

Local church safeguarding coordinator training

What's my role
in Creating
a SAFER CHURCH for all?



The Presbyterian Church of Wales

Undeb Bedyddwyr Cymru
The Baptist Union of Wales

The Union of Welsh Independents


Methodist Church of Wales

Welcome and thank you

► Thank you for being willing to take on or consider this important role in your local church.



Safeguarding coordinator



what do you hope to get out of tonight's session?

Do not edit
this slide
before the
session

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BY THE END OF THE SESSION...

You should have a greater understanding of:

- the main responsibilities of the coordinator role
- your safeguarding policy
- the safer recruitment and DBS process
- what records you need to hold
- What are the first steps to take if you have a safeguarding concern




Safeguarding coordinator

YOU ARE NOT ON YOUR OWN!


There is lots of help and guidance available to assist you in your role.

Today we'll be making sure you know where to find information and where to turn for help.

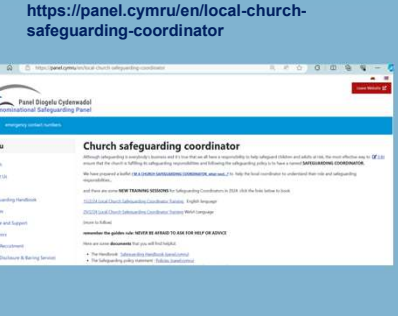


Safeguarding Coordinator

YN A CHURCH SAFEGUARDING COORDINATOR what next?



<https://panel.cymru/en/local-church-safeguarding-coordinator>



I'M A LOCAL
CHURCH
SAFEGUARDING
COORDINATOR

What do I need to know?
What do I need to do?



?

What do I
need to
KNOW?

Some basic knowledge about
safeguarding and your
policy and procedures.

?

What do I
need to DO?

- ▶ Help to make safeguarding policy a reality in your church and keep safeguarding on the agenda locally
- ▶ Make sure volunteers are recruited safely, have attended training and some associated admin.
- ▶ Take some first steps and keep some records if there are concerns.


What it's NOT!

...as a SAFEGUARDING CO-ORDINATOR

- ▶ you are not expected to be a safeguarding superhero or expert in child or adult protection
- ▶ leave that to the statutory agencies and remember that the Safeguarding Panel is here to help and support you in your role!



Who are we?



Panel Diogelu Cydenwadol
Interdenominational Safeguarding Panel

The Panel was formed by the
THE PRESBYTERIAN CHURCH OF WALES, THE UNION OF WELSH
INDEPENDENTS, THE BAPTIST UNION OF WALES to:

- Provide safeguarding support and advice – including policy, guidelines and safeguarding training
- Facilitate DBS checks for the three denominations. (Sian)
- the Panel Safeguarding Officer (Julie) is the safeguarding lead officer for the three denominations and should be informed of all safeguarding matters.

Look after yourself

Images or memories that upset you

Take a break

Advice and support
<https://panel.cymru/en/advice-and-support>

TODAY'S AGENDA

- ▶ What is safeguarding
- ▶ 5 key safeguarding principles of a safer church
- ▶ 4 elements of the role:
 1. Your safeguarding policy
 2. Safer recruitment and DBS
 3. Responding to concerns- brief overview
 4. Raising awareness

Safeguarding coordinator

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TRAINING

Safeguarding coordinator

Today we will be focussing on the practical and administrative elements of the coordinator's role.

This is not a comprehensive 'safeguarding' training session where we look in depth at signs and symptoms of abuse and neglect.

You can also attend the level 1 course for volunteers (2.5 hours)

We also run a level 2 6-hour staff and minister training session.

We recommend that all vulnerable groups workers and volunteers complete the online [Group A e-learning course](#)

<https://panel.cymru/en/training>


SAFEGUARDING INVOLVES...

...Creating a safe and welcoming environment, where everyone is respected and valued, is at the heart of safeguarding.

It's about making sure your organisation is run in a way that actively prevents harm, harassment, bullying, abuse and neglect. It's also about being ready to respond safely and well if there is a problem.

Everyone in the organisation has a role to play in safeguarding.

It should become part of your day-to-day activities.




children listen honour protect team vulnerable adult

National Council for voluntary organisations

<https://www.ncvo.org.uk/help-and-guidance/safeguarding>

Safeguarding coordinator

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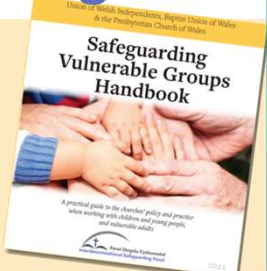


Safeguarding is...

PROTECTING vulnerable people from abuse, neglect and harm.

RECOGNISING the signs and symptoms of abuse and **RESPONDING** appropriately.

It is **PREVENTATIVE** as well as **PROTECTIVE** and involves **PROVIDING SAFE ACTIVITIES** and **APPROPRIATE CARE**.




Safeguarding Vulnerable Groups Handbook

A practical guide to the Church of Wales policy and practice when working with children and young people, and vulnerable adults.

SAFEGUARDING is

- PREVENTATIVE as well as PROTECTIVE
- There is no requirement for abuse or neglect to have occurred before deciding to take action.
- You need to consider who may be at risk and act to keep them safe.



Social Services and Well-being (Wales) Act 2014


The Essentials

Well-being People Partnership & Integration Prevention

SAFEGUARDING AND THE CHURCH...

... Safeguarding is not just about ensuring people are not mistreated but should inspire the church to engage in constructive action on their behalf to reduce vulnerability and any risks to them.

