

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.

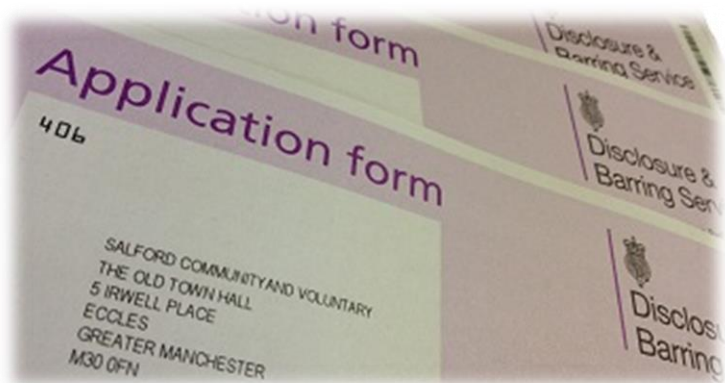
"Does the Church have to be so politically correct? The answer is, of course, that it certainly does. It should go without saying that as Christians we are concerned for the well-being of everyone, especially the most vulnerable in our society. We have a fundamental responsibility before God to protect 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 (if needed) – 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) application (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:

The Diocese of Carlisle is moving to Online Disclosure and Barring service checks using an organisation called thirtyone:eight.

- If a DBS check is required for your role you will receive an **EMAIL** with details about how to start your application
- Once you have completed the online form and got together the right ID we will need to meet you to **VERIFY** the ID
- When the DBS check has been processed you will receive a **CERTIFICATE** by post and St James will be notified electronically about the outcome
- You can then **REGISTER** with the DBS update service – see note 2

Note 1

Pre-existing DBS 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>

We 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 3 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.carlisle-diocese.org.uk/our-diocese/safeguarding/safeguarding-training.html>

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

A short guide to the training modules

Safeguarding Awareness (e learning approximately 1hr)

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 e learning is also easily accessible on the public computers at Cornerstone.

The module explores the basics of Safeguarding in a Church context. There is a short quiz at the end!!

You need to do the Awareness course before doing Foundation Training

Safeguarding Foundations training (e-learning approximately 1.5 h)

Foundation training is also designed to be completed via e-learning and the content is interactive and engaging. It is available via the same link

Leadership (2 Zoom sessions each approximately 3h)

This course is aimed at those in leadership positions in the church and builds on the information in the Foundation module. It is currently arranged via Zoom. Dates, venues and booking details are available on the Carlisle Diocese website at

<https://www.carlisle-diocese.org.uk/our-diocese/safeguarding/training-events.html>

Timetable for training (new volunteers)

Awareness ideally, before starting as a volunteer

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

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



Role	registration form	references	interview	Declaration form and DBS	Awareness	Foundation	Leadership
CHILDREN							
Children and Families worker Youth worker	✓	✓	✓	✓	✓	✓	✓
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	✓	✓	✓	✓	✓	✓	✓
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

Safeguarding.children@stjamescarlisle.org.uk

Parish Safeguarding officer for adults: Jane Clark Tel 01228 711183

Safeguarding@stjamescarlisle.org.uk

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