

ISSUE
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Safeguarding Matters

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Welcome to another edition of Safeguarding Matters, in which we bring you further details of the Disclosure and Barring Service (DBS), and how some important changes to their current arrangements may affect you. These include the launch of a new product called the Update Service, and the introduction of a Single Certificate for applicants only. Therefore, it is very important that all Parish Safeguarding Representatives and Incumbents understand the implications of these changes with regard to your current parish recruitment procedures, as from the 17th June the Diocesan Safeguarding Office (as the Registered Body) will no longer receive a copy of the applicant's DBS certificate, and therefore, from this date, it will become their responsibility to send their certificate to the Safeguarding Office in order that we can review and record the information on it.

We also include in this newsletter details of the new revised government guidance of *Working Together to Safeguard Children* which sets out what individuals and organisations must do to keep children safe and promote their welfare.

On a final note, please do make sure that a copy of this newsletter is put at the front of the Portsmouth Diocese Safeguarding Handbook, in order that everyone who undertakes paid or voluntary roles with children, young people and adults who may be vulnerable are aware of these changes too. Enjoy the Summer!

From the Diocesan Safeguarding Team

Parish Safeguarding Representative

All parishes should have a designated person in place with special responsibility for safeguarding, to work with the incumbent and the PCC to implement policy and procedures.

It is important that the individual who is in this voluntary position within the church are well supported in order that they are able to perform their responsibilities effectively. We offer advice and guidance to all Safeguarding Reps by telephone or e-mail contact or through newsletters, however, it is also vital that parishes provide local support to their Reps, with PCC members and Incumbents taking the lead to ensure they encourage them to discuss any problems or ask for help when they need it.

It is also essential that potential Safeguarding Reps are provided with relevant information about the key requirements of the role before they take it on, and details of these responsibilities can be found in the Diocesan Safeguarding Handbook in Section One. In addition they should be informed before they start that they will be required to attend appropriate safeguarding training within the Diocese.

In the event that a parish does not have a designated safeguarding representative in place, the Incumbent will be recorded as the primary contact for safeguarding.

UPDATES TO THE DISCLOSURE AND BARRING SERVICE

As reported in our previous newsletters there have been many changes over the last year to the way in which criminal record checks are processed. The Disclosure and Barring Service (DBS) has now replaced the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) and its key responsibilities include processing requests for criminal records checks and making barring decisions to prevent individuals from working in a Regulated Activity with vulnerable groups. **There has recently been more important announcements from the DBS about changes to its services that will come into force from the 17th June.**



IMPORTANT CHANGES FOR YOUR ATTENTION!!

UPDATE SERVICE

From the 17th June, this new subscription service lets individuals keep their DBS certificates up-to-date so they can take them with them when they move jobs or roles. We have devised a flowchart that all Safeguarding Representatives or individuals responsible for co-ordinating DBS checks in the parish must give to new applicants or those who need renewal DBS checks in order that they can decide whether, or not, to subscribe to the Update Service. We advise you to encourage as many people as possible to subscribe as it will save a lot of time in completing forms. It is also free for volunteers.

After the 17th June, Safeguarding Reps and/or Identity Validators should ask all new appointees who are eligible for a DBS check whether they are registered with the Update Service. If they are, you must ask their permission to use their current DBS certificate in order that we can carry out an on-line check. If they are in agreement to this, you should then contact the Diocesan Safeguarding Office and we will inform you what information we need from the applicant.

For those individuals who are not subscribed to the Update Service and require either a new or renewal DBS check for their parish role, you should give them a DBS application form and relevant forms in the normal way PLUS the flowchart attached with this newsletter.

POSITION APPLIED FOR FIELD

In Section X on the DBS form Safeguarding Reps and/or Identify Validators must complete field x61 by including one of the following phrases on Line 1.

- Children Workforce—for positions that involve working or volunteering with children
- Adult Workforce—for positions that involve working or volunteering with adults who may be vulnerable
- Children and Adult Workforce—for any position that involves working or volunteering with both children and adults who may be vulnerable.