A robust theology of safeguarding is a gift to the church. Like an unbreakable compass in a storm, it keeps us travelling safely in the right direction without deviation or distraction.



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The theology of safeguarding

<https://thirtyoneeight.org/media/mstp30/theology-of-safeguarding.pdf>

Safeguarding coordinator

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CHARITY COMMISSION
FOR ENGLAND AND WALES

Safeguarding should be a governance priority for every charity”

www.gov.uk/guidance/safeguarding-duties-for-charity-trustees-cy

Appendix 7
CHARITY TRUSTEES

- New information in the 2022 Handbook.
- Share information about the safeguarding responsibilities of charity trustees.
- Clear directions on how to comply with the safeguarding policy and Charity Commission requirements.

Appendix 7: Charity trustees and safeguarding

Within our charities sector, trust that their officers are also charity trustees. As trustees they have a duty of care and responsibility for ensuring the safe and effective running of the charity including taking the necessary steps to safeguard vulnerable groups. They also need to make sure that governing bodies have been advised on the charity's policies. A charity should be able to provide evidence of this.

Safeguarding should be a governance priority for all charities, regardless of the type or size of the charity. It is a requirement of the 2022 Handbook that all charities have a named safeguarding officer and a named person to provide advice and support to the charity's trustees.

This appendix is a guide to help you understand the responsibilities of charity trustees. It is not intended to be a legal document. It is intended to provide a guide to the responsibilities of charity trustees. It is not intended to be a legal document. It is intended to provide a guide to the responsibilities of charity trustees.

Here are some of the key responsibilities:

1. **Policy:** The trustees should ensure that the charity has a clear and up-to-date safeguarding policy. This should be a key document in the charity's governance framework. It should be reviewed regularly and updated as needed. The policy should be communicated to all staff and trustees and should be a key part of the charity's training and induction process.
2. **Reporting serious incidents to the Charity Commission:** Trustees are required to report all serious incidents to the Charity Commission. This includes any incident that results in a death, a serious injury, or a serious allegation of abuse. The trustees should ensure that the charity has a clear process for reporting such incidents and that all trustees are aware of this process.
3. **Training:** Trustees should ensure that all staff and trustees receive regular safeguarding training. This training should be tailored to the needs of the charity and should be updated regularly.

Following the safeguarding policy and procedures produced for you by the National Safeguarding Centre, ensuring that all trustees are aware of the policy and procedures and ensuring that all trustees are aware of the policy and procedures and ensuring that all trustees are aware of the policy and procedures.

<https://panel.cymru/en/safeguarding-vulnerable>

What does a SAFER CHURCH look like?

What do you think?



what does a church need to do to make it a safer place for all?

① The Slido app must be installed on every computer you're presenting from

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5 Key Safeguarding Principles of a SAFER CHURCH

5.
All know how to REPORT CONCERNS

4.
HEALTHY CULTURE that is transparent and supportive

3.
Consider who may be AT RISK and act to keep them safe

2.
The church takes SAFEGUARDING seriously
e.g. a named safeguarding person, leaders prioritise safeguarding

1.
Clear POLICIES and PROCEDURES
recruitment, best practice, reporting concerns



The coordinator's role


A. SAFEGUARDING COORDINATOR

1. Make sure that all relevant and eligible persons working with children and vulnerable adults /adults at risk have an up to date (4 yearly) DBS check and have attended training. Maintain a confidential record of all volunteers noting dates of DBS checks and ensure renewals are completed. Liaise with the Panel office on DBS matters and receive notifications of completed DBS from the Panel.
2. Ensure all safeguarding concerns or allegations are reported to the Panel Safeguarding Officer promptly. Liaise with the panel safeguarding officer when there are safeguarding concerns or matters in the church.
3. In an emergency, report allegations and concerns promptly to the police or social services.
4. Liaise with external agencies where necessary.
5. Ensure any agreements or risk assessments to manage persons who may pose a risk are managed and monitored locally. Liaise with the panel safeguarding officer.
6. Report to the church meeting on safeguarding issues in a general and awareness raising manner without compromising confidentiality.


Safeguarding coordinator

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The coordinator's role




1. Policy



2. Safer Recruitment and DBS checks




3. Safeguarding concerns and allegations



4. Raise awareness


The coordinator's role:



1. POLICY

Safeguarding coordinator

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Why do we need a safeguarding policy?


Having a safeguarding policy sends a message that we honour and respect people as individuals and that abuse is not tolerated.

A policy helps us to talk about safeguarding..

Why do we need a safeguarding policy?

The policy enable us to formally put processes in place to create a safer church:

- ✓ Protect vulnerable groups
- ✓ Protect staff and volunteers
- ✓ To make sure we are clear how to respond appropriately to allegations and concerns
- ✓ Meet the requirements of the Charity Commission, statutory authorities and insurance companies



Our Safeguarding Policy Statement

Our Policy* is to safeguard the welfare of children, young people and vulnerable adults by protecting them from neglect and physical, sexual and emotional harm.

As churches we are fully committed to safeguarding the welfare of our members and those placed in our care.

Page 20/40

*UWA, SUW PCW

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Our Safeguarding Policy Statement

The church will care for and safeguard children, young people and vulnerable adults by following good practice in relation to the following:

Responding appropriately to concerns and allegations

Safer recruitment of workers and volunteers

Promoting good working practices

Train and support their employees in their role and in protecting vulnerable groups

page 9/ 26/46

Our Safeguarding Policy Statement

As leaders and members of ...churches we are fully committed to safeguarding the welfare of our members and those entrusted to our care. The safeguarding policy statement along with the guidelines and procedures outlined in the accompanying handbook is our commitment to the following: Responding appropriately to concerns and allegations; Safer recruitment of workers and volunteers; Promoting good working practices; Training and supporting our employees in their role and in protecting vulnerable groups.

