

# Safe guarding

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## Introduction

From Pearl Luxon

In this edition we have some very important information concerning the verification of identity process for Criminal Record Bureau checks and the checking of forms (for verifiers in England and Wales). We still receive 55-60% of forms with errors on and this makes the CAS operation so much slower for everyone.

We come to the end of the programme this Spring, when all existing volunteers and staff should have obtained Disclosures. Districts will start checking that all presbyters, deacons and lay worker/ youth worker staff have Disclosure checks and we encourage circuits to check that all appropriate volunteers have done so too. The system will only work if there are no exceptions and *all* those working with children and young people or with responsibility for this work in positions of trust have had Disclosures. I encourage you all to help everyone to complete this process.

I want to emphasise once again that the Disclosure check is *not* a passport to safety for the church. Many criminal cases do not result in convictions. Many of those who offend against children say that the offences they are caught for are the tip of the iceberg and their offending can be prolific. So we need all the Safeguarding good practice procedures in place as well, including good and frequent training, other recruitment procedures etc. Good practice is about caring for others. It is apparent that the work of God is damaged

when God's people are damaged and especially if abuse occurs in the Church.

I will be undertaking a new role as Safeguarding Advisor for The Methodist Church in Great Britain and The Church of England from September 2006 and the CAS will have a new manager. I am greatly looking forward to this as the two denominations will be able to work more closely, developing joint work on some of the most difficult issues that the Church has to face. My new role will also include work on vulnerable adult protection issues and more work with those who are survivors of abuse. The Methodist 'Time for Action' monitoring report will be before the Conference this summer and I aim to produce a resource on Survivors' issues next year.

### THE CRB FEES FOR PAID POSTS ARE INCREASING AGAIN.

From 6th April fees for an Enhanced Disclosure will be £36 and for a Standard Disclosure £31.

- This affects all paid lay staff who are required to have CRB Disclosures and for whom the church needs to pay a fee.
- The government has stated that it remains committed to free disclosures for volunteers.
- In the past year definitions over 'paid posts' have been redefined. Foundation students and Student ministers are regarded as 'paid posts' and *all* Supernumerary ministers are regarded as voluntary.

*The payments for all Methodist ministers and all those in vocational training (with FIM office) are handled internally.*

**THE ITEMS THIS BULLETIN ARE FOR ALL PRESBYTERS AND DEACONS WHO VERIFY CRB APPLICATIONS IN ENGLAND AND WALES.**

**PLEASE READ IT CAREFULLY !**



**From Revd Paul Martin**  
**Chair of Churches' Agency for Safeguarding Management Board**  
**Office - London Baptist Association**

## **A Letter to All Ministers and Deacons (Verifiers)**

February 2006

### **Dear Friend,**

The Churches' Agency for Safeguarding (CAS) has taken the unusual step of writing to all of those who are entitled to act as 'verifiers' in the process of obtaining criminal record Disclosures for those working with children and young people in our churches. We are doing this because we want to value and affirm the important part you play in the safeguarding of children and in the effective running of the CAS. We also want to take the opportunity of introducing you to new documents that we are producing to try to reduce the error-rate on applications and so improve the efficiency of the CAS and the service we provide to our churches.

### **Thank you**

First, we want to express our gratitude to all of those who have taken on the task of verifying the identity of those who are applying for Standard and Enhanced criminal record Disclosures. We know that many of you have not 'volunteered' to do this job, but have had it thrust upon you because of the office you hold in your church. We know how time-consuming this can be, and how confusing some of the forms are, particularly for those who do this task infrequently. Thank you for the care that so many of you take in carrying out this essential piece of work.

We are also grateful that so many of you are patient when forms are returned to you for corrections and when there are delays in dealing with applications. We would like to be able to turn around applications much faster than is currently possible and we are taking measures to improve the efficiency and effectiveness of our operations. Thank you for your patience and understanding.

### **What you should expect from CAS**

When you submit a CRB/Disclosure Scotland (CRBS) application for a volunteer working in your church at the present time it is likely that the application will be with the CAS for about three months when it is carefully checked, countersigned, returned for amendments if necessary and finally forwarded to the CRB/ CRBS. It may take a further month for them to process the application. This means that you may not receive a letter informing you of the outcome of the Disclosure application for up to four months. This period may be extended if there are errors on the form and the form has to be returned to you or the applicant for corrections.

