

ISSUE  
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# Safeguarding Matters

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Protection of Freedoms Act 2012  
2013 Training Programme  
Domestic Abuse



Welcome to our 10th edition of Safeguarding Matters. In this newsletter, we bring you further details of the Protection of Freedoms Act 2012, which includes some important changes to criminal records and barring arrangements from September of this year. It is important that all those who are responsible for appointing workers and volunteers in parishes including undertaking CRB checks should be made aware of these.

We also include in this newsletter details of our 2013 training programme for all workers and volunteers who hold specific roles within parishes including clergy, Churchwardens, Safeguarding Representatives, and those who have regular contact with children, young people and adults who may be vulnerable.

Our newsletters are A5 size in order that they fit easily into the Portsmouth Diocese Safeguarding Handbook, so please make these available in the handbook and to as many people within the parish as possible. This ensures that everyone who works with children, young people and vulnerable adults are aware of current initiatives and topics and continue to have their safety and protection in mind at all times.

Best wishes for Christmas and the New Year!

From the  
Diocesan Safeguarding Team



## Training 2012

2012 has been a busy year for the Safeguarding team in respect of training. We ran 22 training workshops this year with approximately 450 delegates attending in total.

Some of the delegates still seemed unaware of the existence of the 2010 Diocesan Safeguarding Handbook 'In Safe Hands'. Parish leaders should therefore ensure that there is at least one copy available to everyone within each church. A limited supply of books are still available from this office, or it can be downloaded from our website [www.portsmouth.anglican.org](http://www.portsmouth.anglican.org)

Parishes are still continuing to use CRB checks as the only method of recruitment when appointing volunteers. The Church of England is committed to the selection and training of all those who have a responsibility for safeguarding children, young people and or vulnerable adults in line with safer recruitment principles and we encourage all parishes to follow these when taking on new volunteers.

Many of the participants said how much they enjoyed our workshops despite doing safeguarding training elsewhere, and have found it extremely useful in their parish roles, so for all those who have yet to attend a safeguarding training workshop you will find details of our 2013 programme inside with information on how to book.

We look forward to meeting you soon!

# THE PROTECTION OF FREEDOMS ACT 2012



As reported in our last newsletter (Issue 9) the introduction of The Protection of Freedoms Act 2012 in May 2012 has resulted in some changes to disclosure and barring arrangements including CRB checks. These changes will be introduced on a phased basis from September 2012 and throughout 2013. A summary of the time frame of these is detailed below:

## September 2012

- **Introduction of new Identity checking guidelines through an external service**
- **New definition of Regulated Activity**
- Repeal of Controlled Activity
- Repeal of registration and continuous monitoring
- Introduction of a minimum age (16 years) at which someone can apply for a CRB check
- More rigorous 'relevancy' test for when the police release information held locally on an enhanced CRB check

## December 2012

- The CRB merges with the Independent Safeguarding Authority (ISA) to become the Disclosure and Barring Service (DBS). The DBS will be an Executive Non-Departmental Public Body sponsored by the Home Office, and will continue to process CRB applications.

## Spring 2013

- Introduction of a new Update Service allowing individuals to apply for a criminal record check once which can be checked online and thus avoiding repeat applications. (This service may be subject to a subscription fee).
- **Changes to the CRB Disclosure**

Highlighted in red are three significant changes which parishes need to be aware of, and ensure these are communicated to those individuals who are responsible for the appointment of workers and volunteers who work with vulnerable groups.

### **New Identity Checking Guidelines**

On the 1st September 2012, the CRB introduced new identity checking guidelines. These incorporate three routes that parish CRB validators must follow when verifying an applicant's identity once they have completed a CRB application. Enclosed with this newsletter is a revised Document Evidence Sheet which provides a list of acceptable documents that can be produced by the applicant for ID validation, and also details of the three routes to identity validation. 21 documents have been removed from the previous list and are no longer acceptable under the new arrangements so please make sure you destroy all previous CRB information in respect of this and replace with the new form.

Applicants who are unable to produce sufficient documents to satisfy identity validation at Route One must be validated through Route 2. This involves the applicant providing their

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written consent for an external ID Validation Check, undertaken by an external supplier which the Portsmouth Diocese has secured for this purpose.

If Parish CRB Validators are unable to validate an applicant's identity at Routes 1 or 2 in accordance with the revised guidelines, they will need to be sent for fingerprinting. This will be at a police station at an appointed time and may add delay to the overall CRB application process.