The church will care for children, young people and vulnerable adults and safeguard them by following good practice in relation to the following:

- Responding appropriately to concerns and allegations (Handbook Section 1.1 and 1.2);
- Safer recruitment of workers and volunteers (Handbook Section 2);
- Promoting good working practices (Handbook Section 3);
- Training and supporting our employees in their role and in protecting vulnerable groups (Handbook Section 4).

OUR SAFEGUARDING CONTACT POINTS

We have nominated the following as our local safeguarding contacts:

SAFEGUARDING COORDINATOR: _____ (Name) _____ (Contact details)

SAFEGUARDING DEACON / ELDER / TRUSTEE: _____ (Name) _____ (Contact details)

Diocese: _____

Regional safeguarding officer: _____ (Contact details)

Local Church Safeguarding Policy Statement

- A clear statement of a churches commitment to safeguarding.
- Should be displayed locally.
- In line with best practice and helps you to meet charity commission and insurance company requirements.
- Contains details of safeguarding roles and responsibilities in the local church.
- Section 1 in the handbook and online.

<https://panel.cymru/en/policies-and-information>

the bigger picture

Our policy and procedures

Welsh / UK legislation and procedures

Social Services and Wellbeing (Wales) Act 2014

Wales Safeguarding Procedures 2020

Other legislation e.g.:

- Children Act 1989 and 2004,
- UNCRC 1989 1989
- Human rights Act 1998
- Protection of Freedoms Act 2012
- Safeguarding Vulnerable Groups Act 2006
- The Rehabilitation of Offenders Act 1974
- Data Protection Act 2018 & GDPR UK

Union of Welsh Independents, Baptist Union of Wales & the Presbyterian Church of Wales


Safeguarding Vulnerable Groups Handbook

A practical guide to the church's policy and practice when working with children and young people, and vulnerable adults

Trefniadau Diogelu Cymru Safeguarding Procedures Wales

<https://www.safeguarding.cymru>

Trefniadau Diogelu Cymru Safeguarding Procedures Wales



- More detailed safeguarding information
- Now easily available to all via the app or website

All of the key information you need is in the handbook

Union of Welsh Independents, Baptist Union of Wales & the Presbyterian Church of Wales

Safeguarding Vulnerable Groups Handbook

A practical guide to the church's policy and practice when working with children and young people, and vulnerable adults

Panel Diogelu Cyfnewidiol Interdenominational Safeguarding Panel

Union of Welsh Independents, Baptist Union of Wales & the Presbyterian Church of Wales

Safeguarding Vulnerable Groups Handbook

A practical guide to the church's policy and practice when working with children and young people, and vulnerable adults

Panel Diogelu Cyfnewidiol Interdenominational Safeguarding Panel

Our policy and procedures:

PROTECTING

- Understanding the signs and symptoms
- Know how to respond
- Know where to turn for support

PROVIDING SAFE ACTIVITIES & PREVENTING HARM

- Working in line with best practice with vulnerable groups
- Safer recruitment and selection practices

In the Handbook...

1. Introduction

2. Safer Recruitment and Selection

3. Children and Young People

4. Vulnerable Adults


5. Pastoral Care

6. Appendices

7. Forms

Union of Welsh Independents, Baptist Union of Wales & the Presbyterian Church of Wales

Safeguarding Vulnerable Groups Handbook

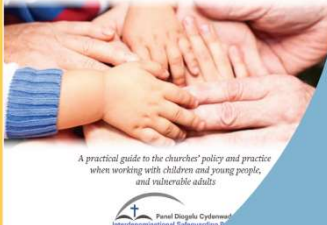


A practical guide to the churches' policy and practice when working with children and young people, and vulnerable adults

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A practical guide to the churches' policy and practice when working with children and young people, and vulnerable adults

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Interdenominational Safeguarding Panel

Handbook updates 2023:

- Section 1: Church policy statement
- Section 2: Safer recruitment and DBS
- Section 6: New appendices:

Handbook updates 2023

Section 6 new appendices

1 New contact information

2a Code of conduct for volunteers

4 Risk assessments

7 Charity trustees' safeguarding responsibilities

8 Photograph guidance- using images of children

9 Definitions

10 Self assessment checklist tool

Appendices

Contents

1. Further resources and sources of support

2a. Code of Conduct

2. Guidelines and safe working practices (Example document)

3. Relevant legislation

4. Carrying out a Risk Assessment

5. Policy statement on the secure storage, handling, use, retention and disposal of disclosures and disclosure information

6. Policy statement on the recruitment of ex-offenders

7. Charity Trustees and safeguarding

8. The use and sharing of images of Children - Information and model policy

9. Additional definitions

10. The Safer church - Safeguarding Checklist and Self-assessment tool

https://panel.cymru/en/safeguarding-vulnerable

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Useful Links

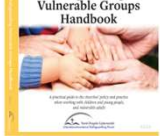
On-line safety

Data Protection and GDPR

Safeguarding Vulnerable Groups Handbook

The **Safeguarding Vulnerable Groups Handbook** forms the safeguarding policy and procedure for churches from the Union of Welsh Independents, Baptist Union of Wales and the Presbyterian Church of Wales. It includes good practice guidelines on working with children and vulnerable adults and outlines what to do if you have a concern about an individual or situation.

to view or download a copy of the complete 2022 handbook please click the picture or this link - [Safeguarding Vulnerable Groups Handbook](#)



or follow the links below to go directly to the individual sections.