Applications for those posts that are regarded as paid and for which a Disclosure fee is payable are handled immediately, as paid workers may not be able to take up their position until a satisfactory Disclosure has been received. Typically these applications will be with the CAS for two weeks before being forwarded to the CRB/CRBS. Again, they may take a further four weeks to process the application.

In exceptional circumstances where there is a genuine urgent need we are able to process applications for volunteers on a fast-track basis. If you are concerned about an application call the CAS office after 12 weeks or sooner if there is a problem.

### **How you can help**

One of the major factors that has led to the delay in the application process is the large number of application forms that have been completed incorrectly. While the percentage of forms with errors has fallen from an average of over 75% to an average of about 55%, this large number has added substantially to the time it takes for CAS to process the applications.



This is where we would value your help and co-operation. While you are verifying the identity of the applicants we would ask you to take a few moments to ensure that the form does not contain some of the more common errors that we encounter. To help you to do this we have redesigned the form that we are asking you to submit with all official applications and there is new clearer guidance. The new guidance for verifiers includes a checklist that you may duplicate and use as your own record of the application. The new Documentary Evidence Sheet (CRB applications only) also contains an undertaking that you have completed this part of the process correctly.

In future, please use only the new CAS form along with the CRB/ Disclosure Scotland form when submitting applications, (and the new Documentary Evidence Sheet - CRB applications only). Although the process is different, these applications should be regarded with the same care and diligence as a passport application.

All participating denominations have made arrangements to supply application forms directly to the responsible church offices. You may order a small supply of the appropriate Disclosure applications in readiness for new appointments. Methodists should obtain them from mph ([www.mph.org.uk](http://www.mph.org.uk) or tel. 01733 325002).

### **Future plans**

We would like to process applications much more speedily than we do at present, and are taking steps to continue to improve the efficiency of CAS as we handle an increasing number of applications each year.

This letter is part of an initiative to seek to reduce the error-rate on application forms, which, we believe, will improve the efficiency of the organisation. This is such a significant issue for us that we believe we may need to introduce a charge for any application forms that have to be returned for correction. This issue will be monitored over the next 6 months before a decision is made. From March 2006 returned applications will not be sent to applicants but to the verifiers for correction with the applicant's assistance as necessary.

### **CRB only (i.e. not Scottish applications)**

We would also like to take this opportunity to remind you that we are strongly discouraging applicants from telephoning the CRB for an application form; as the CAS is charged the full Disclosure fee each time a telephone request is made. Forms may be obtained from your denomination or the CAS office as agreed.

The CRB is also currently redesigning the application form. At the moment we do not know when the new form will be introduced. We will do all we can to ensure that churches are fully informed of the changes. When this happens we may need to stop using the old CRB forms immediately.

### **In conclusion**

We are aware that CAS has not always been able to provide the service as quickly as we would like. However, let us again thank you for the part you play in helping to safeguard the children and young people of our churches by your role in completing the Disclosure application forms. We can assure you that we are doing all that we can to improve the efficiency and effectiveness of our operations.

Yours sincerely,

Paul Martin  
Chair of the CAS Management Board

Pearl Luxon  
Head of Safeguarding

# Guidance for Verifiers in England and Wales

'Correct identification of applicants is the cornerstone of the Disclosure service'

In order for the Disclosure service to operate successfully it is essential that the identity and current address of each Disclosure applicant is verified beyond doubt.

**You, the verifier, play a vital part in this process.**

## Once the Applicant has completed their part of the form your role as verifier is;

- To meet with the applicant.
- To establish the true identity of the applicant through the examination of a range of documents approved by the Criminal Records Bureau (CRB).
- To complete section X of the CRB form and also to complete the Churches' Agency for Safeguarding (CAS) form and the Documentary Evidence Sheet.
- To check that the CRB Disclosure Application Form has been correctly completed and the details provided by the applicant match those shown on the identity documents.
- To send the forms (the CRB form, CAS form and Documentary Evidence Sheet) to the Churches' Agency for Safeguarding.
- To ensure, prior to making a recruitment decision or confirming an existing position, that you have received a letter from the CAS stating that there is no information on the Disclosure to prevent the applicant working in the role applied for.

