

SUMMARY OF THE SAFEGUARDING COORDINATORS TRAINING SESSION

The session aims to help safeguarding coordinators understand their responsibilities and be more aware of the content of the safeguarding policy.

Safeguarding is both preventative and protective, aiming to create a safe and welcoming environment while being ready to respond to issues effectively. This is emphasised in the Social Services and Wellbeing Act (Wales) 2014. The thirtyone:eight theology of safeguarding document describes safeguarding as a guiding compass for the church, ensuring it remains focused on protecting vulnerable individuals and engaging in constructive actions to reduce risks.

The safeguarding coordinator's role includes working to make the safeguarding policy a reality in their local setting. This will include ensuring safer recruitment practices, maintaining records of DBS checks, and raising awareness about safeguarding within the church. The Panel Safeguarding Officer is the designated safeguarding person and should be informed of all concerns or allegations connected to the church, including low level concerns.

***COORDINATORS ARE NOT EXPECTED TO BE EXPERTS IN CHILD OR ADULT PROTECTION.
THE PANEL AND STATUTORY AGENCIES WILL PROVIDE GUIDANCE AND SUPPORT.***

1. SAFEGUARDING POLICY AND RESOURCES

- [The Safeguarding Vulnerable Groups Handbook](#) is our safeguarding policy. The policy helps to create a safer church environment, implement good practice principles, meet Charity Commission and insurance company requirements, and provides guidelines for responding to concerns. Churches should display the [safeguarding policy statement](#) locally.
- Many useful safeguarding resources are available on the panel website, including the handbook, training booklet, and online tools such as recruitment forms, risk assessment forms and a safeguarding checklist. There are [posters](#) and [cards](#) to help share key messages.
- The Panel provides daytime support through its Safeguarding Officer, and [out-of-hours services from thirtyone:eight](#).

2. SAFER RECRUITMENT AND DBS CHECKS

- The [Safer recruitment](#) process includes volunteer application forms, self-declaration forms, informal conversations about the role, DBS checks, references, and training.
- More information about [DBS eligibility](#) and the [application process](#) can be found on the [DBS page](#) of our website or [in Section 2](#) of the handbook.
- Enhanced DBS checks are mandatory for individuals engaged in regulated activities with children or vulnerable adults, e.g. personal care, or unsupervised activities with children. Those not engaged in regulated activity, but who work directly with children and/or vulnerable adults, may be eligible to do a DBS check. The [flow charts](#) will help you understand who is eligible.
- Maintain confidential records of DBS dates, ensure new volunteers complete an application and ensure renewals take place every four years.

3. RESPONDING TO SAFEGUARDING CONCERNS AND ALLEGATIONS

- Coordinators must report all safeguarding concerns or allegations to the Panel Safeguarding Officer promptly and should contact police or social services in emergencies. You can obtain copies of the reporting process on a [pocket sized card](#)
- Detailed notes of concerns incidents must be kept confidentially, and the Panel will advise on what needs to be retained locally.
- Known offenders seeking to join the church will require risk assessments and usually [contracts of agreed behaviour](#). The Panel safeguarding officer will support you through this process which is usually done in collaboration with statutory agencies such as police or probation services.
- Coordinators are encouraged to contact the Panel for advice and assistance whenever needed.

4. TRAINING AND AWARENESS RAISING

- The Panel provides Level 1 [training](#) for volunteers (2.5 hours) and Level 2 for ministers and leaders.
- We recommend that all vulnerable group workers and volunteers also complete the free online [Group A e-learning course](#) developed by Social Care Wales as well as attending Panel courses.
- An annual [Safeguarding Sunday](#) Service is a great way to raise positive awareness of safeguarding among church members and encourage participation in safeguarding roles and training.
- Safeguarding should be on the agenda in church business or annual meetings and an annual [safeguarding self-assessment](#) is highly recommended.

5. WHAT NEXT?

- Have you had a look at the [safeguarding handbook](#) and [training information booklet](#)?
- Have all relevant eligible persons working with children and vulnerable adults, done a DBS check?
- Have you got a confidential record of all volunteers, noting dates of DBS checks and ensuring renewals are completed.
- Have your volunteers attended Level 1 safeguarding training?
- Is the [safeguarding policy statement](#) displayed in your church?
- Has your Church conducted a safeguarding self-assessment using the checklist [Appendix 10](#)
- How about encouraging your Church to participate in [Safeguarding Sunday](#) to raise awareness of safeguarding ?
- Don't hesitate to get [in touch](#) with the Panel for advice or to discuss any concerns.