As a result of these changes, CRB Validators must now return a completed Document Evidence Sheet with every CRB Application in order that we can record details of the applicant's identity validation documents.

Please contact Theresa Winship at the Diocesan Safeguarding Office on Tel: 023 92 899665 if you have any queries in respect of the new guidelines.

## New Definition of Regulated Activity

From 10th September the Act introduced new definitions of Regulated Activity for adults and children. The guidelines are complex and may impact on parish's current arrangements in respect of CRB eligibility.

Regulated Activity has been redefined to focus mainly on work which involves close and unsupervised contact with vulnerable groups. It continues to exclude any activity carried out in the course of family or personal relationships. The new definitions are outlined below:

### Regulated Activity for Adults

Providing Healthcare—provision by a healthcare professional or under the direction or supervision of one. This also includes psychotherapy and counselling.

Providing Personal Care—Physical assistance with eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of skin, nails or hair (not cutting hair), because of the adult's age, illness or disability. This also includes anyone who trains, instructs or provides advice on the provision of personal care or those who prompt and supervise an adult to do one of the above.

#### Providing Social Work

Assisting with General Household Matters —Assistance with managing cash, paying a bill or shopping because of the adult's age, illness or disability.

Assisting in the conduct of people's own affairs— e.g. Lasting or enduring Power of Attorney under the Mental Capacity Act 2005, being an independent Mental Health Advocate, etc.

Conveying—transportation of adults to, from or between places where they receive healthcare, relevant personal care or social work because of their age, illness or disability.

*There is no frequency test for work with vulnerable adults and therefore an individual only needs to engage in one of the above defined activities once to carry out Regulated Activity.*

Overleaf are some illustrative examples which might be helpful in helping parishes determine whether a volunteer or worker who has contact with vulnerable adults requires a CRB check under the new guidelines.

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- A volunteer or worker who prepares and serves a meal to an adult in their own home or at a church event or activity but does not feed the adult is NOT engaging in regulated activity as to be engaged in regulated activity you must provide physical assistance to the person e.g. spoon feeding.
- A volunteer or worker who prompts or supervises a person to eat or drink, etc. as without doing so they might not eat IS engaging in regulated activity
- A volunteer or worker who trains, instructs or provides advice or guidance on personal care, for example teaching a person who has suffered a stroke to eat using adapted cutlery IS engaging in regulated activity.
- A volunteer or worker who manages a person's cash, pays their bills or undertakes shopping on their behalf IS engaged in regulated activity
- A befriender who helps a person compile their weekly shopping list, but does not go shopping for them is NOT engaging in regulated activity.
- a volunteer who may take an adult to and from their GP appointment on behalf of a community group or parish endorsed arrangement IS in regulated activity
- A volunteer who drives an adult to church and back is NOT in regulated activity
- A friend who takes their neighbour to a hospital appointment would NOT be in regulated activity as this is defined as a personal relationship.

## Regulated Activity for Children

The new definition of Regulated Activity relating to children is complex and relates to what a volunteer or worker does (activities), how often (frequency) and whether they are supervised (or not) within their role.

Activities—teach, train, instruct, care for or supervise children, provide advice/guidance on wellbeing, or drive a vehicle only for children.

Relevant Personal Care—Physical help for reasons of age, illness or disability. This will include taking a young child to the toilet or helping them to get dressed, etc. (*this need only be undertaken once and does not have to fulfil the frequency criteria below*)

Moderating a public electronic interaction communication service—we assume this is in connection with social media, i.e. Facebook, etc.

Frequency—defined as at least once a week, 4 days in a 30 day period and/or overnight which is between the hours of 2am and 6am.

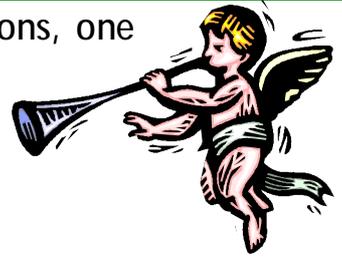
Supervision— This should be regular, day to day and reasonable in all the circumstances to ensure the protection of children

Most parish roles which have contact with children and young people would meet the criteria under 'Activities'. Individuals who are responsible for taking small children to the toilet or helping them to get dressed or wash are engaging in regulated activity. Individuals who take responsibility for parish social media, and control the content and interaction of, say, a parish Facebook account would be engaging in regulated activity. Individuals who fall outside of the frequency criteria but their contact is on a sufficiently regular basis to form a relationship with a child or young person continue to be eligible for a CRB check.