### (i) To meet with the applicant.

This enables you to check the likeness of any photographs included in the identity documentation and to raise any questions you have. You will need time to check the application form and identity documents and to complete section X of the CRB Disclosure Application Form and also complete the CAS form and the Documentary Evidence Sheet. The process should usually take around 10 to 15 minutes to complete. Please note that you should not verify applications for yourself, your partner or your family members.

### (ii) To establish the true identity of the applicant through the examination of a range of documents approved by the Criminal Records Bureau (CRB).

This is the cornerstone of the Disclosure process and it is essential that the examination of the documents and the completion of the relevant forms is done correctly.

The CRB has provided a list of acceptable identity documents and divided them into Group One and Group Two documents. The list of acceptable documents and which group they fall into can be seen on the enclosed Documentary Evidence Sheet.

The flow chart below shows how many documents need to be checked.

#### IS A GROUP 1 DOCUMENT INCLUDED IN THE ITEMS PRESENTED?

↓  
**YES**

**3 documents to be seen**  
One document from Group 1 plus any two others from Group 1 or 2

↓  
**NO**

**5 documents to be seen**  
Five documents from Group 2

When checking identity documents it is essential to bear in mind the following points;

- **All documents must be originals (photocopies or documentation printed from the internet e.g. internet bank statements are not acceptable).**
- **The identity information e.g. name, date of birth, address, must match that provided by the applicant on the CRB form.**
- **At least one document must show the applicant's current address.**
- **At least one document must show the applicant's date of birth.**
- **It is desirable that at least one item incorporates a photograph (e.g. Driving Licence, Passport). The likeness must match the applicant.**

- All documents must be **currently valid**.
- A foreign equivalent of an identity document **cannot** be accepted if that document is listed as '(UK)' on the list of acceptable documents (shown on the Documental Evidence Sheet).
- If an identity document is provided in a foreign language, a translation of that document, certified by a Notary Public should be provided.

A separate document providing detailed information about what to check for on each type of identity document will soon be available on the CAS website [www.churchsafe.org.uk](http://www.churchsafe.org.uk) or by post from the CAS. If you are unclear about anything after reading this please contact the CAS for assistance.

**(iii) To complete section X of the CRB form and also to complete the Churches' Agency for Safeguarding (CAS) form and the Documental Evidence Sheet.**

You are required to enter the details of the documents which you have checked in Section X of the CRB Disclosure Application Form (where required) and also on the Documental Evidence Sheet.

Section X must be completed in black ink. Forms are electronically scanned by the CRB and any colour other than black ink will be rejected.

Please enter the relevant details of the identity documents which you have seen. If the applicant has completed any of Section X you must cross out any information which you have not checked.

Please enter the driver number shown on the licence. Please include the two digits that are shown separately at the side of the driver number.

Enter the date of birth shown on the licence. If no DOB is shown please leave this box empty.

If the licence was not issued in the UK enter the country here (although, please note that only UK licences can be accepted).

**SECTIONS X-Z MUST NOT BE COMPLETED BY APPLICANT**

Evidence of identity seen by the employer/volunteering organisation/Registered Body		(For Practice and your guidance notes)	
1/2	Passport number	<input type="text"/>	Date of issue <input type="text"/>
3/4	Nationality	<input type="text"/>	Issue date <input type="text"/>
5/6	Driving licence number	<input type="text"/>	Date of birth <input type="text"/>
7/8	Licence type	Paper <input checked="" type="checkbox"/> Photocard <input checked="" type="checkbox"/> UK <input checked="" type="checkbox"/> Other <input type="checkbox"/>	Licence valid from <input type="text"/>
		Other <input type="text"/>	Issue date <input type="text"/>
13/14	Marriage Certificate Issue date	<input type="text"/>	P45 or previous National Insurance number <input type="text"/>
15	Current address double checked against documentation	Yes <input checked="" type="checkbox"/>	
16	Evidence seen double checked	<input type="text"/>	

Only enter the National Insurance number here if you have seen it on the applicant's P45 or P60 not if you have seen it on an alternative document e.g. National Insurance Card.

Please enter your full name here – line 16.

If the birth certificate was issued in the United Kingdom please cross the box marked 'UK'. If the birth certificate was issued in another country please state which in the box marked 'other' (although please note that only UK birth certificates can be accepted).