Section 1 including Our statement of intent, and the individual church policy statement (NEW SECTION)

Section 2. Safer recruitment and selection procedures (including DBS check information and flowcharts) (NEW SECTION)

Section 3. Working with Children and Young People and how to respond to concerns (DISCONTINUED)

Also available on our website
<https://panel.cymru>

Notices

Our Safeguarding Policy Statement

As leaders and trustees of this church, we have a responsibility to ensure that all who are involved in the life of the church are safe and protected from harm. We are committed to ensuring that all who are involved in the life of the church are safe and protected from harm. We are committed to ensuring that all who are involved in the life of the church are safe and protected from harm.

2. Reporting opportunities to receive and allocate (Handbook Section 4.1) - to be used in conjunction with the Interdenominational Safeguarding Panel. The handbook provides guidance on how to report concerns and how to respond to them. It also provides guidance on how to allocate concerns to the appropriate person or people to deal with.

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4. Reporting opportunities to receive and allocate (Handbook Section 4.3) - to be used in conjunction with the Interdenominational Safeguarding Panel. The handbook provides guidance on how to report concerns and how to respond to them. It also provides guidance on how to allocate concerns to the appropriate person or people to deal with.

5. Reporting opportunities to receive and allocate (Handbook Section 4.4) - to be used in conjunction with the Interdenominational Safeguarding Panel. The handbook provides guidance on how to report concerns and how to respond to them. It also provides guidance on how to allocate concerns to the appropriate person or people to deal with.

OUR SAFEGUARDING CONTACTS POINTS


Be sure to remember the following in our local safeguarding context:

NAME: [Name]
ADDRESS: [Address]
SUPPORTING MINISTRY: [Ministry]
CONTACT: [Contact]


SAFEGUARDING in this Church

...we take it seriously

If you have concerns about a child or vulnerable adult or need safeguarding help, information or advice



Panel Diogelu Cydswadrol
Interdenominational Safeguarding Panel
01745 817584 / 07957 510346
panel@panel.cymru



Out of office hours (and weekends)
call the thirtynone: eight helpline
0303 003 1111

IN AN EMERGENCY - CALL 999

Visit the Panel website for more information or use the QR code to report a concern
<https://panel.cymru>

our local SAFEGUARDING COORDINATOR is:

Notices

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If you have concerns about a child or vulnerable adult or need safeguarding help, information or advice




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childline
Contact us by email: 0800 11 11
Live Peer Free Helpline
0800 80 10 800



Hourglass
0800 808 8147



thirtynone: eight
0303 003 1111

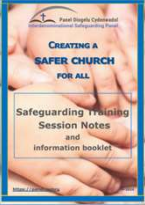
IN AN EMERGENCY CALL POLICE 999 OR SOCIAL SERVICES

Our local SAFEGUARDING COORDINATOR is:

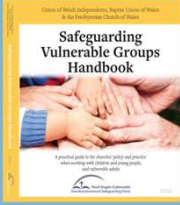
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GOOD PRACTICE

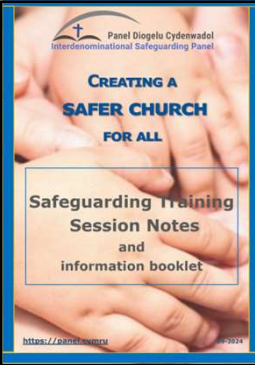
is key to creating a
SAFE ENVIRONMENT and PREVENTING things from going wrong



The information booklet



Section 3 and 4 of the handbook




<https://panel.cymru/>

Page

5	What is safeguarding?
5	Policy statement
6	Safer recruitment and selection
7	Good practice principles
8	Working with children and young people
9	Working with vulnerable adults /adults at risk
10	Good practice checklist
11	Completing a risk assessment
12	Categories and signs of abuse in children
14	Signs of abuse in vulnerable adults /adults at risk
16	Initial response to a concern or allegation
17	How to respond if someone discloses abuse
18	What next? Test your knowledge
19	Your local situation - how are you doing?
	Resources and sources of support
	What to do if you hear, see or suspect something

The coordinator's role:



2. Safer Recruitment and DBS checks

Safeguarding coordinator

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The coordinator's role

1. Make sure that all relevant and eligible persons working with children and vulnerable adults /adults at risk have an up to date (4 yearly) DBS check and have attended training. Maintain a confidential record of all volunteers noting dates of DBS checks and ensure renewals are completed. Liaise with the Panel office on DBS matters and receive notifications of completed DBS from the Panel.

Safeguarding coordinator

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SAFER RECRUITMENT

- A key part of our safeguarding toolkit
- Making sure the right people are caring for children and vulnerable adults
- Focus of IICSA and best practice
- More than just a DBS
- Local churches must take responsibility.

Section 2 in the handbook and online <https://panel.cymru/en/recruiting-volunteers>

Our volunteers can be our greatest safeguarding asset...

- Safer recruitment
- Code of conduct
- Training
- Support



If your local supermarket was hiring new staff, what steps would you expect them to take?

- Would these steps apply if your church was looking for new Sunday school teachers or someone to bring local care home residents to church?
- Would you need to do anything else?

