

Welcome!



On behalf of the Safeguarding Team and indeed the wider congregation of St James, thank you for volunteering to work with children or other vulnerable people in this Parish. We are sure you will understand that the work you will be doing involves very close contact with young children or vulnerable people. Because of this there are certain formalities we will have to take you through to fulfil our responsibilities both to those in our care and to you as a helper.

"Does the Church have to be so politically correct? The answer is, of course, that it certainly does. It should go without saying that as Christians we are concerned for the well-being of everyone, especially the most vulnerable in our society. We have a fundamental responsibility before God to protect any children (and adults) in our care from 'significant harm'."

Bishop James

What do I do next?

1. **READ** the information attached to this leaflet and sign and return the Volunteer Agreement
2. **COMPLETE** the registration form and declaration – and give the names of 2 referees we can approach
3. Arrange for an **INTERVIEW** with the leader of your activity and with one of the Safeguarding Co-ordinators. Your Leader should be able to arrange this for you.
4. **COMPLETE** a Disclosure and Barring Service (DBS) form (If required)
5. Organise your Safeguarding **TRAINING** session (If required)

DBS checks



St James requires anyone working closely with children or vulnerable people on our behalf to be checked by the Disclosure and Barring Service. This is to ensure that our volunteers have not committed any relevant offences in the past

The table at the end of this leaflet will show you if your role requires a DBS check, but if you have any queries ask your group leader

To arrange a DBS check:

- **COMPLETE** a Disclosure and Barring Service (DBS) form. These can be collected from the office.
- **READ** the notes that come with it carefully first. These can also be viewed at <https://www.gov.uk/government/publications/dbs-application-forms-guide-for-applicants/dbs-application-form-guide-for-applicants> .
- Like many official forms, it needs to be done 'to the letter' – black ink, block capitals etc!
- Under certain circumstances we may be able to accept a DBS check done either for your work or by another voluntary organisation. Details of this are include in note 1 at the end of this letter. Please let the Office know if you think this applies to you.
- Get together your ID (usually a valid passport and a photo driving licence will do, but see also <https://www.gov.uk/criminal-record-check-documents>) and arrange for this to be **VERIFIED** by either Jane Clark or Mary Hetherington
- About 4-6 weeks later you should receive your DISCLOSURE though the post. It is very important that you bring this into the church office so that we can record the relevant details and check that this has come back clear.
- You can then **REGISTER** with the DBS update service – see note 2

Note 1

Pre-existing criminal record checks can only be accepted if they were obtained for similar roles within Carlisle Diocese

Note 2

You can register with the DBS Update Service at <https://www.gov.uk/government/publications/dbs-update-service-applicant-guide/dbs-update-service-applicant-guide> The Office can help you with this if you need it.

This needs to be done within **30 days** of receiving your DBS disclosure. Registration is free for volunteers.

Registering allows for any new convictions to be added to your record with the DBS

This allows to your up- to- date record to be viewed, with your consent, easily on line.

Registering means that you can:

Recheck your DBS in 5 years' time without any more paperwork

Use the same DBS check for other voluntary work so long as the work it is of the same type

Safeguarding Training



St James requires anyone working closely with children or vulnerable people on our behalf to be up to date with safeguarding good practice. The Diocese has recently set up a new modular package of training which is a programme endorsed by the House of Bishops in 2015.

A chart showing what level of training is required for various roles within St James is shown below. If your role is not listed or you have any queries do speak to your leader or to one of the safeguarding coordinators.

Full details of the Diocesan training can be found at:

<http://www.carlislediocese.org.uk/our-diocese/safeguarding/safeguarding-training.html>

A list of future training sessions is included here with details about how to book

A short guide to the training modules

CO (e learning)

This is an awareness module and would be a good introduction for anyone at St James whether they work as a volunteer or not.

The e learning can be accessed at <https://safeguardingtraining.cofeportal.org/login/index.php>

If you don't have a computer, need any help or would rather do this in a group do speak to us and we arrange this. The elearning is also easily accessible on the public computers at Cornerstone.

The e learning is a bit dry and is really an on-line reading exercise. There is a short quiz, but don't worry there is no pass mark!!

You need to do the C1 course before going on one of the face to face training session

C1 Foundation training (approximately 2.5 h)

This is a group session (10-25 people). The Diocese has employed a new trainer, Kaley Vaughton, who runs these at various locations in the Diocese. She is a very good, dynamic trainer. The session includes a chance to talk about case scenarios and to ask questions

C2 – Leadership (approximately 3h)

This course is aimed at those in leadership positions in the church and builds on the information in the C1 module

Timetable for training (new volunteers)

C0 ideally, before starting as a volunteer

C1 within 6 months of starting as a volunteer (if required)

C2 within 12 months of starting as a volunteer (if required)



Role	declaration and registration form	references	interview	DBS	CO (e learning)	C1	C2
CHILDREN							
children and Families worker	✓	✓	✓	✓	✓	✓	✓
Sunday club, Ignite, Boys Club leaders	✓	✓	✓	✓	✓	✓	✓
Sunday club helpers Ignite, Boys Club	✓	✓	✓	✓	✓	✓	✗
Crèche	✓	✓	✓	✓	✓	✗	✗
Messy Church	✓	✓	✓	Leaders	✓	✓	✗
Holiday Club	✓	✓	✓	Leaders	✓	✓	✗
Parish Safeguarding Officer	✓	✓	✓	✓	✓	✓	✓
ADULTS							
Lay readers	✓	Note1	Note 1	✓	✓	✓	✓
Leaders of services / preachers	✓	✓	✓	✓	✓	✓	✓
Churchwardens	✓	✓	✓	✓	✓	✓	✗
PCC	✓	Proposed and seconded	elected	✓	✓	✓	✓
Visiting team	✓	✓	✓	✓	✓	✓	✗
Prayer team	✓	✓	✓	✓	✓	✓	✗
Driving team	✓	Note 2	✗	✗	✓	✗	✗
Parish Safeguarding Officer	✓	✓	✓	✓	✓	✓	✓
CORNERSTONE							
Managers	✓	✓	✓	✓	✓	✓	✓
Money advice	✓	✓	✓	✓	✓	✓	✗
Team leaders	✓	✓	✓	?	✓	✓	✗
Volunteers	✓	✓	✓	✗	✓	?	✗
Op Shop	✓	✓	✓	✗	✓	✗	✗

Note 1

appointment of readers is done via the Warden of readers

Note 2

drivers are required to provide evidence of insurance etc

Important contact details

Priest-in-Charge at St James: Simon Bickersteth, 01228 319830.

simon@stjamescarlisle.org.uk

Parish Safeguarding officer for children: Michelle Graham 01228 381957

michellehatchett@yahoo.com

Parish Safeguarding officer for adults: Jane Clark Tel 01228 711183

jane.clark048@gmail.com

Diocesan safeguarding advisor: safeguarding.adviser@carlisle-diocese.org.uk

Cumbria County Council Children's Services: 0333 240 1727

Carlisle Adult Social Care: 01228 221590

Cumbria Safeguarding Hub (for concerns about the safety of children): 0333 240 1727

Domestic Violence Service (Victim Support) : 0300 303 3797

To contact the police in emergency dial 999