Only cross this box – line 15 - if you have seen two Group 2 documents containing the address (although not if one of the documents is a marriage certificate, P45 or P60 as these are recorded elsewhere in Section X).

## LINE 15

Although line 15 says 'current address details checked against documentation' the CRB state that a cross should only be placed in this box if you have seen two documents from Group 2 showing evidence of the applicant's current address (although you should not place a cross at line 15 if one of the documents is a marriage certificate, P45 or P60 as these can be recorded in elsewhere in Section X).

### **If you make a mistake when completing Section X.**

If you make a mistake in Section X please cross it out neatly, write the amended information close by and sign or initial next to it to confirm that the amendment has been made by yourself. This way we will know that the amendment is genuine and that the form has not been tampered with by the applicant or anyone else.

**Please do not complete section Y.** This section will be completed by a Registered Countersignatory at the CAS.

## CAS FORM

Please complete the CAS form as directed. It is essential that all sections of the form are completed (with the exception of the alternative contact details unless required by your organisation). Your name, address, denomination and date of birth are all required in order for your identity and status as an authorised verifier to be confirmed. Your telephone number is required in order that you can be contacted, if required, in relation to the application.

Please note that the information you provide will be used for the purpose of confirming your identity and contacting you in relation to the application and *not* for any other purposes.

Read the Declaration at the end of the form before signing your confirmation in the signature box.

### **Documentary Evidence Sheet**

Please complete this form carefully ensuring that the applicant's name and application form reference number are entered. Ensure that you have seen and recorded sufficient documents and that the documents have met all the listed requirements. Print your name then sign and date the completed Documentary Evidence Sheet.

### **(iv) To check that the CRB Disclosure Application Form has been correctly completed.**

It will significantly reduce the error rate (and ultimately therefore cost and processing time) if you as the verifier can spot any problems with the application before it is submitted. Please ensure the following;

- The applicant has entered any **middle names** in Line 3 of the CRB form.
- The application is completed in **black ink** throughout. If any other coloured ink is used the form will be rejected by the CRB (this is because forms are scanned electronically and any colour other than black will not scan correctly). Correction fluid must not be used as the scanners cannot process this.
- The applicant's name and the form reference number are clearly marked on any continuation sheets.
- The applicant has provided a full five year address history with no gaps.
- Where possible you should cross match the applicant's address history with any information known to you and / or any other information provided as part of the recruitment process (e.g. reference, CV) for example if you are aware that the applicant lived abroad for a year within the past 5 years but has not stated this on the application you should ask them to declare this on the form or on an additional sheet.
- The name, address and date of birth details provided by the applicant in Section A match with those shown on the identity documents they have provided.

### **(v) To send the forms (the CRB form, CAS form and Documentary Evidence Sheet) to the Churches' Agency for Safeguarding.**

Please send the completed forms (the CRB Disclosure Application Form, the CAS Form and the Documentary Evidence Sheet) **to the Churches' Agency for Safeguarding, 25 Marylebone Road, London. NW1 5JR (NOT to the CRB)**

### **(vi) To ensure, prior to making a recruitment decision or confirming an existing position, that you have received a letter from the CAS stating that there is no information on the Disclosure to prevent the applicant working in the role applied for.**

- Once the application has been received at the CAS it will be logged and processed. Due to the large volume of applications received it may take up to three months for the application to be processed and either returned to the applicant / verifier for amendment in the case of errors or forwarded to the CRB.

- Once the CRB has received the application they will arrange for the relevant checks to be done by the Police, the Department of Education and Skills and the Department of Health.
- A Disclosure will then be printed showing convictions, cautions and other relevant information if applicable.
- One copy of the Disclosure will be sent to the applicant and another to the CAS.
- Once the CAS has received the Disclosure it will be carefully checked to ensure that the details are correct and establish whether the Disclosure is 'clear' or 'unclear'.

### 'Clear' Disclosures

If the Disclosure is clear (i.e. no recorded information has been detected in the checks) then a letter will be sent to you the verifier, stating that there is no information to prevent the applicant serving in the chosen role (although other recruitment checks such as interview, references and supervision are still required). The applicant may also choose to show you a copy of their Disclosure.

**It is essential that you do not rely on the applicant's Disclosure alone but wait for the CAS letter.**

This is due to the fact that in a small number of cases the police may reveal information of a sensitive nature to the Registered Body (the Churches' Agency for Safeguarding), which does not appear on the applicant's Disclosure.