Safer Recruitment Process for volunteers

1. 'Volunteer form' or Application Form

2. 'Self-Declaration Form'

3. Informal conversation about the post

4. 'Disclosure and Barring Service' (DBS)

5. Securing references from two independent referees

6. Appropriate training /support

Section 2 in the handbook and online <https://panel.cymru/en/recruiting-volunteers>

Form 3 RECRUITMENT CHECKLIST

- Promote and facilitate compliance with the safer recruitment policy.
- Guides you step by step through the process.
- Clear record of steps taken.

Safer recruitment: <https://panel.cymru/en/recruiting-volunteers>
Section 7 (forms) in the handbook and online

SAFER RECRUITMENT

More than just a DBS...

Section 2.1 /p 14 in the handbook and online <https://panel.cymru/en/recruiting-volunteers>

DBS checks: WHO?


A DBS check is one of the ways we safeguard vulnerable groups as part of the safer recruitment process.

Handbook Section 2 Safer Recruitment
<https://panel.cymru/en/db>

DBS checks: WHO?

- The charts in section 2 of the handbook and on the panel website will help you know who, if anyone, needs to do a check and at what level.
- Trustees are eligible if there is direct work with children or vulnerable adults happening in the church.
- We can't do a DBS just in case.

Section 2 Safer Recruitment



Is it REGULATED ACTIVITY?

People engaged in **REGULATED ACTIVITY** **MUST** do an enhanced DBS check with a check of the relevant barred list.

It is illegal to allow a barred person to engage in regulated activity

Section 2 p 17 in the handbook

If your volunteers are doing the activities below in relation to their work with **VULNERABLE ADULTS** in the church they are engaged in **REGULATED ACTIVITY**


1. **Personal care:** You help someone with washing and dressing, eating, drinking and toileting (this could be prompting).

2. **Assistance with household affairs:** You provide assistance to an adult because of their age, illness or disability, where it includes managing their cash, paying bills, or shopping on their behalf.

3. **Assistance with the Conduct of Affairs:** Power of attorney/Deputies appointed under the Mental Capacity Act.


4. **Transporting an adult for health, personal or social care** due to age, illness or disability. This could be to a hospital appointment or collecting someone from a residential care home.

For the activities noted above there is no frequency requirement for adults



and **MUST** do a DBS check (with a check of the barring list);

If your volunteers/ trustees aren't doing regulated activity but are



☐ regularly visiting or doing pastoral work with vulnerable adults*
*regularly means weekly, or 4 or more days in a 30 day period, or overnight) or are a trustee in a church which has organised work with vulnerable adults

☐ a Trustee of a Church which organises **specific activities for vulnerable adults***
(this means that your church can be classed as a vulnerable adult's charity for DBS purposes)
*vulnerable adult means: those who need help because of their age, illness, disability or live in certain types of accommodation - (e.g. prison, residential care home etc.).

And eligible to have an enhanced DBS check (without a check of the barred list)

If your volunteers are doing the activities below in relation to their work with **CHILDREN** in the church they are engaged in **REGULATED ACTIVITY**


1. **Personal care:** You help a child with washing and dressing, eating, drinking and toileting. (this could be prompting) *Doing this only once is regulated activity*

2. **Unsupervised activities** such as teaching, supervising, training or providing advice / guidance on well-being.

3. **Day to day management of a person** providing regulated activity to a child


4. **Specified establishment** e.g. education, childcare premises or care home

For the activities noted above except 1 there is a frequency requirement i.e. once a week or more, 4 or more days in a 30-day period overnight 2am -6 am



and **MUST** do a DBS check (with a check of the barring list);

If your volunteers/ trustees aren't doing regulated activity but are...



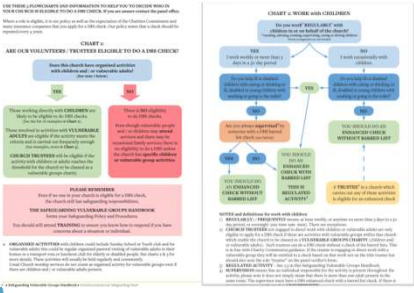
☐ Working occasionally with children

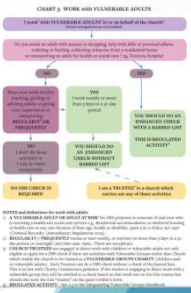
☐ Always supervised when working with children

☐ a trustee of a Church which organises **children's activities**
(this means that your church can be classed as a children's charity for DBS purposes)

They are eligible to have an enhanced DBS check (without a check of the barred list)

Don't panic - the charts should take you step by step







if in doubt ask

10

DBS checks: 2 options



A. Online



B. Paper form

both still require I.D. verification

This can be digital for online applications (for an additional fee of £5.50

A. Online : Working with thirtyone:eight

<https://panel.cymru/en/dbs>

1. Applicant completes **JOTFORM FORM 1** to start the process.
This gives us the information to ensure the role is eligible for a DBS and to ascertain what level of check

2. Applicant receives a link from 31:8 to complete their DBS application online.
An email reminder will be sent every 5 days until the process is complete.

3. The applicant meets a Panel verifier to show 3 ID documents. (or do this online for a fee of £5.50)
*The verifier completes **FORM 2** noting details of the ID documents seen. This should be sent / scanned to the panel office.*

4. The applicant receives their paper certificate through the post.
They DONT NEED to send the certificate to the office, unless we request this, but should show the certificate to the local coordinator

5. The panel will inform the coordinator that the process is complete. *They should record the date, level and workforce of the certificate.* The coordinator ensures a 4-year renewal for all eligible volunteers

A. Paper form

<https://panel.cymru/en/dbs>

1. Local church coordinator contacts the office requesting a paper form
*The applicant can also complete **JOTFORM FORM 1** to start the process noting that they want a paper form*

2. Applicant completes the pink DBS form and makes an appointment with a Panel verifier or trained church officer to check 3 identity documents and complete the verifiers form.

