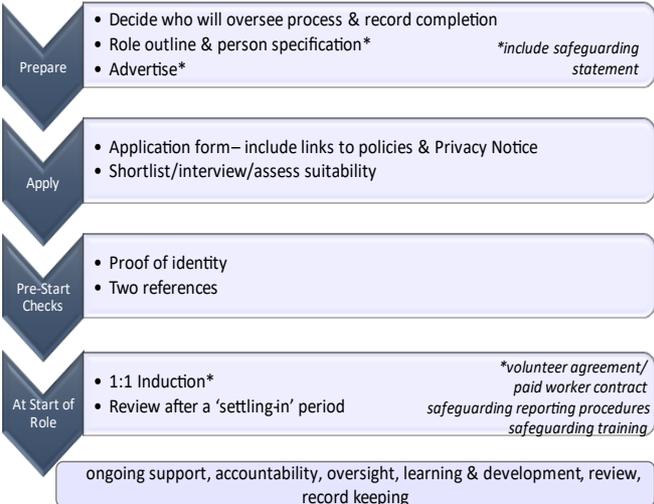


Safer Recruitment & Safeguarding Training August Drop-In FAQs

Safer Recruitment & People Management Guidance

<p><i>What is meant by a 'plan' to move to three yearly DBS renewals?</i></p>	<p>DBS checks now need to be renewed every three years. This comes into effect in January 2022 and must be fully implemented by December 2023.</p> <p>A simple plan would be:</p> <ol style="list-style-type: none"> 1. Decide who will need to renew their DBS checks between January 2022 and December 2026. 2. Renew the DBS checks that expire between January 2022 and June 2024 in 2022 3. Renew the DBS checks that expire between July 2024 and December 2026 in 2023.
<p><i>Is there a checklist of what we need to do to comply with the new guidance?</i></p>	<p>A check list will be available on the Parish Safeguarding Dashboard in due course.</p> <p>An 'assessment tool' can be downloaded via the national e-learning manual at https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/safer-0</p>
<p><i>Are DBS certificates transferrable?</i></p>	<p>DBS certificates are NOT transferrable between organisations. (e.g. school and church or healthcare and church) unless the individual is registered with the 'DBS Update Service'. If an individual is subscribed to the DBS Update Service, his/her most recent DBS Certificate can be viewed to establish if the workforce (i.e. Child, Adult, Child & Adult, Other) and level of check meets the requirements of the new role, and then the DBS Update Service accessed for confirmation as to whether anything has changed since the certificate was issued. If a person has subscribed to the DBS Update service, download the procedures you must follow from our website (under the 'Pre-Start Checks' menu)</p> <p>If a person is working with vulnerable groups at different churches within the diocese, contact the safeguarding team for advice.</p>
<p><i>If we're appointing new volunteers as activities re-start after lockdown, do we need to follow the new guidance?</i></p>	<p>Yes, you should follow the new guidance now for new volunteers.</p>
<p><i>Are there any differences between the national guidance and</i></p>	<p>The Church of England – Birmingham follows the Safer Recruitment & People Management guidance but has its own procedures for processing DBS checks through Thirtyone:eight. You can read how we</p>

<p><i>Birmingham's procedures?</i></p>	<p>implement the national guidance and process DBS checks in our safer recruitment induction here</p>																	
<p><i>Our volunteers at Messy Church are not eligible for a DBS check, do we still need to follow the safer recruitment guidance?</i></p>	<p>Yes. The guidance is for anyone who has substantial contact (that is, more contact than a shop-keeper would have) with children, young people, and vulnerable adults - even if they are not eligible for a DBS check. However, if a helper at Messy Church has no contact with children (e.g. they prepare food in the kitchen away from the children) it is not a requirement that this guidance is followed.</p>																	
<p><i>Do our foodbank volunteers need to be safely recruited?</i></p>	<p>Some foodbank volunteers will either have no contact with vulnerable people or no more contact than a shop-keeper would have. These volunteers do not need to be safely recruited. If foodbank volunteers have substantial contact (that is more contact than a shopkeeper would have) with vulnerable people they will need to be safely recruited, even if their role is not eligible for a DBS check.</p>																	
<p><i>If a volunteer is not eligible for a DBS check which parts of the safer recruitment process still need to be followed?</i></p>	 <p>The flowchart details the following steps:</p> <ul style="list-style-type: none"> Prepare: Decide who will oversee process & record completion; Role outline & person specification* (include safeguarding statement); Advertise* Apply: Application form—include links to policies & Privacy Notice; Shortlist/interview/assess suitability Pre-Start Checks: Proof of identity; Two references At Start of Role: 1:1 Induction* (volunteer agreement/paid worker contract); Review after a 'settling-in' period (safeguarding reporting procedures, safeguarding training) Ongoing: ongoing support, accountability, oversight, learning & development, review, record keeping 																	
<p><i>Have any of the templates changed?</i></p>	<p>Yes, the national guidance has a new range of template forms for safer recruitment. These can be downloaded from our website</p> <table border="1" data-bbox="517 1556 1386 2018"> <thead> <tr> <th>Previous Form</th> <th>Replaced by...</th> </tr> </thead> <tbody> <tr> <td>Form 1 Role Outline</td> <td>Volunteer Role Description template Person Specification template</td> </tr> <tr> <td>Form 4 Personal Details Form</td> <td>Application Form for Volunteers template</td> </tr> <tr> <td>Form 5 Reference Request Form</td> <td>Reference Request Form for Volunteer Positions</td> </tr> <tr> <td>Form 6 Confidential Self-Declaration Form</td> <td>Church of England Confidential Declaration Form</td> </tr> <tr> <td>Form 7 Interview or Discussion Form</td> <td>Example Interview Questions</td> </tr> <tr> <td>Form 8 Invitation to Applicants template</td> <td>Invitation to complete a DBS check template</td> </tr> <tr> <td>Form 10 Volunteer Agreement</td> <td>Appointment Letter for Volunteers template</td> </tr> </tbody> </table>		Previous Form	Replaced by...	Form 1 Role Outline	Volunteer Role Description template Person Specification template	Form 4 Personal Details Form	Application Form for Volunteers template	Form 5 Reference Request Form	Reference Request Form for Volunteer Positions	Form 6 Confidential Self-Declaration Form	Church of England Confidential Declaration Form	Form 7 Interview or Discussion Form	Example Interview Questions	Form 8 Invitation to Applicants template	Invitation to complete a DBS check template	Form 10 Volunteer Agreement	Appointment Letter for Volunteers template
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Safeguarding Learning & Development Framework 2021

