christ Church, Julian Road, Bath Updated links to COE policy document Added reference to Charity Commission guidance for trustees to charitable organisations Clarified responsibility extends to the entire community Added section on responding to concerns, recognising abuse and Training
1.7	20 th June 2017	Lewis Boyd	Clarified terms "Safeguarding person" and "Diocesan Safeguarding Advisor" and reporting responsibilities Minor grammatical corrections

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Introduction

Christian communities should be places where all people feel welcomed, respected and safe from abuse. The Church is particularly called by God to support those less powerful and those without a voice in our society. Christ Church will foster and encourage best practice within its community by setting standards for working with children, young people and vulnerable adults. It will work with the Diocesan Safeguarding team, statutory bodies, voluntary agencies and other faith communities to promote the safety and well-being of children, young people and vulnerable adults.

We are committed to acting promptly whenever a concern is raised about a child, young person or vulnerable adult or about the behaviour of an adult in a position of trust, and will work with the Diocesan Team, and the appropriate statutory bodies when an investigation is necessary. We are also committed to the support of those who have been abused and to listening to the voices of survivors, who can help the church learn lessons from the past.

This document should be read in conjunction with the official Safeguarding Policy for Christ Church, Julian Road, Bath, as ratified by the Trustees. It details the following:

- Who at Christ Church should be considered for enhanced (Disclosure and Barring Service (hereafter referred to as DBS) vetting
- How this process should be applied
- Who is responsible for what at Christ Church
- How a memory of any safeguarding disclosures or issues is maintained by the Church
- How safeguarding should be considered during recruitment

It is not intended to:

- Define terminology
- Describe abuse definition, patterns or signs
- Define procedures for reporting abuse to persons outside of Christ Church

For these latter points, refer to the Church of England national policy & practice guidance including the Safeguarding policy 2017, a copy of which can be found in the Christ Church office, or online at:

<https://www.churchofengland.org/media/3896819/cofe-policy-statement.pdf>

Applicability

All persons who are likely to have any one-on-one contact with children or vulnerable adults in a context where other responsible adults may not be present during any official Church activities on Christ Church owned premises or off premises during official Christ Church events should be subjected to enhanced DBS vetting.

For a full description of “children” and “vulnerable adults”, please refer to the Church Of England Safeguarding policy (see reference section at the end of this document for a link to the website) or page 8 of the Diocesan Safeguarding Policy 2013.

Therefore, persons undertaking the following roles, termed “applicable roles”, should be subject to enhanced DBS checking:

- Clergy with licence to preach and/or officiate at Christ Church, including for example:
 - Priest In Charge
 - Assistant Clergy
- Readers
- Safeguarding person
- Director of music
- Assistant director of music
- Organist
- Junior Church leaders
- Wardens
- Verger
- Cedar Tree organisers

It is assumed that the process for application for DBS vetting of the Priest in Charge, assistant clergy, readers, and any other persons licenced to preach or officiate at Christ Church are covered by the Diocese as a part of their permission to officiate, and therefore not included specifically within the Christ Church policy. This however does not remove the need for the Safeguarding person, on behalf of the trustees, to review and approve their DBS status prior to commencing work at Christ Church. Should this situation ever change, the list of applicable roles must be amended accordingly.

In addition, the Charity Commission recommends that DBS checks should be obtained for trustees of charities which work with children or vulnerable adults, although it is noted that *the position of trustee of a children or vulnerable adults charity is not a regulated activity in itself*. For more information see the Charity Commission guidance CC30 Finding new trustees available here:

<https://www.gov.uk/government/publications/finding-new-trustees-cc30/finding-new-trustees>

The process

The procedure for completing the enhanced DBS checks at Christ Church is:

1. The Safeguarding person shall contact all persons who intend to undertake an applicable role, termed the “applicant” to inform them of the need for the check
2. The Safeguarding person shall provide a copy of the enhanced DBS check form to the applicant, accompanied by the Diocesan applicant’s guide “Applicant’s Guide For DBS Completion”
3. The applicant must complete the form and return it in person, along with the necessary personal identification (see Appendix A for full details), to the Safeguarding person
4. The Safeguarding person shall conduct a face-to-face interview, including review of the original personal identification documentation, with the applicant to ensure correct information is provided and that the form is completed correctly
5. The Safeguarding person shall return the form to the Diocese
6. Upon receipt of the enhanced DBS check clearance, the applicant shall inform the Safeguarding person that they are in receipt of their certificate, and arrange a further face-to-face interview. The original DBS certificate (i.e. not a copy or photograph) must be presented to the Safeguarding person during this interview. Only upon satisfactory completion of this step, the applicant may undertake their duties
7. Should the enhanced DBS check identify any problems which prevent clearance, the Safeguarding person shall inform the applicant that they must not undertake their duties, and the Safeguarding person shall inform the Chair of Trustees of this fact. In such a circumstance, the Safeguarding person shall contact the Diocesan Safeguarding Advisor of the fact, and shall take advice on whether or not the applicant may be employed by Christ Church
8. Once completed and a clear DBS certificate is returned, the Safeguarding person shall inform the Diocese Safeguarding Advisor of the result, returning by email the following details relating to the DBS form:
 - a. Full name of the application
 - b. Date of issue of the DBS certificate
 - c. Record of any disclosures