### 'Unclear' Disclosures

If the Disclosure is unclear (i.e. if it contains information detected in one of the checks) it will be referred to the Chief Executive of the CAS / Lead Countersignatory who will then notify the denominational representative and, if applicable, a panel of experienced people. If the denomination approves the applicant after full consideration of the information revealed on the Disclosure then a CAS Disclosure approval letter will be issued. In some cases conditions may be applied and these will be stated in the letter (for example 'the applicant should not be permitted to drive anyone in the Church minibus').

If the applicant is legally prohibited from working with children / young people / vulnerable adults or if the denomination takes the decision that the applicant cannot be recruited (this includes voluntary workers) then you as the verifier will be notified.

Each denomination has its own Recruitment of Offenders Policy and will be able to provide you with a copy on request.

The CRB Code of Practice which sets out the obligations that must be met by Registered Persons and other recipients of Standard and Enhanced Disclosure information is available on the CRB website at [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

If you have any queries or if we can assist you in any way, please do not hesitate to contact us at  
**The Churches' Agency for Safeguarding, Methodist Church House, 25 Marylebone Road, London, NW1 5JR**  
 Tel. 0207 467 5216 e-mail: [cas@methodistchurch.org.uk](mailto:cas@methodistchurch.org.uk) website: [www.churchsafe.org.uk](http://www.churchsafe.org.uk)

**Please use the checklist below to ensure that you have completed the necessary steps when verifying a Disclosure application. You may wish to copy it and keep it as a record of the application.**

APPLICANT'S NAME	
FORM REFERENCE NUMBER	DATE

#### I have:

- |   |  |
|---|--|
| <input type="checkbox"/> Met the applicant and checked identity documents against the completed CRB form. | <input type="checkbox"/> Checked that the CRB application form has been correctly completed.   |
| <input type="checkbox"/> Completed Section X of the Disclosure Application Form.                          | <input type="checkbox"/> Sent the completed CRB Disclosure Application Form, the CAS form, and the Documentary Evidence Sheet (plus payment if applicable) to The Churches' Agency for Safeguarding, 25 Maylebone Road, London. NW1 5JR. |
| <input type="checkbox"/> Completed the Documentary Evidence Sheet.  |  |
| <input type="checkbox"/> Completed the CAS form.  |  |

Date application sent to CAS \_\_\_\_\_

Date letter received from CAS \_\_\_\_\_

#### Notes

# CAS FORM



THIS FORM IS TO BE COMPLETED BY THE APPROVED PERSON VERIFYING IDENTITY (VERIFIER)

## APPLICANT'S DETAILS

(This section **only** can be completed by the applicant but must be checked by the Verifier)

TITLE	
SURNAME	
FIRST NAME	
MIDDLE NAME(S)	
DATE OF BIRTH	
ADDRESS	
	POSTCODE
HOME TEL.	
DAYTIME TEL.	
EMAIL ADDRESS	
POST/POSITION	
NAME OF ORGANISATION APPLICANT WILL BE WORKING/VOLUNTEERING FOR	

## VERIFIER'S DETAILS

(The Verifier **must** complete this section)

TITLE	
NAME	
ADDRESS	
	POSTCODE
DENOMINATION	
TEL. NO.	
DATE OF BIRTH	

**ALTERNATIVE CONTACT** (If your organisation requires the Disclosure notification letter to be sent to a different /additional person then the Verifier above should enter details here. Please note that it is not necessary to complete this section in most cases)

Name
Address

## DECLARATION

- I confirm that the applicant detailed on this form will be working/volunteering in the role stated and/ or similar roles which involve children/ young people and / or vulnerable adults.
- I confirm that I have met with the applicant and in his / her presence have seen and checked the original documents listed on the accompanying Documentary Evidence Sheet (DES)
- I confirm that the details on the identity documents correspond to any details known to me and also to the information provided on the CRB/ Disclosure Scotland form by the applicant.
- I confirm that information provided on this form is complete and true and understand that knowingly to make a false declaration may be a criminal offence.