3. The verifier should complete the verifiers form included with the application form (or FORM 2 if Jotform 1 has already been completed). They should post both forms to the Panel office.

4. The applicant will receive a paper certificate through the post.
They must send their original paper certificate to the Panel office

5. The panel will inform the coordinator that the process is complete, and they should record the date and level of the certificate locally. *Check should be renewed every 4 years*

DBS confirmation letter

• Until you receive this letter the process is not complete

• Volunteers should not begin the role until you have received this confirmation

• Please keep a record of all your volunteers DBS check dates

18 December 2023

Church Safeguarding Coordinator

Dear M. 300000

Re: Disclosure and Barring Service (DBS) checks

I write to inform you that the individual named below has completed the Disclosure and Barring Service (DBS) checking process for the role noted below at Park End Presbyterian Church.

Are Other: Trustees/Elder and Vulnerable Groups volunteer


Based on the information given the role has been classed as "regulated activity" with children (unsupervised role) and with adults (role has been assessed as involving money and transport). Requiring an enhanced disclosure with a check of the barred lists

This DBS check was undertaken via the DBS Update Service and has now been completed and the above individual can start/continue with the work. As per our DBS policy all checks should be renewed every 4 years.

If your church has a safeguarding co-ordinator, please pass this letter on to him/her.


Kind regards

Yours sincerely



Mrs Sian Jones
Admin Officer

DBS checks: Verifiers



• If there are no local verifiers – and you are willing to become a verifier for your church (or other local churches), please contact the office and we can go through a simple verifiers training session. Next session 22/10/24



• This explains which documents you need to see and makes sure that we are complying with the DBS code of conduct.

Open the book

❑ The Open Book safeguarding policy and church safeguarding policies work together e.g. DBS

❑ Also need to comply with school safeguarding policy – report on concerns about children to school

❑ Concerns about volunteers should be reported to the Panel



<https://www.biblesociety.org.uk/open-the-book/get-somebody-safeguarding-information/>

11

RECORDS

FORM 3: INDIVIDUAL RECRUITMENT CHECKLIST			
NAME: _____			
ROLE: _____			
ACTION	Date	Initials	
Has the volunteer completed the form with all the items listed below			
Apply after form:			
Interview/ discussion about the role:			
Sell the volunteer form:			
Clarification/ Checklist: status of form received			
Written references:			
YES (check) or NO (leave empty for a YES tick) YES form checked or applicant informed of next steps Completed by the applicant and correctly entered Form sent to Cymru or Panel or project Panel has confirmed the process is complete A fairly reviewed completed			YES/NO
Training:			
Has training (courses attended) and skills:			
Probationary period:	YES		
Code of conduct: (insert ref)	YES		
Notes: including decision - notes on probationary period etc			

[View handbook content on form 3](#)
[View handbook content on form 3](#)
[View handbook content on form 3](#)
[View handbook content on form 3](#)

- Keep a record of the dates of all your volunteers /staff DBS checks.
- monitor renewals etc.
- Do not keep copies of certificates.

Appendix 2a

CODE OF CONDUCT

- ▶ It will help a volunteer to understand safeguarding expectations.
- ▶ It gives the local church a record of commitment.
- ▶ Promotes good practice.

The coordinator's role

3. safeguarding concerns and allegations

The coordinator's role

2. Ensure all safeguarding concerns or allegations are reported to the Panel Safeguarding Officer promptly. Liaise with the panel safeguarding officer when there are safeguarding concerns or matters in the church.
3. In an emergency, report allegations and concerns promptly to the police or social services.
4. Liaise with external agencies where necessary.
5. Ensure any agreements or risk assessments to manage persons who may pose a risk are managed and monitored locally. Liaise with the panel safeguarding officer.
6. Report to the church meeting on safeguarding issues in a general and awareness raising manner without compromising confidentiality.

Safeguarding coordinator

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Back page of your booklet

• Page 33- Handbook Page 12/13 booklet

• Page 52– Handbook Page 14/15 booklet

 In all offices

SAFEGUARDING in this Church

...we take it seriously

If you have concerns about a child or vulnerable adult or need safeguarding help, information or advice

There is always help and advice available



Panel Diogelau Cydwadwl
Interdenominational Safeguarding Panel
01745 817584 / 07957 510346
 post@panel.cymru

Out of office hours (and weekends)
 call the **thirphone**: eight helpline
0303 003 1111 **thirphone:** eight helpline

During Office hours



Out of office hours/ weekends / Bank holidays

Out of Office hours/ weekends / Bank holidays

IN AN EMERGENCY : CALL 999

Visit the Panel website for more information or use the QR code to report a concern
<https://panel.cymru>



Report a concern in writing

our local **SAFEGUARDING COORDINATOR** is :

DUTY TO REPORT CONCERNS

The Social Services and Well-being (Wales) Act 2014 s.128, specifies the duty placed on practitioner 'relevant partners' to report both adults and children if they have reasonable cause to suspect are at risk of harm.

All those whose agencies are not included as 'relevant partners' above, are still expected to refer any safeguarding concerns in the same way as those with a specific Duty to Report.



