

Safeguarding Matters!

POCKET GUIDE

Included with this newsletter is a Child Protection Pocket Guide. It is handy to keep and can be used as a quick reference guide when dealing with child protection issues. It is useful for those in your parish with responsibilities for children & young people.

If you require any more of these guides contact Theresa Winship:
023 9289 9678
theresa.winship@portsmouth.anglican.org

Child Protection Policy & Procedures 2007

**PLEASE ENSURE THAT
YOU ARE WORKING TO
THE LATEST DIOCESAN
GUIDELINES ISSUED IN
JULY 2007**



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WELCOME

Welcome to our first edition of Safeguarding Matters!

The Child Protection team are always looking at ways to keep you up-dated with new information or initiatives that are relevant to you.

We felt a Newsletter would be an ideal way of ensuring that this happens.

We will continue to keep in touch with you in this way to ensure that you are kept fully informed of new issues as they arise.

In this issue we will be providing guidance to Parish ID Validators as to their responsibilities in relation to the checking of CRB forms.

Also we will be up-dating you as to the role we play in Child Protection, and how we can help you if issues arise in your parish.

Mary Daisy
Assistant Child Protection Adviser



CRB UPDATE!

To check or not to check?

We receive many calls from parishes asking whether certain voluntary positions in parishes require a CRB check. Also some volunteers can be put off taking up positions where checks may be required. It can be a difficult balance for parishes in deciding that a CRB check is necessary and not alienating potential helpers!

Not all posts are legally entitled to be CRB checked, just because you want to check does not mean you legally can. It is a common myth that anyone working with children and/or the vulnerable **MUST** be CRB checked. It is simply that someone working with children and/or the vulnerable is **ALLOWED** by law to have a check.

Generally you can apply for a CRB Disclosure if the position includes caring for, training, supervising or being in sole charge of children, and/or if the position involves unsupervised contact with children.

If you are unsure whether the post fulfils this criteria, then before applicants are asked to complete a CRB



application, the Child Protection Representative, in liaison with the PCC should carry out a full assessment of the risks that the person doing this work could pose to children.

We have produced a CRB risk assessment flowchart to aid you with this process. To receive this form by post or e-mail please contact Theresa Winship.



Validating CRB Forms

Every parish should have a nominated person who is responsible for checking the validity of CRB applications. This individual has specific obligations to ensure that they check and validate the information provided by the applicant on the application form and confirm the identity of the applicant through the examination of a range of identity documents. The Parish ID Validator and Child Protection Representative are often the same person!



Unfortunately we continue to receive a significant number of applications that we have to return because of errors in the completion of the form. This can delay the processing of these applications. With your help, many of these delays can be avoided.



Common Errors Which Cause Delays



CRB Applicants

The whole of the form should be filled in with **BLACK INK**.

If an error is made, a line should be put through the mistake and the correct information written clearly to the **RIGHT** of the crossed out information - Correction Fluid should **NEVER** be used.

If a section is not applicable, leave it **BLANK** - it should not be crossed through or marked N/A. Sections E, F, G, X, Y and Z should **NEVER** be completed by the applicant.

At Section C Q20 - if a surname has changed or remains the same after marriage or if a title is used (for example Dr or Revd) include a birth surname.

Section H - a signature is only needed in Section 68. Please make sure it stays within the box.

ID Validators

The ID Validator **NOT** the applicant should complete Section X.

The ID Validator should check the form has been completed correctly before sending it to us.

The Applicant must provide at least three pieces of evidence as proof of their identity, and they should produce this in **PERSON** not by post.

The ID Validator must ensure that they see **AND** record the correct number of documents. The document details must either be recorded in Section X or on a

Document Evidence Sheet that we provide from this office.

We produce a CRB Application Guide for Identity Validators, which we can send to you on request.



Forms that are not completed accurately will now be returned to the parish ID validator for correction.



Safeguarding Pack



We will shortly be sending out a pack which will include useful information and forms for the Child Protection Representative and ID Validator. It will

also include a form for you to fill in and send back to us if you are happy for your details to be kept on our database. We will also be asking you if you are happy to receive newsletters, etc via email.

A Few Words From the Diocesan Child Protection Adviser

Having been involved with parish work I appreciate the difficulties experienced by volunteers and I am very grateful for all that is achieved.

I would like to stress that we are here to support, advise and guide so please let us know if you have any concerns or issues.

John Marshman

WHO ARE WE?

We provide advice, support and training in all areas of child protection to all parishes within the Portsmouth Diocese.

John's main responsibilities include providing advice and support where there are child protection concerns or allegations of abuse, and providing help in relation to safe supervision and support of ex-offenders attending church.



John Marshman,

Child Protection Adviser

023-9289 9665

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Mary oversees all Parish Child protection Reps and ID Validators and is responsible for policies, procedures and training. She will visit CP Reps to ensure that they have implemented the Diocesan Child Protection Procedures effectively in their parish.



Mary Daisy

Assistant Child Protection Adviser

023-9289 9677

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Theresa is the main contact point for all queries in respect of CRB applications. She currently works Monday, Wednesday and Friday afternoons.



Theresa Winship

Administrative assistant

023-9289 9678

theresa.winship@portsmouth.anglican.org

We are happy to help you with any queries you have in respect of child protection matters, so please do not hesitate to contact us.



Safeguarding Children in Church Basic Awareness Training Dates 2009

We have run a series of 3 hour child protection workshops this year across the Diocese, which have been very well received. We now have some more training dates for 2009. These are:

7th February 2009	Petersfield
22nd April 2009	Isle of Wight
13th June 2009	Locks Heath
7th October 2009	Portsmouth

More training will be available throughout the year in the form of locally delivered sessions to individual or grouped parishes on request. Those parishes wishing to book our training need to have a minimum of 15 delegates in attendance and have facilities to set up computer equipment and provide refreshments. (we will provide the tea, coffee and biscuits!). Some parishes might like to join together in order to get their children's helpers trained in this way.

Unfortunately, we cannot deliver the training in the evenings due to the duration of the course.

We do recommend that everyone who is involved in children's work with the church should attend Child Protection Training at least once every 3 years. This does not have to be with us, as we are aware that many of you work with children as part of your job.



Coming in the next issue
Independent Safeguarding Authority (ISA)
Vulnerable Adults