

Safeguarding Introductory Pack

This pack contains the documents needed when someone new offers to serve in a particular ministry. It sets out the procedure to be followed and provides the documents and essential guidance for the Ministry Leader and the potential new member of the team.

There are six steps in the process of taking on new volunteers, and the person must not take up the role until all have been fully completed.

Step 1

The Ministry Leader and the potential new team member meet and go through the Cromer Church Safeguarding Policy and Volunteer Policy and Position Description. This will ensure that the person understands the role and the framework in which it is set, the DBS requirements and the Safeguarding training requirements (both renewable every three years), as well as knowing what they will be expected to do and how they will be supported, encouraged and supervised.

If the Ministry Leader and the potential new team member are both satisfied that it is right to continue then go to Steps 2 and 3. If the Ministry Leader is uncertain, for any reason, then one of the Parish Safeguarding Officers (PSOs) should be consulted before proceeding.

Step 2

The potential new team member is given a Confidential Declaration Form (CDF) to be completed and returned to the relevant PSO, who will follow up any issues raised in the CDF.

Step 3

Where the Volunteer Policy indicates that it is necessary to obtain written references, the Ministry Leader will ask the potential new team member to provide the name of two people who will provide such a reference. One of these must be a person in a leadership position in their current or most recent church. Referees must not be spouses, life partners or other family members.

If the PSO is satisfied that the CDF raises no concerns and the Ministry Leader considers the written references satisfactory, and it is still right to continue then go to Steps 4 and 5. If the written references raise concerns, or if there is any other uncertainty at this stage, then the PSOs must be consulted before proceeding.

Step 4

The potential new team member completes the required Safeguarding Training modules (Basic Awareness, Foundations, and Raising Awareness of Domestic Abuse) and sends the certificates (or a link to their training record on the portal) to the Ministry Leader and the PSOs.

Step 5

Once the training is satisfactorily completed, the Ministry Leader will ask the PSO to carry out a DBS check for the potential new team member.

If there are no issues or concerns raised in the DBS check, go to Step 6. Otherwise, the PSO will consult with the Incumbent, the Diocesan Safeguarding Team and, where appropriate, the Ministry Leader to determine the correct course of action.

Step 6

The new team member's name is added to the lists of team members kept by the Ministry Leader, the churchwardens and the PSOs. **The PSOs report this to PCC for approval.** A lanyard and badge are issued, and the new team member can now take up their role.