SIGNATURE OF VERIFIER	DATE

Please tick appropriate boxes

<b>THIS POST INVOLVES WORKING WITH</b>	Children/Young people <input type="checkbox"/>	Vulnerable Adults <input type="checkbox"/>
<b>THIS POST IS:</b>	Voluntary <input type="checkbox"/> <b>OR</b>	Paid <input type="checkbox"/>
<b>LEVEL OF DISCLOSURE REQUIRED</b>	Enhanced <input type="checkbox"/> <b>OR</b>	Standard <input type="checkbox"/>

Please send this form together with your CRB/Disclosure Scotland form, Documentary Evidence Sheet and any other additional sheet to the CAS (Methodist Church House, 25 Marylebone Road, London, NW1 5JR)

# Documentary Evidence Sheet



THIS FORM MUST BE COMPLETED BY THE PERSON VERIFYING IDENTITY

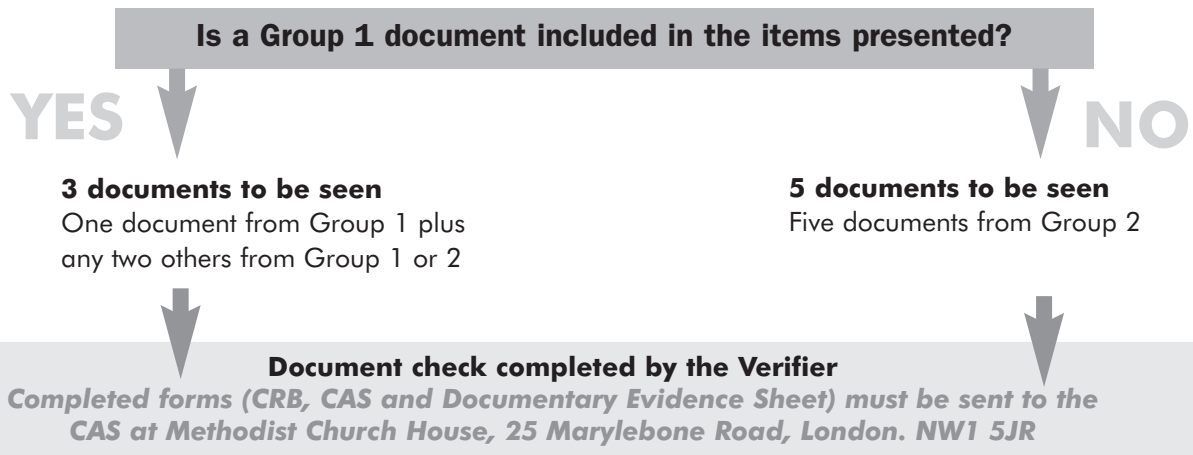
SIDE 1 OF 2

NAME OF APPLICANT

FORM REFERENCE NUMBER

(This number beginning with F or O can be found on the front of the CRB form)

**In order to confirm identity the Verifier must see original identity documents. The number of documents required depends upon whether a Group 1 document is included;**



- All documents must be original (photocopies and documents printed from the internet are not acceptable).
- The identity information (e.g. name, date of birth, address) **must match** that provided on the CRB form.
- At least one document must show the applicant's current address.
- At least one document must show the applicant's date of birth.
- It is desirable that at least one item includes a photograph (e.g. Driving Licence, Passport). The likeness must match the applicant.
- All documents must be currently valid.
- If the applicant cannot provide the required number of separate documents listed please contact the CAS office for advice.

## Group 1 Documents

DOCUMENTS	DETAILS	INITIALS	DOCUMENT ISSUE DATE
Adoption Certificate (UK)			
Birth Certificate (UK)	Original, issued in the UK within 12 months of birth <i>Please enter details on the Disclosure Application Form</i>		
Driving Licence (UK)	Paper or photocard. A photocard is only valid if seen with the counterpart licence. <i>Please enter details on the Disclosure Application Form</i>		
EU Photo identity card	Official government ID card issued by an EU country (Please note that the UK does not currently issue ID cards)		
Firearms Licence (UK)			
HM Forces ID Card (UK)			
Passport	Any nationality <i>Please enter details on the Disclosure Application Form</i>		