On the second line, you should then record the actual role that the individual will be undertaking with the parish, i.e. Youth helper, Pastoral Visitor, etc.

UPDATES TO DISCLOSURE AND BARRING SERVICE

This change is really important, as from the 17th June when the Police are considering whether to release non-conviction information about an individual, they will use the broader definition of 'workforce' to assess the relevance of any information that they may consider for release on an enhanced DBS certificate. This will then allow an applicant who has joined the Update Service to re-use their DBS certificate for another position in the same workforce.

APPLICANT ONLY CERTIFICATES

To coincide with the launch of the Update Service, from the 17th June, the DBS will only issue DBS certificates to the applicant and WILL NO LONGER SEND A COPY TO THE REGISTERED BODY. This means that the Diocesan Safeguarding Office will no longer receive a copy of the applicant's disclosure certificate.

Whilst this change does not affect the employer's right to have sight of DBS disclosure information for eligible roles, we have had to establish new arrangements for processing DBS checks in order that we continue to see the applicant's copy of the disclosure certificate. It is therefore very important that all Incumbents and Safeguarding Representatives make the relevant staff and volunteers within their parishes aware of these requirements, in order that we continue to prevent unsuitable people from working with vulnerable groups within our organisation.

We are aware that some parishes still continue to allow new appointees to commence in roles which involve working with children, young people and adults that may be vulnerable before they have received a letter from the Diocesan Safeguarding Office to state that the individual is cleared to commence work, despite the fact that this is in contravention to the Church of England's recruitment requirements and those specified in the Diocesan Safeguarding Handbook *In Safe Hands*.

From the 17th June, the requirement to prevent people working with vulnerable groups until their DBS certificates have been seen becomes more important under these arrangements because those who have suspicious histories may delay or be evasive about sending or showing their certificates on request, and therefore we will expect all parishes to ensure that **ALL WORKERS AND VOLUNTEERS WHO HAVE DBS CHECKS CURRENTLY OUTSTANDING DO NOT COMMENCE WORK WITH CHILDREN, YOUNG PEOPLE OR ADULTS WHO MAY BE VULNERABLE UNTIL THEY HAVE BEEN CLEARED TO DO SO BY THIS OFFICE.**

The process that all parishes will now need to follow in relation to appointing new staff and volunteers who work with vulnerable groups is given on page 5, and this updates the information provided in the Safeguarding Handbook, so please do make sure all those in the parish who are responsible for recruitment are aware of these changes.

UPDATES TO THE DISCLOSURE AND BARRING SERVICE

NEW FILTERING ARRANGEMENTS

As a result of a judgment of the Court of Appeal, from 29 May 2013, changes to legislation have also now been introduced which allow the Disclosure and Barring Service not to disclose specified old and minor convictions and cautions on DBS certificates. This is referred to as filtering.

The impact of this is that employers can now only ask an individual to provide details of convictions and cautions that they are legally entitled to know, and therefore we have revised our Confidential Declaration Form to reflect these changes. This form will be available on the Diocesan website and we recommend that you start to use it immediately as part of your normal recruitment process. For more information about filtering, you should refer to the DBS website <https://www.gov.uk/government/publications/dbs-filtering-guidance>

BARRING

The DBS has no powers of investigation and relies on information from regulated activity providers, and this includes parishes, to inform their barring decisions. Organisations who appoint paid workers or volunteers in a regulated activity are legally bound to refer individuals in these roles to the DBS if they have caused harm to vulnerable groups or pose a risk to them. Therefore, if you have had to remove someone from their role, or they have moved on before they were removed because of these reasons, you must contact the Safeguarding Team immediately with full details in order that we can make the referral. Since last December, the DBS has barred approximately 650 unsuitable people from working with vulnerable groups.