The question of whether a volunteer or worker is supervised or not is important. The government has not provided a formal definition of 'supervision' but rather left it to each

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organisation to implement its own definition. In most church situations, one worker does not act as the formal supervisor of another, the more usual pattern is for people to co-work. Therefore parishes should consider the following factors in deciding whether a worker or volunteer is 'supervised' or not. These include:



- The nature of the individual's work
- The ages of and the number of children the individual is working with
- How many volunteers are supervised by each Group Leader

Parishes need to be certain that all volunteers or workers actions are constantly supervised throughout the course of their work on an ongoing basis, and if this level of monitoring cannot be maintained continuously then the role is not a supervised position and therefore remains within Regulated Activity. Group Leaders would always be engaging in regulated activity as they are won't be supervised by another person during the activity or event.

Parishes should also be aware that if you dismiss or remove someone from regulated activity (or you would have done had they not already left) because they harmed or posed a risk of harm to vulnerable groups including children, you must contact the Safeguarding Office immediately to notify us.

If you need further clarification in respect of the definition of Regulated Activity please contact the Safeguarding Office on Tel: 023 92 899677/665.

## CRB Disclosures

All roles that fall within the new definition of Regulated Activity are eligible for an enhanced CRB check which includes a Barred List check (called Enhanced Plus).

Volunteers and workers whose role may be outside of Regulated activity, and this may include some Pastoral Visitors, Drivers for adults to and from church activities and children's workers who are subject to continuous and ongoing supervision are still eligible for Enhanced CRB checks, but not for a Barred List check.

We continue to recommend that all individuals who hold parish roles and have regular contact with vulnerable groups should be CRB checked, however the CRB Validator must record clearly the position applied for on the application form (not just 'volunteer' please) and highlight whether the check is Enhanced Plus or just Enhanced. For Enhanced plus, a cross must be put in the 'yes' boxes in fields x64 (children) and/or x66 (adults) to include a check of the relevant ISA barred list, or for Enhanced without a barred list check, these boxes must be left unmarked.

The Safeguarding Office reserves the right to return forms that have not been completed accurately or does not include the Document Evidence Sheet.

All application forms for positions that are NOT clergy or Readers must be sent to:

**Mrs Theresa Winship, Safeguarding Administrator, First Floor,  
Peninsular House, Wharf Road,  
Portsmouth  
PO2 8HB**

# TRAINING PROGRAMME 2013

In August, Bishop Christopher sent out a letter to all incumbents informing them that it would be a requirement for all clergy, churchwardens, parish safeguarding representatives, children's leaders and helpers and pastoral workers to attend relevant diocesan safeguarding training within twelve months of them being appointed, and that this should be updated every three years. All existing volunteers or workers who have not yet attended safeguarding training with the Portsmouth Diocese must also ensure they attend relevant training over the next twelve months.

The Safeguarding training programme comprises of a selection of two hour workshops relating to specific subjects. These include:

- Safeguarding Policy Training
- Essential Awareness and Response to Safeguarding Children
- Essential Awareness and Response to Safeguarding Adults
- Recruiting and Managing Volunteers Safely
- Managing Offenders in Church



Our new training booklet provides specific details of all of the workshops currently on offer within our 2013 programme. This is available at [www.portsmouth.anglican.org](http://www.portsmouth.anglican.org). To book a place on one of our workshops, you must now complete the booking form found in the training booklet.

All training workshops will be held either at the Portsmouth Diocesan offices at Peninsular House or on the Isle of Wight. The exception to this is the Essential Awareness workshops for Children or Adults, and parishes who wish to book with us to run a workshop in their church must complete a Training Request form which can also be found in the booklet.

We envisage that demand for training might be high next year, so you are advised to book early to avoid disappointment. All our training workshops are free, however, we reserve the right to charge a small fee for those delegates who do not attend, but have not cancelled beforehand.

The Safeguarding Office is also exploring e-learning courses for workers and volunteers who have regular contact with vulnerable groups in parishes to access on-line as part of their induction training, and we look forward to updating you in our next newsletter in respect of this.

## Volunteer Trainers

Following our appeal this year for volunteer trainers, we are pleased to introduce Peter Whitlock who will be delivering the Essential Awareness and Response (Children) workshop on the Isle of Wight next year. Peter has been the Safeguarding Representative for St John's, Newport for approximately 4 years, and is also a Secondary School Governor. Parishes on the Island who wish to book Peter to deliver the Essential Awareness and Response workshop for Children at their church should complete the booking form and send it to us. Peter is able to deliver training during evenings and Saturdays, subject to his availability.