Points to consider when filling in the form

DO:

- Read the instructions on the front of the form carefully!
- Always use BLACK INK
- Complete all sections in the middle 2 pages (A, B, C and E) fully and legibly
- Stop and ask the Safeguarding Person if you are unsure about anything!

DO NOT:

- Fill in any sections marked “registered body use only”
- Fill in any sections on the back page (W, X, Y or Z)
- Sign the box in the back page!
- Plow on regardless if you’re not sure about something!

Record keeping and corporate memory

In order to ensure that proper and complete records are kept, and that any specific historic safeguarding issues (e.g. disclosures, rejected DBS applications) are well recorded for future reference by new persons of responsibility, the following record keeping guidelines shall be followed:

- The Safeguarding person shall retain a secure archive of the following:
 - Current DBS certificates (copies)
 - List of all current DBS certificates/certified persons from Christ Church (with the exception of clergy, readers and other persons licenced to officiate, per the note in the section above)
 - List of when all current DBS certificates expire
 - Any correspondence with the Diocese in relation to DBS applications
 - Any correspondence with the Diocese or other official body or person (such as the police) regarding any safeguarding issue
- The secure archive can be either physical or electronic copies, as per the preference of the Safeguarding person
- The Priest In Charge shall be informed of all safeguarding issues
 - This is to ensure the Priest In Charge is informed in the event of external contact (police, press etc.), and to ensure that the correct and appropriate pastoral care can be offered
- The Safeguarding person shall brief the Priest In Charge of any relevant historic safeguarding issues when he/she take up the role
- The Safeguarding person shall handover the archive and knowledge of any historic safeguarding issues when the Safeguarding person steps down from his/her role to the new Safeguarding person

Responsibilities

The safeguarding and protection of children, young people and vulnerable adults is everyone's responsibility, not just parents or those who have formal leadership or caring responsibilities. Procedures and formal processes alone, though essential, will not protect children and adults. The community, including all its members, needs to be aware of the dangers and be prepared to report concerns and take action if necessary. However, certain individuals do have key responsibilities:

The Safeguarding person

The Safeguarding person is responsible for ensuring that all persons undertaking an applicable role are covered by a valid, current enhanced DBS check. This responsibility extends from giving of the application form and explanatory paperwork to the applicant through the application via the Diocese until the DBS certificate is received back by the applicant and its authenticity is checked by the Safeguarding person.

The Safeguarding person shall maintain an up-to-date list of all persons who require enhanced DBS vetting, and maintain a record of the currently active DBS certificates. This list shall include a note of when the DBS certificate expires. This shall be kept electronically, in a suitably secure format (i.e. encrypted drive).

The Safeguarding person shall ensure that there is a supply of Safeguarding application forms and explanatory leaflets in the Church office to ensure timely distribution as needed for new employees and volunteers.

The Safeguarding person shall be responsible for ensuring their contact details and the details of the Diocesan Safeguarding Advisor are made available for reporting of any safeguarding issues

The Safeguarding person shall determine who, if anyone, other than the Diocesan Safeguarding Advisor needs to be informed of any disclosure or concern. Responsibility of informing the trustees then rests with the Diocesan Safeguarding Advisor. This is to ensure the best possible confidentiality and protect the privacy of any individuals.

The Trustees

The Chair of Trustees shall inform the Safeguarding person of all new proposed employees before the employment begins if the person is likely to undertake an applicable role, to ensure timely completion of the Safeguarding process.

Per the Diocesan policy, employment must not begin before this process is completed. If this is not possible or does not happen, the Diocese Safeguarding Advisor must be contacted by the Chair of Trustees in order to ensure the proper and appropriate additional safeguards (e.g. restrictions on terms of employment until a valid DBS certificate is received) are put in place by the Trustees.

The Church Council

The Church Council, through the Chair of the Church Council, are responsible for reporting all volunteers for applicable roles, before they begin their work, to the Safeguarding person, to ensure timely completion of the Safeguarding process.