For more information about all these changes to the Disclosure and Barring Service please refer to their website which is www.gov.uk/dbs, where you can also register to receive their electronic announcements.



www.portsmouth.anglican.org/safeguarding

This link will take you straight to Safeguarding on the Diocesan website

NEW ARRANGEMENTS IN RESPONSE TO DBS CHANGES

Please follow these recruitment steps when appointing individuals who will be working or volunteering with children, young people and adults who may be vulnerable

Step One:

As well as a DBS application the applicant should also complete the Diocesan Application Form, Confidential Declaration Form and Reference Request Form. They should also be given a copy of the DBS Update Service Flowchart and be encouraged to register with this service, PLUS a letter informing them of the new DBS process and telling them what they need to do. This is included with this newsletter and is also available on our website. **At this stage you must inform the applicant that they cannot commence in their role until they have been approved to start work by the Diocesan Safeguarding Office.**

Step Two:

You should return the DBS application form to the Diocesan Safeguarding Office in the normal way making sure that you have completed all the sections correctly, and indicated on Field 61 the workforce and role that the applicant will be working in. The Safeguarding Office will process the application and send it to the DBS Office.

Step Three

The DBS will only issue a disclosure certificate to the applicant who on receipt of this must send it, or bring it in person to the Diocesan Safeguarding Office. Once we have received this, we will record the relevant details in line with our current policy and send it back to the applicant. We will then contact the Incumbent and inform him/her that either the applicant is cleared to commence work OR if the DBS certificate contains convictions or cautions, the Incumbent will be required to carry out a risk assessment on the disclosure information in liaison with the Diocesan Safeguarding Adviser.

Step Four

Once the applicant has been cleared to commence work by the Diocesan Safeguarding Office, the Incumbent or the Safeguarding Representative can then contact the applicant to arrange a starting date, subject to the receipt of suitable references, if these have not been received.

We have endeavoured to keep the process as similar as possible to the way we currently administer checks, however, it is the parish's responsibility as the recruiter to ensure that they do not allow individuals to start in their role before they have been cleared to do so, to chase up applicants who have not sent their disclosure certificates to us and to let them know when they have been approved to commence work by the Safeguarding Team.

We understand that these changes might result in some parishes having to amend their own recruitment procedures to reflect these new arrangements however, we will endeavour to support you in implementing these. Please contact Mary Daisy on Tel 02392 899677 or mary.daisy@portsmouth.anglican.org or Theresa Winship on Tel 02392 899665 or theresa.winship@portsmouth.anglican.org if you need further information about these changes.

WORKING TOGETHER 2013

The Government has now published the final version of the guidance *Working Together to Safeguard Children*. This revised guidance sets out core legal requirements as to how organisations including parishes and individuals who work in parishes should work together to safeguard and promote the welfare of children.

Working Together 2013 replaces *Working Together to Safeguard Children (2010)*, *The Framework for the Assessment of Children in Need and their Families (2000)* and statutory guidance on making arrangements to safeguard and promote the welfare of children under Section 11 of the Child Act 2004 (2007). The link to read the guidance can be found at <http://www.education.gov.uk/aboutdfe/statutory/g00213160/working-together-to-safeguard-children>.

Under organisational arrangements in the guidance, it states that churches provide a wide range of activities for children and therefore has an important role to play in supporting children and families. In view of this, there is a requirement for churches to have appropriate arrangements in place that reflect the importance of safeguarding children. These include:

- Safe recruitment practices for individuals who work regularly with children, including policies on when to obtain a criminal record check
- Appropriate supervision and support for staff, including undertaking safeguarding training
- A mandatory induction which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare.

All these requirements are discussed in more detail in the Diocesan Safeguarding workshops, specifically within the Safeguarding Policy and Essential Awareness and Response to Children training events. The dates of each of these workshops and others are available opposite.



TRAINING PROGRAMME DATES 2013

The following workshops are in place as part of the 2013 Training Programme. We now have a trainer who delivers Essential Awareness and Response (Children) workshops on the Isle of Wight and can be booked through the Diocesan Safeguarding Office on Tel: 02392 899665.

