

**CONFIDENTIAL**

**APPLICATION FORM FOR VOLUNTARY WORK (SAFEGUARDING TEAM)**

**Parish Church of St. Nicholas, Stevenage, Hertfordshire**

The Parochial Church Council (PCC) is responsible for the acceptance of all workers with children and young people. Every worker shall complete a copy of this form which will be retained by the Incumbent/Safeguarding Co-ordinator in a secure place. The form is confidential and will be seen only by the person responsible for the activity and the Incumbent, unless requested by an appropriate authority.

<b>Name</b>	
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**Please tick each box to confirm you agree with and understand the following:**

Your full contact details are on the Church Family List (address, mobile, email)	✓ / ✗
That you have read, understood and will follow the role description you are offering to take on	✓ / ✗
That you have no convictions or temptations that would make you unsuitable for this role	✓ / ✗
That you are happy to complete the DBS application* and any training required	✓ / ✗
That you have read, understood will abide by the church safeguarding policy	✓ / ✗
That both you and the church leadership can terminate this agreement at any time	✓ / ✗

**Signatories:**

Name	Signed	Date
Applicant		
Group Leader		
Incumbent		
Referee 1*		
Referee 2*		
Applicant (After 3 months to confirm post)		
Group Leader (After 3 months to confirm post and pass completed from to Safeguarding Recruitment lead for safe storage)		

DBS\*: If you have ever received or have an unspent caution, conviction, reprimand or warning, then you may be asked to complete an additional form which may or may not affect your application.

Referees\*: By signing you are confirming that the person applying is well known to you and that you believe they are suitable to work with children, young people or others to the share the Gospel and keep them safe.4.1: Safeguarding Lead

## **Safeguarding Lead (Officer)**

**The Church of England requires all churches to have a Safeguarding Lead who sits on the PCC. The role includes:**

- Overseeing all safeguarding work in the church.
- Preparation and implementation of a safeguarding policy and its annual review.
- Ensuring safeguarding policies and procedures are followed.
- Keeping accurate records relating to safeguarding concerns.
- Regularly informing the Leadership on good practice issues.
- Working in partnership with statutory and other agencies.
- Working in partnership with Diocesan Safeguarding team.
- Informing the Charities Commission in the case of the reputation of St. Nicholas Church being adversely affected due to disclosure matters.
- Ensuring that the correct recruitment policies are followed for the appointment of paid staff.

At St Nicholas Church, we have expanded the title to help bridge the significant gap between Pastoral Care and the more acute 'Care & Protection' Safeguarding responsibilities with the introduction of the term 'Pastoral Plus'. The role is referred to as the Pastoral Plus and Safeguarding Lead with the aims of:

- Clarifying what support the church can and cannot offer.
- Pointing people to professional help should they wish.
- Managing situations better when statutory agency thresholds for involuntary involvement are not met.

We believe that Safeguarding Leads in many churches carry out these functions, but these realities are not well recognised, meaning confusion arises and mistakes easily made.

## **Safeguarding Training Lead (Officer)**

The Safeguarding Training lead is responsible for all aspects of training. The role covers:

- Keeping records of all the roles carried out by different staff, volunteers and helpers and who needs which type of training.
- Guiding people to the required training for helpers, leaders, recruitment and refresher courses.
- Sharing any concerns with the Safeguarding Lead as required.
- Liaising with the Safeguarding Recruitment Officer to help provide regular PCC updates on the numbers of people who have undertaken training or DBS clearances which are 'completed', 'in progress', 'out of date' (subject to CoE requirements changing)

### **Safeguarding Recruitment Lead (Officer)**

The Safeguarding Recruitment Lead is responsible for DBS checks and that the Safe Recruitment processes are followed. Note that the Incumbent, Church Wardens and the PCC have overall responsibility for the recruitment decisions.

The role covers:

- Liaising with the lead for Children and Young People and Incumbent so they are aware of who needs to go through the safe recruitment process.
- Ensuring that the correct recruitment policies are followed for the appointment of volunteers.
- Guiding people to complete all the correct forms when becoming a volunteer.
- Keeping a record of applications, references and DBS checks.
- Liaising with the Safeguarding Training officer to help provide regular PCC updates on DBS numbers which are 'completed', 'in progress', 'out of date'.
- Sharing any concerns with the Safeguarding lead as required.

The role includes overseeing all DBS applications, including:

- Checking hard copies of each applicant's personal details against ID documents.
- Inputting information onto the CofE DBS system.
- Log the response from the DBS system, take note of the number, put this onto the Church google docs recording form.

If a DBS is flagged on line with a query, it is to be scrutinized and discussed with the incumbent and safeguarding lead to agree appropriate action.