If anyone would like to help with training on the mainland please contact Mary Daisy or Theresa Winship for an application form on 023 9289 9665/677

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# TRAINING PROGRAMME DATES 2013

## Safeguarding Policy Training

Saturday 26th January	10-12	Christ Church, Alum Bay New Road, Totland Bay PO39 0ES
Saturday 16th February	10-12	Diocesan Offices, Wharf Road, Portsmouth, PO2 8HB
Saturday 23rd March	10-12	St John's Church Hall, Newport, IOW, PO30 1EQ
Wednesday 17th April	10-12	Diocesan Offices, Wharf Road, Portsmouth, PO2 8HB
Saturday 29th June	10-12	Diocesan Offices, Wharf Road, Portsmouth, PO2 8HB
Saturday 28th September	10-12	Diocesan Offices, Wharf Road, Portsmouth, PO2 8HB

## Essential Awareness & Response (Adults)

Saturday 26th January	1.30-3.30	Christ Church, Alum Bay New Road, Totland Bay PO39 0ES
Saturday 27th April	10-12	Diocesan Offices, Wharf Road, Portsmouth, PO2 8HB
Tuesday 18th June	10-12	Diocesan Offices, Wharf Road, Portsmouth, PO2 8HB

## Essential Awareness & Response (Children)

Saturday 2nd March	10-12	Diocesan Offices, Wharf Road, Portsmouth, PO2 8HB
Saturday 23rd March	1.30-3.30	St John's Church Hall, Newport, IOW, PO30 1EQ
Saturday 8th June	10-12	Diocesan Offices, Wharf Road, Portsmouth, PO2 8HB

## Managing & Recruiting Volunteers Safely

Tuesday 26th February	10-12	Diocesan Offices, Wharf Road, Portsmouth, PO2 8HB
Saturday 18th May	10-12	Diocesan Offices, Wharf Road, Portsmouth, PO2 8HB

## Managing Offenders

Tuesday 12th March	7-9pm	Diocesan Offices, Wharf Road, Portsmouth, PO2 8HB
Wednesday 18th September	10-12	Diocesan Offices, Wharf Road, Portsmouth, PO2 8HB

## TBA subject to demand

Saturday 13th July	10-12	Diocesan Offices, Wharf Road, Portsmouth, PO2 8HB
Saturday 7th September	10-12	Diocesan Offices, Wharf Road, Portsmouth, PO2 8HB

# SAFEGUARDING REPORTS

High profile cases about the abuse of adults, children and young people can cause widespread shock and create significant emotion. The most recent safeguarding scandal about the exposure of Jimmy Saville, a well known television personality, famous for his significant charity work, has caused plenty of speculation from the public and the media, and will result in a public inquiry and criminal investigations which may take years to complete.



However, despite official inquiries and increased awareness of abuse, we continue to read and hear about the discovery of abuse in workplace settings, which raises the question of how organisations who are responsible for protecting the vulnerable can achieve an environment of openness and transparency where inappropriate behaviour is not overlooked and regimes are subject to regular scrutiny.

Sadly, the church has also had to respond to revelations of abuse which have come to light, resulting in significant damage and distress at the heart of the church community. The Diocese of Chichester recently published a report into the operation of their child protection procedures following allegations of historical abuse by vicars serving in the Diocese during the 70' and 80's. The report highlights failings in respect of policy, management and training, however, the identification of 'culture' is also cited as a significant reason for failings, and this appears to run as a common thread across many investigations.

Safeguarding policies require robust implementation from the top and active awareness by all. However, the culture of the church can also make it easier to minimise behaviour that may be a concern, by attributing it to the person's personality, character or circumstances. Forgiveness, acceptance and a focus on looking to the good in people must be balanced with wariness, insight and discernment, as without this equilibrium, the church could be seriously at risk of failing to recognise inappropriate behaviour or being able to respond appropriately when concerns are raised.

Parishes who run activities and events where children, young people or adults who may be vulnerable attend, should have in place robust and effective policies and procedures in order to protect them. However, to be truly effective, there should also be a shared commitment to work together in an environment where everyone is fully supported to raise concerns and challenge issues within a culture of openness.



For those of you who wish to learn more about how to implement safer working practices within your parish, please make sure you book onto our Essential Awareness or Safeguarding Policy training workshops.