Tuesday 18th June	Essential Awareness and Response (Adults) Diocesan Offices, Portsmouth. PO2 8HB, 10-12 Tel: 023 9289 9665
Tuesday 25th June	Essential Awareness and Response (Adults) Event run by the Fareham Deanery (Please email Jill Rattle jill.rattle@ntlworld.com for details)
Saturday 29th June	Policy Training Diocesan Offices, Wharf Road, Portsmouth, PO2 8HB, 10-12 Tel: 023 9289 9665
Saturday 29th June	Essential Awareness and Response (Adults) Event run by St Jude's Parish (Please ring Laura Preston on 023 9275 0442 for details)
Wednesday 10th July	Essential Awareness and Response (Adults) Diocesan Offices, Portsmouth, PO2 8HB, 10-12 Tel: 023 9289 9665
Saturday 13th July	Essential Awareness and Response (Children) Event run by St Mary's, St Peter and St Andrew's, Hayling (Please ring Sue Titcomb on 023 9263 7649 for details)
Saturday 7th September	Essential Awareness and Response (Children) Diocesan Offices, Portsmouth, PO2 8HB, 10-12 Tel: 023 9289 9665
Saturday 7th September	Essential Awareness and Response (Children) Event run by Church of the Resurrection, Farlington, (Please ring Allison Turner on 023 9232 7027 for details)
Wednesday 11th September	Essential Awareness and Response (Adults) Event run by Area Dean of Petersfield (Please ring Revd Will Hughes on 01730 260 213 for details)
Wednesday 18th September	Managing Offenders Diocesan Offices, Portsmouth, PO2 8HB, 10-12 Tel: 023 9289 9665
Saturday 28th September	Policy Training Diocesan Offices, Portsmouth, PO2 8HB, 10-12 Tel: 023 9289 9665
Saturday 28th September	Essential Awareness and Response (Children) Event run by the parish of Warblington and Emsworth (Please contact Gerry Rock on 01243 372428 for details)
Monday 4th November	Policy Training for Clergy, Cathedral House, St Thomas's Street, Portsmouth, PO1 2EZ, 10-12 Tel: 023 9289 9665
Wednesday 13th November	Policy Training for Clergy, Cathedral House, St Thomas's Street, Portsmouth, PO1 2EZ, 10-12 Tel: 023 9289 9665

We are unable to accept any more parish requests for training at this time, and therefore if you do have workers or volunteers that need to attend Diocesan Safeguarding training, we recommend that you contact either Theresa Winship on Tel 02392 899665 or the individuals named above to determine available spaces on these workshops. The Diocesan Training Programme runs from January to November each year and further training dates for 2014 will be provided in the autumn newsletter.

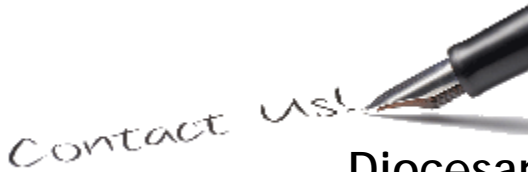
The last word



All churches need to follow the requirements of their own insurance company with regard to safeguarding policy and practice. Ecclesiastical advises the Church of England and the Diocese with regard to insurance, and many of our parishes are also insured through them too.

It is important that the PCC is aware of what activities and events are being undertaken within the church in order that they are adequately covered for these. This also includes those which are run on church premises from other organisations and groups through a hiring agreement, because public liability insurance does not normally extend to indemnify any outside groups hiring the premises. Therefore, it is vital that the PCC has obtained written confirmation from any hirers that they have their own public liability cover for their activities whilst hiring church premises. It is also good practice to obtain written confirmation from any such group that is running children's activities regularly that it has a child protection policy and undertakes the appropriate criminal records checks.

Further information in respect of this can be found in Section 2G of the Diocesan Safeguarding Handbook '*In Safe Hands*' and also on the Ecclesiastical website www.ecclesiastical.com



Diocesan Safeguarding Team

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