<https://safeguarding.wales/en/chi-l/chi-l-c2/c2-p4>

<h1>Sources of support</h1>	<table> <tr> <td data-bbox="1168 1610 1316 1624">Find local numbers in your local council website or directory. You can find website addresses: www.wigpa.co.uk/youngswomen</td><td data-bbox="1316 1610 1457 1624">Children's social services Adult social services</td></tr> <tr> <td data-bbox="1168 1624 1316 1637">Police</td><td data-bbox="1316 1624 1457 1637">Our nearest police station Emergency calls 999 General calls 101</td></tr> <tr> <td data-bbox="1168 1637 1316 1650">NIPCC Nipcc is a national clearing office for child, adult and family violence. You can find out more about it at: www.nipcc.org.uk</td><td data-bbox="1316 1637 1457 1650">Emergency calls 999 General calls 0161 275 2222 Email: info@nipcc.org.uk</td></tr> <tr> <td data-bbox="1168 1650 1316 1662">Childline childline.org.uk</td><td data-bbox="1316 1650 1457 1662">Email: help@childline.org.uk</td></tr> <tr> <td data-bbox="1168 1662 1316 1675">Action for Elder Abuse</td><td data-bbox="1316 1662 1457 1675">Confidential helpline (text first that they can help you with the problem)</td></tr> <tr> <td data-bbox="1168 1675 1316 1688">BOUNCER OR SUPPORT OR INFORMATION</td><td data-bbox="1316 1675 1457 1688"></td></tr> <tr> <td data-bbox="1168 1688 1316 1702">INTERPERSONAL PROTECTION PANEL (IPP) Interpersonal support against the violence demonstrated on public and private social networking or web 2.0 sites</td><td data-bbox="1316 1688 1457 1702">Email: info@bouncer.org.uk Phone: 0161 275 2222 Email: info@bouncer.org.uk</td></tr> <tr> <td data-bbox="1168 1702 1316 1713">CCPM The Child Protection Partnership Agency The National Children's Advocacy Centre The National Children's Advocacy Centre is a national charity that provides support and advice to children's services and the public</td><td data-bbox="1316 1702 1457 1713">www.nipcc.org.uk 801 Bow St, Salford, M6 6PU Phone: 0161 275 2222 Email: info@nipcc.org.uk</td></tr> <tr> <td data-bbox="1168 1713 1316 1727">KIDSAFE KidSAFE is a national charity specialising in preventing harm and abuse to children. It is a national charity that provides support and advice to children's services and the public</td><td data-bbox="1316 1713 1457 1727">www.kidsafe.org.uk Commercial Buildings, London SW9 0AB Phone: 020 7462 6666 Email: info@kidsafe.org.uk</td></tr> <tr> <td data-bbox="1168 1727 1316 1740">Care and Social Services Inspectorate Wales (CNSI) The Care and Social Services Inspectorate Wales (CNSI) is a national charity that provides support and advice to children's services and the public</td><td data-bbox="1316 1727 1457 1740">South East Wales Phone: 01446 333 333 Email: info@cpsni.org.uk</td></tr> <tr> <td data-bbox="1168 1740 1316 1753">South West Wales Phone: 01446 333 333 Email: info@cpsni.org.uk</td><td data-bbox="1316 1740 1457 1753">South West Wales Phone: 01446 333 333 Email: info@cpsni.org.uk</td></tr> <tr> <td data-bbox="1168 1753 1316 1765">South East Wales Phone: 01446 333 333 Email: info@cpsni.org.uk</td><td data-bbox="1316 1753 1457 1765">South East Wales Phone: 01446 333 333 Email: info@cpsni.org.uk</td></tr> </table>	Find local numbers in your local council website or directory. You can find website addresses: www.wigpa.co.uk/youngswomen	Children's social services Adult social services	Police	Our nearest police station Emergency calls 999 General calls 101	NIPCC Nipcc is a national clearing office for child, adult and family violence. You can find out more about it at: www.nipcc.org.uk	Emergency calls 999 General calls 0161 275 2222 Email: info@nipcc.org.uk	Childline childline.org.uk	Email: help@childline.org.uk	Action for Elder Abuse	Confidential helpline (text first that they can help you with the problem)	BOUNCER OR SUPPORT OR INFORMATION		INTERPERSONAL PROTECTION PANEL (IPP) Interpersonal support against the violence demonstrated on public and private social networking or web 2.0 sites	Email: info@bouncer.org.uk Phone: 0161 275 2222 Email: info@bouncer.org.uk	CCPM The Child Protection Partnership Agency The National Children's Advocacy Centre The National Children's Advocacy Centre is a national charity that provides support and advice to children's services and the public	www.nipcc.org.uk 801 Bow St, Salford, M6 6PU Phone: 0161 275 2222 Email: info@nipcc.org.uk	KIDSAFE KidSAFE is a national charity specialising in preventing harm and abuse to children. It is a national charity that provides support and advice to children's services and the public	www.kidsafe.org.uk Commercial Buildings, London SW9 0AB Phone: 020 7462 6666 Email: info@kidsafe.org.uk	Care and Social Services Inspectorate Wales (CNSI) The Care and Social Services Inspectorate Wales (CNSI) is a national charity that provides support and advice to children's services and the public	South East Wales Phone: 01446 333 333 Email: info@cpsni.org.uk	South West Wales Phone: 01446 333 333 Email: info@cpsni.org.uk	South West Wales Phone: 01446 333 333 Email: info@cpsni.org.uk	South East Wales Phone: 01446 333 333 Email: info@cpsni.org.uk	South East Wales Phone: 01446 333 333 Email: info@cpsni.org.uk
Find local numbers in your local council website or directory. You can find website addresses: www.wigpa.co.uk/youngswomen	Children's social services Adult social services																								
Police	Our nearest police station Emergency calls 999 General calls 101																								
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4. safeguarding concerns and allegations

RECORDS



Records of concerns and allegations

- Inform the panel of all safeguarding matters and keep any notes confidentially and securely.
- The panel keeps detailed records of all incidents and will advise you what needs to be retained locally


What if a known offender or abuser seeks to join the church?