DOCUMENTS	DETAILS	INITIALS	DOCUMENT ISSUE DATE
ADDRESSED PAYSリップ ▲			
BANK/BUILDING SOCIETY STATEMENT ▲			
BENEFIT STATEMENT ▲	e.g. Child Allowance, Pension		
BIRTH CERTIFICATE (UK)	Non original UK birth certificate i.e issued after 12 months of birth; full or short form acceptable <i>Please enter details on the Disclosure Application Form</i>		
CERTIFICATE OF BRITISH NATIONALITY (UK)			
CONNEXIONS CARD (UK)			
COUNCIL TAX STATEMENT ▲▲			
COURT CLAIM FORM ▲▲	Documentation issued by Court Services		
CREDIT CARD STATEMENT ▲			
EXAM CERTIFICATE	e.g. GCSE, NVQ		
FINANCIAL STATEMENT ▲▲	e.g. pension, endowment, ISA		
GOVERNMENT DOCUMENT ▲ (UK)	A document from Central/Local Government/ Government Agency/Local Authority giving entitlement e.g. from the Department for Work and Pensions, Job Centre, Social Security		
INSURANCE CERTIFICATE ▲▲			
MAIL ORDER CATALOGUE STATEMENT ▲			
MARRIAGE/CIVIL PARTNERSHIP CERTIFICATE	<i>Please enter details on the Disclosure Application Form</i>		
MORTGAGE STATEMENT ▲▲			
NATIONAL INSURANCE CARD (UK)			
NHS CARD (UK)	Must be valid and show applicant's current address		
P45 (UK) ▲▲	<i>Please enter details on the Disclosure Application Form</i>		
P60 (UK) ▲▲	Must show the applicant's address <i>Please enter details on the Disclosure Application Form</i>		
STORE CARD STATEMENT ▲			
TV LICENCE ▲▲			
UTILITY BILL ▲	e.g. Electricity, gas, water, telephone including mobile phone contract/bill		
VEHICLE REGISTRATION DOCUMENT	Must be currently valid		
WORK PERMIT/VISA (UK) ▲▲			

**Key: ▲ must have been issued within past 3 months**

**▲▲ must have been issued within past 12 months**

**Name of Verifier** \_\_\_\_\_ **Date documents seen and checked** \_\_\_\_\_

- I confirm all documents showed the correct name as provided in section A of the Disclosure Application Form.
- I have checked that any photographic documents showed an accurate likeness.
- I confirm that at least one document showed the applicant's address and that this matched the address provided in section A of the CRB form.
- I confirm that at least one document showed the applicant's date of birth and that this matched the date of birth shown in Section A of the Disclosure Application Form.

**Signature of Verifier** \_\_\_\_\_

**PLEASE ENSURE COMPLETION  
OF BOTH PAGES**

# THE METHODIST SAFEGUARDING WEB PAGES

[www.methodist.org.uk](http://www.methodist.org.uk)

## Some changes...

We have recently carried out significant changes to the Safeguarding pages on the Methodist Church web site. Up-to-date information and guidance has been included and the pages have been re-designed so that all information can be accessed simply whilst remaining easy to navigate.

The information can be found under the following pages:

### What is Safeguarding?

This welcome page gives an overview of Safeguarding and also includes important Methodist Church contact details.

### Recruitment in the Methodist Church

This section contains information on recruitment of volunteers, office holders and staff. There are also links to policy guidance on recruitment of volunteers and employees, Methodist Council lay appointments, foundation training, candidating procedures and for Ministers and Deacons and Recruitment of Offenders advice and guidance.

### Who should apply for a Disclosure?

This includes information on positions which require 'Enhanced' and 'Standard' Disclosure checks.

### Safeguarding and the Internet

This contains links to guidelines for website developers and editors, youth and children's workers, children and young people and general advice on publishing material on the internet.

### Frequently Asked Questions

This includes child protection issues, disclosure issues and forms and guidance on forms, downloadable Document Evidence Sheet, CAS form and guidance notes for CRB forms also a link to the CAS website.

### Forms, Documents, Resources

This section includes Safeguarding link bulletins, other resources and documents – guidance notes for camping & residential trips, residential settings and youth meetings at home, sharing Safeguarding information in the Methodist Church and a list of essential material for Safeguarding reps, churches and circuits also all Safeguarding forms found in the 'Safeguarding' publication.

### Training and News

This section contains up-to-date information on training courses, conferences and Safeguarding news.