Responding to concerns

If somebody believes that a child, young person or vulnerable adult may be suffering, or is at risk of harm that person should take the concerns seriously and always, without delay, make an immediate referral of the concerns to a statutory agency.

In all cases the Diocesan Safeguarding Adviser should be informed.

The key contacts at Christ Church who would be expected to manage a disclosure of possible abuse are:

- The priest-in-charge
- The Safeguarding person
- The Junior Church coordinator
- A Churchwarden
- The Director of Music

For more information about the process to be followed, please read the relevant section of the Bath & Wells Diocesan Safeguarding Policy 2013 pp23-24. If there is an allegation involving a church officer (including volunteers) please refer to pp26-27. National guidance ('What to do if...' Notes taken from the Church of England Model Pocket Sized Guide to Safeguarding 2014) can be found here:

<https://www.churchofengland.org/media/3898883/what-to-do-if-appendix-11-safer-recruitment.docx>

Definitions of forms of harm and abuse

It is beyond the scope of this policy to give detailed guidance on the types and signs of abuse. Such issues should be covered in the training given to relevant church officers. Descriptions can also be found in the Bath & Wells Diocesan Safeguarding Policy 2013 pp13-20.

Training

The Diocesan Safeguarding Trainer, along with volunteer trainers from across the Diocese provide a range of training courses in safeguarding situated within the context of the Church. The courses aim to equip participants with the knowledge and skills in knowing what, when and how to report concerns and to embed healthy safeguarding practice. Everyone that fulfils a Church role is encouraged to undertake safeguarding training, (the level of which is dependent upon their role) at least once every three years. A basic awareness course (level C0) is now available on-line but anyone requiring a DBS check for their role requires at least Foundation (level C1) face-to-face training. More details are available on the Bath & Wells website here:

<http://www.bathandwells.org.uk/diocese/safeguarding/safeguarding-training/>

The Safeguarding person should undertake to keep their own training up-to-date and, as a minimum keep a record of when individuals have undertaken safeguarding training. This list should be reviewed annually with the priest-in-charge to identify when refresher training is due.

The Safeguarding person

At the time of the latest date of issue of this document, the Safeguarding person is:

Lewis Boyd

Contact details:

10 Charlcombe Lane,
Larkhall,
Bath.
BA1 6NR

07739 989 639
lewisjboyd@googlemail.com

Additional resources

All Church of England policy and explanatory documents can be found on the following website:

<https://www.churchofengland.org/clergy-office-holders/safeguarding-children-vulnerable-adults/national-policy-practice-guidance.aspx>

The diocesan guidance and contact details can be found here:

<http://www.bathandwells.org.uk/diocese/safeguarding/>

Appendix A – List of documentation required for proving identity

The following can also be found on the Home Office website:

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

The person going through a DBS check (the applicant) must give their employer original documents to prove their identity (not copies). The documents needed will depend on the route the application takes. The applicant must try to provide documents from Route 1 first.

- Route 1
 - The applicant must be able to show:
 - 1 document from Group 1, below
 - 2 further documents from either Group 1, or Group 2a or 2b, below
 - At least 1 of the documents must show the applicant's current address.
- Route 2
 - If the applicant doesn't have any of the documents in Group 1, then they must be able to show:
 - 1 document from Group 2a
 - 2 further documents from either Group 2a or 2b
 - At least 1 of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.
- Route 3
 - Route 3 can only be used if it hasn't been possible to process the application through Routes 1 or 2.
 - For Route 3, the applicant must be able to show:
 - a birth certificate issued after the time of birth (UK and Channel Islands)
 - 1 document from Group 2a
 - 3 further documents from Group 2a or 2b
 - At least 1 of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

Group 1: Primary identity documents

<i>Document</i>	<i>Notes</i>
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence – photo card with counterpart	UK/Isle of Man/Channel Islands (full or provisional)
Birth certificate - issued at time of birth	UK and Channel Islands – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces

Group 2a: Trusted government documents

<i>Document</i>	<i>Notes</i>
Current driving licence – old-style paper version	UK
Current photo driving licence	Non-UK licences must be valid for up to 12 months from the date the applicant entered the UK
Birth certificate – issued after time of birth	UK and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Adoption certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

Group 2b: Financial and social history documents

<i>Document</i>	<i>Notes</i>	<i>Issue date and validity</i>
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, e.g. pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK – not mobile telephone bill	Issued in last 3 months
Benefit statement, e.g. Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months

<i>Document</i>	<i>Notes</i>	<i>Issue date and validity</i>
EU National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid