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Welcome to the latest edition of Safeguarding Matters, in which we provide you with additional training dates, as well as details about the DBS Update Service, which has now been in place since last June.

Since the launch of our Essential Awareness and Response to Safeguarding Children e-learning programme in April, over 100 of you have accessed the course, which is really positive. We trust that those who have completed the training have found it useful, and your feedback is always welcome, so do please tell us your views. As soon as the Adults module is available on the website, we will let you know.

The safeguarding of children, young people and adults at risk is an important part of all church activities, and through our work, we get to hear about models of good safeguarding practice in place throughout the Diocese. Therefore, we intend to start sharing this work with you, in order to help other parishes to develop their practices too. So, please tell us about the initiatives or projects you have introduced to ensure your vulnerable groups and volunteers are kept safe, and we will happily communicate the details of these through this newsletter. It is always good to celebrate and promote illustrations of good practice, especially within such an important area, and we therefore look forward to hearing from you!

Have a Good Summer!

*From the Diocesan  
Safeguarding Team*



## Confidential Declaration Forms

All volunteers and paid workers who have been appointed by parishes to work in specific roles within the church should complete a Confidential Declaration form at the same time as the DBS check. The purpose of this form is to offer the individual the opportunity to share any information before it is disclosed through the criminal record check, and this has proved very useful in the very small minority of situations where the person has indicated no information, and the criminal record check has shown otherwise.

We are aware that parishes use the Confidential Declaration form in situations where it is not, or cannot be, cross checked with a criminal record check, and in these situations there needs to be an awareness that the information given by the applicant is self disclosure, and therefore cannot be relied upon. Parishes should also establish why they might wish to use the Confidential Declaration form without a link to a DBS check, so devising a role description will help to determine the level of contact the individual is likely to have with vulnerable groups, and whether this is sufficient to meet the threshold for eligibility for a DBS check, or not.

If parishes decide to use the Confidential Declaration form without a DBS check, they must still follow a safe recruitment process, using application forms, an interview and references in order that the information can be cross checked with other sources.

## TRAINING DATES 2014

The Portsmouth Diocese has in place a robust safeguarding policy to ensure that all children, young people and adults who may be at risk of harm are kept safe within the church. A key element of this policy is the training and development of clergy and lay personnel to ensure that all those who work with vulnerable groups are aware of their safeguarding responsibilities.

It is essential that all church personnel who work within the realm of safeguarding undertake relevant safeguarding training if they have not already done so. Face-to-face training places can be booked on a course booking form, available on the Diocesan website, as we regret that we can no longer accept e-mail or telephone requests for training.

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### Safeguarding Policy Training

Intended For: All Clergy with oversight responsibilities, Churchwardens, Parish Safeguarding Representatives. IME 4-7, Readers with leadership and oversight responsibility.

When

Within three months of commencement of role and thereafter every three years.

IME 4-7 – Ideally Year 6. Readers – During third year of training

Trainer: Mary Daisy, Safeguarding Policy and Training Adviser

Dates: 6.30pm-8.30pm 29th July (Portsmouth) 6.30pm-8.30pm 3rd September (IOW)  
10am-12.00pm 10th October (Portsmouth)

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### Recruiting and Managing Volunteers Safely

Intended For: All Clergy with oversight responsibilities, Parish Safeguarding Representatives and Group Leaders of activities and events for children and young people who are responsible for appointing or supervising workers and volunteers in church.

Trainer: Mary Daisy, Safeguarding Policy and Training Adviser

Please register your interest for this course with Theresa Winship, Safeguarding Administrator at [theresa.winship@portsmouth.anglican.org](mailto:theresa.winship@portsmouth.anglican.org)

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### Managing those who pose a Risk within church

Intended For: All members of Parish Management/Support Groups who are supervising an offender in liaison with the Diocesan Safeguarding Adviser

Trainers: Ian Berry, Diocesan Safeguarding Adviser and Jackie Rowlands, Hampshire Police and MAPPA Co-ordinator

Please register your interest for this course with Theresa Winship, Safeguarding Administrator at [theresa.winship@portsmouth.anglican.org](mailto:theresa.winship@portsmouth.anglican.org)

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## HAVE YOU CONSIDERED GROUP E-LEARNING?