These pages can now be found under '**INFORMATION**' – subheading - '**SAFEGUARDING**' on the Methodist Church Website <http://www.methodist.org.uk>

If you have any queries or comments relating to these pages contact Kim Medford-Vassell at [Medford-Vassellk@methodistchurch.org.uk](mailto:Medford-Vassellk@methodistchurch.org.uk) or on 020 7467 5189

# SCOTLAND

- In Scotland implementation of many parts the Protection of Children (Scotland) Act has occurred. Referrals to the Scottish Executive are now mandatory upon dismissal or disciplinary action where someone is responsible for causing harm or significant risk of harm to a child. A procedure is being introduced to enable the Methodist Church to comply with this regulation should this be necessary. It will be sent to all ministers in Scotland shortly.
- Disclosure Scotland is revising the Application Form. We have no timetable for its introduction and we do not know in what ways it will change however we will keep you informed as we learn more.

OTHER NEWS

## The Church and Sex offenders

Five years on from the conference report (available on the Methodist website) we are sending out a survey questionnaire to find out the work being done with those who have allegations and convictions for sexual abuse in their history. It will be coming to all Presbyters, Deacons and District Safeguarding Groups this Spring. We are interested in seeking your feedback on the work that you have engaged in and what kind of support and training is needed for circuit staff and officers. If you don't receive a copy in March or April please contact Adam at [dyjaseka@methodistchurch.org.uk](mailto:dyjaseka@methodistchurch.org.uk)

## CRB

- The CRB are revising the application form. CAS have been fully consulted on this, although we do not have an implementation date as yet. All the CAS forms will still be required but the CRB form will be much easier to follow with a page for the applicant's details and a page for the Verifier and Countersignatory. Please note that the countersigning is only done by staff at CAS. Forms will only be available from mph.
- Some small Registered Bodies will be deregistered by CRB from this Spring. This is due to new and tighter regulation of Registered Bodies by CRB and the Home Office. If you know of any charities affiliated to the churches that currently have their own CRB registration but who may be deregistered, please ask them to give us a call at CAS, we may be able to help with their CRB applications.

# CONTACTS & RESOURCES

## Churches' Agency for Safeguarding

Methodist Church House, 25 Marylebone Road, London NW1 5JR

Yvonne Mercer . . . . . 020 7467 5216  
 Kim Medford-Vassell . . . . . 020 7467 5189  
 Pearl Luxon . . . . . 020 7467 5189

Application form requests: . . 01733 325002  
 or email: [sales@mph.org.uk](mailto:sales@mph.org.uk) or [www.mph.org.uk](http://www.mph.org.uk)

Methodist Church Safeguarding email enquiries - [safeguarding@methodistchurch.org.uk](mailto:safeguarding@methodistchurch.org.uk)

CAS email enquiries - [CAS@methodistchurch.org.uk](mailto:CAS@methodistchurch.org.uk)  
[www.methodist.org.uk](http://www.methodist.org.uk)  
[www.churchsafe.org.uk](http://www.churchsafe.org.uk)

## Criminal Records Bureau

PO Box 110, Liverpool L3 6ZZ  
 General enquiries: . . . . . 0870 90 90 811  
[www.crb.gov.uk](http://www.crb.gov.uk)  
[www.disclosure.gov.uk](http://www.disclosure.gov.uk)

## NACRO - changing lives, reducing crime

[www.nacro.org.uk/](http://www.nacro.org.uk/)

## Chartered Institute for Personnel and Development

[www.cipd.co.uk](http://www.cipd.co.uk)

## Central Registered Body in Scotland

Unit 55, Stirling Enterprise Park, Stirling FK7 7RP  
 Helpline: . . . . . 01786 849777

[info@crbs.org.uk](mailto:info@crbs.org.uk)  
[www.crbs.org.uk](http://www.crbs.org.uk)

**Disclosure Scotland** - [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

**This Bulletin should be kept by your Safeguarding book for reference**



### Further Information

Please contact Pearl Luxon, Churches' Agency for Safeguarding, Methodist Church House, 25 Marylebone Road, London NW1 5JR  
 Tel: 020 7486 5502 Fax: 020 7486 7792

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### Who else in your church might find this useful?

- Minister  .....
- Deacons  .....
- Lay Workers  .....
- Church Council Secretaries  .....
- Children and Youth Workers  .....
- .....

Please write their names and get them to tick the box when they have received or seen a copy.