<p><i>What training do PCC members need to complete?</i></p>	<ul style="list-style-type: none"> • Basic Awareness • Foundations • Raising Awareness of Domestic Abuse <p>These are online modules that can be completed at https://safeguardingtraining.cofeportal.org/</p> <p>Face to Face sessions will be available through deaneries from autumn 2021 for those who are unable to access the online courses – see our website for dates and how to book</p>						
<p><i>Does every volunteer need to complete basic awareness training before starting their role?</i></p>	<p>No – but they must complete the course as soon as possible after starting the role.</p> <p>The safeguarding training requirements for a person’s role must be discussed with them as part of their induction and the date by which the training will be completed must be agreed.</p>						
<p><i>Will there be face-to-face sessions of the Raising Awareness of Domestic Abuse course?</i></p>	<p>The Raising Awareness of Domestic Abuse online module will be available from autumn 2021.</p> <p>When we have a clearer picture of how many learners require a face-to-face course, these will be arranged for 2022.</p>						
<p><i>How long does it take to complete the online modules?</i></p>	<p>We’ve added the timings for the online modules to the information on our website</p> <table border="1" data-bbox="528 1368 1374 1552"> <tr> <td>Basic Safeguarding Awareness</td> <td>(approx 75 minutes)</td> </tr> <tr> <td>Safeguarding Foundations</td> <td>(approx 90 minutes)</td> </tr> <tr> <td>Safer Recruitment & People Management</td> <td>(approx 90-120 minutes)</td> </tr> </table>	Basic Safeguarding Awareness	(approx 75 minutes)	Safeguarding Foundations	(approx 90 minutes)	Safer Recruitment & People Management	(approx 90-120 minutes)
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<p><i>What support is available for learners who may have experienced abuse in the past to help them to complete the training?</i></p>	<p>When we are made aware that a learner has experienced abuse in the past, a member of the safeguarding team will contact them to discuss their individual needs.</p> <p>Pastoral support is always available during Zoom and face-to-face sessions.</p>						
<p><i>Are the training modules on the Dashboard up to date?</i></p>	<p>References to safeguarding training on the Parish Safeguarding Dashboard will be updated in line with the national framework in September 2021</p>						
<p><i>The Learning & Development Framework</i></p>	<p>A strategy for ensuring every volunteer has attended safeguarding training will:</p>						



<p><i>2021 says we need to have a training strategy. What does this mean?</i></p>	<ul style="list-style-type: none"> • Assess the training requirements for each parish role • Calculate the number of volunteers who need to complete/renew each module • Contact each volunteer with details of how they can complete their required training • Inform the diocesan safeguarding team of the <i>number</i> of volunteers who: <ul style="list-style-type: none"> ○ need to complete the Leadership Pathway ○ need face-to-face sessions of the online modules <p>A training strategy for the parish to complete is currently being developed for the Parish Safeguarding Dashboard and will be available in due course</p>
<p><i>What are the requirements for refresher training?</i></p>	<p>An individual will only need to repeat the highest level of training required for their role</p> <p>e.g. A parish safeguarding co-ordinator will complete basic, foundation and leadership training. At the three year refresher they will only complete leadership training.</p> <p>The online Safer Recruitment & People Management and Raising Awareness of Domestic Abuse now need to be refreshed every three years in addition to the core safeguarding modules</p>
<p><i>Is safeguarding training transferable?</i></p>	<p>Safeguarding training is transferable across all Church of England bodies.</p> <p>Safeguarding training is not usually transferable to other organisations – this would be at the discretion of each organisation.</p>