Our Basic Awareness and Response to Safeguarding Children training is now delivered via an e-learning package that has been developed by the Safeguarding team in conjunction with Kwango.

The training covers legislation and guidance, signs and symptoms of abuse, and what to do in the event of a concern. The training takes approximately an hour and a half to complete, but participants do not have to do it all in one go, and can dip in and out of the module, as the system can monitor their progress. Once fully completed, participants must complete the final quiz and

achieve at least fifteen out of twenty to pass, whereby they can print off a certificate. This should be shown to the Parish Safeguarding Representative or Vicar for his/her records. All those who complete the training will also receive a certificate from the Diocesan Safeguarding Team.

The e-learning programme was introduced to ensure a consistent provision of basic information to workers and volunteers in relation to child protection, and can also be used to assist parishes with their initial safeguarding induction for children's workers. Some parishes have asked whether it can be delivered in a group forum, and Parish Safeguarding Representatives who wish to use the module to facilitate a face-to-face training session within their church can do so, if they have the appropriate equipment and technology in place to undertake this.

The benefits of running a group e-learning module mean that participants have the opportunity to discuss the content of the course with others, which can benefit learners who prefer to work collaboratively, are not computer literate or who may find the written content of the course difficult to navigate. Parish Safeguarding Representatives and/or Group Leaders who wish to deliver the e-learning programme in a group session can contact the Safeguarding team for a training pack to assist them with the presentation.

## UPDATE SERVICE

The DBS Update Service has now been in place since last summer, and reduces the need for volunteers or workers to apply for multiple certificates if they move from one job to another in the same workforce, are volunteering for a number of organisations at the same time, or when a recheck is required. The facility allows organisations to carry out a quick online status check to see if an individual's certificate is up-to-date, which can save time and money for everyone.

APPLY  
ONLINE  
IT'S QUICK  
AND EASY

Any church workers and volunteers can join the Update Service at the same time as they next apply for a DBS check, and they then may never need to apply for another one again! Individuals who wish to join will need their application form reference number to apply online at [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service). Or, if they have missed this opportunity, they can join with their certificate number when they receive this from the DBS, however, this must be done within 19 calendar days of the certificate being issued, or individuals lose the chance to do so until they have to complete another DBS form.

We ask that all Parish Safeguarding Representatives and ID Validators make their workers and volunteers aware of this service as it will reduce what can be a huge administrative burden on parishes in the future.

# SHARING GOOD PRACTICE IN SAFEGUARDING

We want to use this newsletter to share examples of good safeguarding practice, resources and policies, and we are also in the process of developing an online safeguarding hub to communicate the latest news in safeguarding, and give parishes access to the support and information that is available both within and outside of the Diocese.



The commitment of the church to welcoming everyone into our community means that safer recruitment practices are an essential part of a safeguarding culture, and the Parishes of [St John the Evangelist](#) and [Crofton](#) in the Fareham Deanery have produced Safeguarding Recruitment packs for all of their Children's workers and Leaders. Details of these can be found on the Crofton website <http://croftonparish.org.uk/safeguarding> or you can contact the Parish Safeguarding Representatives at either of these parishes for more information.

Also, well done to all of the children's workers in the [Parish of St Michael's and All Angels](#) in Paulsgrove who recently completed the Basic Awareness and Response to Safeguarding Children e-learning module and received their certificates during a recent church service. The importance of training cannot be underestimated in order that everyone understands their responsibility towards children and young people and knows what to do if they have a concern.



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For some parishes, it can be overwhelming as to where to start when thinking about what needs to be in place to ensure that all workers, volunteers and the people with whom they are working feel safe and cared for. Our Safeguarding Policy and Safer Recruitment training workshops each provide lots of information to help identify what is required to create a safe church, including self-assessment checklists to help parishes assess where they are in relation to key safeguarding standards, and identify criteria which requires further development.

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'Safeguarding Matters' is sent out to all incumbents, churchwardens and Parish Safeguarding Representatives, as well as anyone else who might have requested it through our mailing list. Please ensure that the newsletter is circulated to all PCC members, activity group leaders and volunteers, and place one in the front of your Safeguarding Handbook 'In Safe Hands' so everyone can benefit from the information, as safeguarding is everyone's responsibility.