

# ALM Recruitment Safeguarding Policy

## 1. ALM Ministry

- a. ALMs are authorised by incumbents with the consent of the PCC to carry out particular ministries within the parish. As such, they are implicitly people in positions of trust, who will often be perceived by others, both inside and outside the church, to have recognised status as representatives of the church. Before accepting someone to train as an ALM, the diocese therefore requires that good safeguarding practice is followed, beginning with safer recruitment.
- b. In addition to the Basic Awareness (formerly C0) and Foundation (formerly C1) on line safeguarding training, all ALMs shall be required to attend the Leadership safeguarding training (formerly C2), and shall complete this sometime between being put forward for training, and finishing the initial course.
- c. There are four core categories of Authorised Lay Ministry: Children's and Young People's Ministry, Pastoral Ministry, Worship Leading and Evangelists.

## 2. Basic Safer Recruitment

- a. The 2021 national Safer Recruitment and People Management Policy, adopted by the diocese, should be followed.  
<https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>
- b. In recording the PCC's support of the applicant, acknowledgement of the references should be included in the minute. Wording such as this is suggested. "This PCC supports the application of *N. N.* to be an authorised lay minister in this parish, and commends them to the diocese for training. It has received satisfactory references for them to serve as an ALM, which attest to their good character, and give assurance there is no reason why they should not serve this parish as an ALM."
- c. A copy of the minute, with the date of the meeting, should be included with the application form.
- d. In compliance with the Safer Recruitment policy, where an ALM moves parishes, and is in due course considered for authorisation in their new parish, one reference shall be taken up from the incumbent of the previous parish, or if that parish is in vacancy, another appropriate minister or church officer, such as an SSM, LLM or churchwarden.

## 3. DBS checks

- a. Each ALM should have a basic role description which may vary from parish to parish.
- b. **Children's and Young People's ALM**
  - i. The role description shall include this wording:  
To work with children and young people.

To help children and young people understand the Christian faith.  
To support children and young people as they grow in faith.  
To help plan and supervise the church's activities with children and young people

- ii. A Children's and Young People's ALM requires an enhanced DBS check

#### c. Pastoral ALM

- i. The role description shall include this wording:  
To provide pastoral care on behalf of the church to those who are in need of spiritual, physical, emotional or psychological support.  
To offer encouragement, advice, and practical support to those with temporary or long-term illnesses, disabilities or needs.
- ii. Where churches have a transport scheme, and Pastoral ALMs provide transport to and from church, or to medical or care appointments, such work should be included in the role description.
- iii. Where ALMs are also visiting care homes, or housebound individuals, on a regular basis, either as a pastoral visit, or to take Holy Communion, such work should also be included in the role description.
- iv. A Pastoral ALM requires an enhanced DBS check

#### d. Worship Leader ALM

- i. The role description shall include this wording:  
To lead corporate worship on behalf of the church, and help individuals, groups and congregations worship God.
- ii. The worship leader ALM shall review their role description with the incumbent and Parish Safeguarding Officer, at selection, at authorisation, and annually thereafter, to see if the role as presently carried out (for example, if it involves children and young people) requires an enhanced DBS check.
- iii. If the role description requires an enhanced DBS check, one shall be arranged with the PSO.
- iv. If the role description does not justify an enhanced DBS check, a basic DBS check shall be carried out, and the PCC shall cover the cost of this (currently £23).
- v. Where a basic check is carried out, a note shall be made on the application form explaining why the role was only suitable for a basic check, and not an enhanced one.

#### e. Evangelist ALM

- i. The role description shall include this wording:  
To share the faith of the church and the love of God with those who do not yet know of it.
- ii. The evangelist ALM shall review their role description with the incumbent and Parish Safeguarding Officer, at selection, at authorisation, and annually thereafter, to see if the role as presently carried out (for example, if it involves children and young people) requires an enhanced DBS check.

- iii. If the role description requires an enhanced DBS check, one shall be arranged with the PSO.
- iv. If the role description does not justify an enhanced DBS check, a basic DBS check shall be carried out, and the PCC shall cover the cost of this (currently £23).
- v. Where a basic check is carried out, a note shall be made on the application form explaining why the role was only suitable for a basic check, and not an enhanced one.

#### 4. Review and Reauthorisation

- a. For those with a basic check, the role description shall be reviewed annually, to ensure this is still the appropriate level of checking
- b. It is good practice to review role descriptions of all voluntary ministries annually, including those with an enhanced check.
- c. The period for which an ALM is authorised shall be the same number of years as a DBS check remains valid, before requiring renewal. (This is currently a quinquennial review, but will become triennial from Jan 2022.)
- d. All ALMs are required to be up-to-date with their safeguarding training. Before reauthorisation, therefore (and supported by the diocesan safeguarding team) the PCC and incumbent shall ensure the ALM's training record is fully updated.
- e. A more thorough review leading either to a reauthorisation process for a further period, or a grateful recognition of a ministry now ending, should be carried out at this point with the incumbent.

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