- The church has a responsibility to consider and respond to the risk and to protect vulnerable people, but also has an opportunity to provide support and care to the individual.
- The Panel’s Safeguarding Officer should be included at the beginning of any response to the situation and will work with the church and any relevant professionals from statutory agencies to assess the risk and implement a plan.

Handbook section 5.3 p59

- A contract of agreed behaviour may be put in place to facilitate the engagement of those who may present a risk to others.
- This is usually done in collaboration with the police or probation service.
- This agreement sets out the conditions required for the individual to engage with the Church; e.g. permitted activities, restrictions in relation to church buildings and interaction with other members of the community.
- It can also allow someone with a previous conviction to minimise the likelihood of future allegations by complying with the conditions that are agreed.
- Strict confidentiality is maintained throughout.

Managing those who might pose a risk





Confidentiality

CONTACT THE PANEL SAFEGUARDING OFFICER WITH ANY CONCERNS OR DISCLOSURES

The coordinators role



4. Raise awareness

Keep safeguarding on the agenda locally:

1. Policy document and poster is visible
2. Safeguarding is talked about in Church meetings
3. Encourage volunteers to attend training
4. Safeguarding Sunday
5. Safeguarding self assessment



1. Policy document and poster is visible





2. Safeguarding is talked about in Church meetings

Report to the church business or AGM on safeguarding issues in a general and awareness raising manner without compromising confidentiality.



3. Encourage volunteers to attend training

- LEVEL 1 suitable for volunteers (2 hours)
- LEVEL 2 for ministers, leaders and staff (6 hours)
- Mainly online but some face to face may be available.
- All booked online via the training page of our website:
<https://panel.cymru/en/training>

or our ticket source shop:
<https://www.ticketsource.co.uk/interdenominational-safeguarding-panel-diogelu-cydwadwl>



Level 1 Safeguarding Training Session

To help you to understand your safeguarding responsibility in your church context

Who needs to attend?
Essential for:
Sunday school teachers, youth workers, trustees, Elders, Deacons, pastoral visitor
BUT OPEN TO ALL

What's included?
We will look at:
- Your safeguarding policy
- How to respond to concerns
- Creating a safe environment
- Where to get advice and support
<https://panel.cymru/en/training>

Encourage volunteers to attend training


- ▶ We comply with the National Safeguarding Training Standards for Wales which divides roles into 5 groups A-F .
- ▶ We recommend that all vulnerable groups workers and volunteers complete the online Group A e-learning course as soon as possible after commencing their role and before they do a level 1 or 2 Panel course.
- ▶ Short course developed by Social Care Wales free and convenient.
- ▶ Panel courses help to embed this Group A knowledge and understand denominational safeguarding policies and procedures.
- ▶ [Group A Safeguarding | Social Care Wales](#)



4. Safeguarding Sunday

some of the benefits of safeguarding Sunday

- better positive awareness of safeguarding among church members.
- increased numbers of people feeling able to talk about their abuse for the first time.
- additional people volunteering for safeguarding and children's and youth work roles.
- more people completing safeguarding training and criminal record checks.
- more safeguarding leads feeling supported in their role by the church.
- <https://panel.cymru/en/safeguarding-sunday>





Safeguarding Sunday 16th November 2025

Visit <https://safeguardingsunday.org/> to register and download your new resources.

or <https://panel.cymru/en/safeguarding-sunday>



**SELF-ASSESSMENT
SAFEGUARDING
CHECKLIST**

- Safeguarding
- Prevention
- Recognising and reporting
- Review
- Take action

https://panel.cymru/images/Appendix_10_Safeguarding_checklist.pdf



Next step ideas

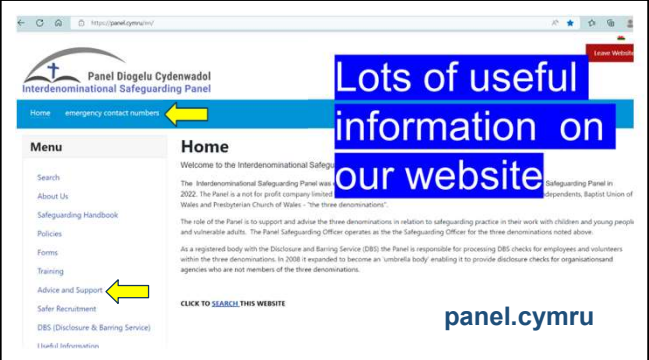
- ❑ Read through the handbook and training booklet
- ❑ Look at the activities in the booklet
- ❑ Work through the safeguarding checklist – appendix 10
- ❑ Make sure you have the up-to-date policy document and poster on display
- ❑ How about arranging a Safeguarding Sunday service this November?
- ❑ Arrange some training
- ❑ Check your volunteers' DBS status

Get in touch

- 01745 817584
- 07957 510346
- post@panel.cymru
- <https://panel.cymru>







panel.cymru



**THANK YOU FOR
TAKING PART IN
TODAYS
TRAINING**

And for all you do
to make your
church a safer
place