

The Methodist Church in Britain Practice Guidance on carrying out Disclosure and Barring Service (DBS) checks as part of Safer Recruitment

Contact Name and Details	Hilary Walker, Interim Safeguarding Adviser Methodist Church, 020 7467 5194/07854247546
Status of Paper	Final
Action Required	Decision
Draft Resolution	35/1. The Council approves the practice guidance on carrying out Disclosure and Barring Service (DBS) checks as part of Safer Recruitment.

Summary of Content

Subject and Aims	The practice guidance outlines the stages and procedures for carrying out Disclosure and Barring service checks as part of safer recruitment consequent upon the Protection of Freedom Act 2012. It aims to provide a clear and consistent guide for districts, circuits and churches.
Main Points	<ul style="list-style-type: none"> Eligibility groups for checks The 10 stages for carrying out checks Checks for Methodist church roles Checks in specific situations Barring from regulated activity The online updating service and portability Checks for ministers
Background Context and Relevant Documents (with function)	Following the implementation of the Protection of Freedoms Act 2012, changes were required to the existing Safer Recruitment Policy. A first draft was produced in 2013. This practice guidance is an improved and clearer version focused specifically on Methodist Church roles and procedures.
Consultations	The document has been produced in discussion with the Church of England although it was eventually decided that separate guidance was more helpful. There has been extensive consultation since June 2013, when a first draft was produced. Those consulted include DSOs and Districts, the Human Resources & Development Manager in the Connexional Team, District Lay Employment Secretaries, the DBS, Churches Agency for Safeguarding, CCPAS.

Summary of Impact

Wider Connexional	The policy should assist those who are responsible for ensuring checks are carried out.
External (eg ecumenical)	The practice guidance demonstrates the church's commitment to implementing safer recruitment.

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Distribution

Methodist Church

- District Safeguarding Officers for dissemination to District Safeguarding Groups, Circuit and Church Safeguarding Representatives
- District Chairs
- District Lay Employment Secretaries
- Connexional Team Human Resources & Development Manager
- Connexional Team Senior Leadership Group

Church of England

- National Safeguarding Team

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JOINT POLICY STATEMENT ON SAFER RECRUITMENT

The Church of England and Methodist Church are committed to the safeguarding and protection of all children, young people and adults, care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within both churches, in line with Safer Recruitment principles.

This means that we will

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Take all reasonable steps to prevent those who might harm children or adults who may be vulnerable from taking up, in our churches, positions of respect, responsibility or authority where they are trusted by others.
- Adhere to safer recruitment legislation, guidance and standards, responding positively to changing understandings of good safer recruitment practice.
- Produce and disseminate practice guidance on safer recruitment for both churches, ensuring that such practice guidance is compatible, and keep it updated.
- Always seek advice from human resources personnel to achieve best possible practice.
- Ensure training on safer recruitment practice guidance.
- Introduce systems for monitoring adherence to the churches' safer recruitment practice guidance and review them regularly.

PREFACE

This practice guidance is intended to support the work of those in the Church who have responsibility for safely recruiting people working with children and adults who are vulnerable. The status of this joint practice guidance is that is recommended for you to follow. In addition to any action taken via the Church's Complaints and Discipline processes, failure by trustees to ensure that it is followed could invalidate any relevant insurance cover.

This guidance covers one aspect of safer recruitment – that of carrying out Disclosure and Barring Service (DBS) checks.

Interim Guidance on Safer Recruitment was issued in June 2013. Extensive consultation has taken place leading to the Joint Policy Statement (above) and separate guidance for each church on carrying out DBS checks.

Bishop Paul Butler
Bishop of Durham

Reverend Dr Elizabeth Smith
Chair Leeds District

Joint chairs of the Joint Safeguarding Working Group

Approved by Methodist Council April 2015.

1. INTRODUCTION

- 1.1. This guidance sets out safer recruitment practices in relation to DBS checks for people working or volunteering in a Methodist Church setting primarily with children and adults who may be vulnerable¹. It can also be used as a model of good practice for other posts. It replaces the interim *Safer Recruitment* guidance (2013).
- 1.2. The guidance is based on legislation which applies to the mainland of England and Wales, in particular the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.
- 1.3. The guidance complies with the Government requirements for 'faith communities' as for other organisations – see *Working Together to Safeguard Children 2013* which sets out as one of the requirements:

'Safe recruitment practices for individuals whom the organisation will permit to work regularly with children, including policies on when to obtain a criminal record check'. (Page 48)

- 1.4. No district is entitled to amend this policy although additional references to local arrangements can be inserted as an attachment.
- 1.5. The guidance should be used in the appointment to all new paid posts, including people moving from one Methodist employing body to another one, and to new volunteers working with children or adults who may be vulnerable. It may be used to inform any review of people previously in post.
- 1.6. The guidance addresses Disclosure and Barring Service (DBS) checks for those working or volunteering within the church.
- 1.7. It should not be forgotten that only a small proportion of adults who abuse are caught and still fewer are convicted, so organisations must **never** rely solely on the DBS check, which, although crucial, remains only one element of safeguarding and safer recruitment:

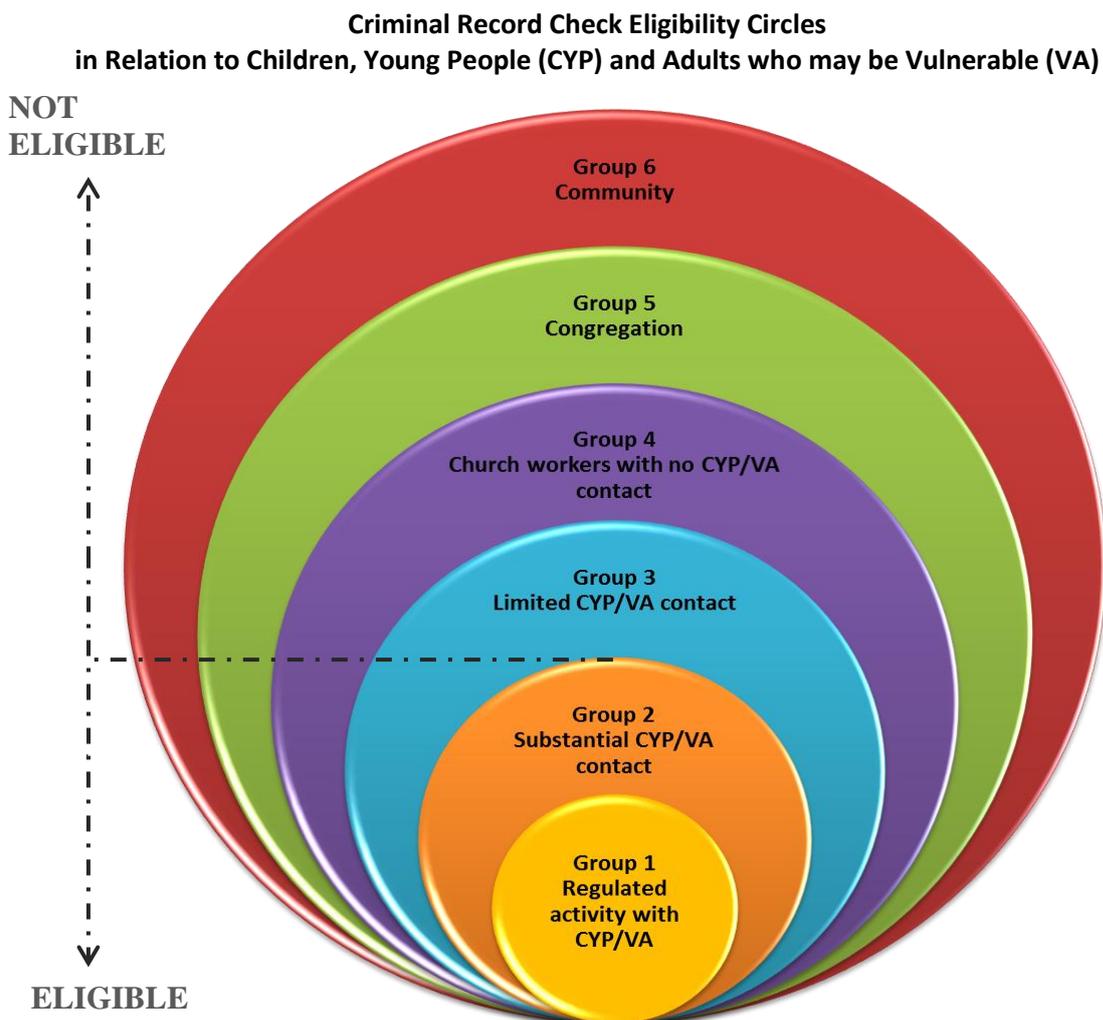
The danger is that too much reliance will be placed on CRB [now DBS] checks... There is a concern that many abusers do not have convictions and no intelligence is held about them. Therefore the selection and recruitment process if properly conducted is an important indeed essential safeguard (The Bichard Inquiry Report, 2004).

- 1.8. For the Methodist Church in Scotland there is separate guidance relating to the Protection of Vulnerable Groups (PVG) scheme. For other contexts, for example in the Island jurisdictions, Malta and Gibraltar, every effort should be made to map the principles and detailed provisions of this process into their specific context.

¹ A 'child' is a person under 18 years of age and is seen to be vulnerable by reason of their age. An 'adult' is someone over 18 years old and includes any adult who may be vulnerable by reason of age, illness, disability; and any adult who has been made vulnerable by their situation or circumstance, such as by discrimination, or a victim of abuse. In safeguarding practice there has been a move away from the term 'vulnerable adult' in recognition of the fact that any adult can be vulnerable depending on the particular circumstances and to avoid labelling or categorising people. Therefore, rather than use the term 'vulnerable adult' in this guidance the term 'adult(s) who may be vulnerable' or 'adult(s) who is/are vulnerable' have been used. Nevertheless, the term 'vulnerable adult(s)' is still employed in the Safeguarding Vulnerable Groups Act 2006 (as amended) and other relevant legislation, (eg the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)).

2. ELIGIBILITY GROUPS FOR CRIMINAL RECORD CHECKS

- 2.1. This guidance addresses how to recruit people in GROUPS 1, 2, 3 and 4. As part of the Church's commitment to creating safety within our communities, we will check all those where it is allowed in legislation to check – that is, where the role to be done makes the person eligible to be checked.
- 2.2. GROUPs 5 and 6, where we do not do checks, are also important. (See STEP 3.) They represent the largest group of people in churches; and are where people who pose a safeguarding risk to either children or adults are often located – for example prisoners who attend church on release. Enhanced criminal record checks are not available for people in the community or congregations, but there should still be close working relationships between safeguarding leads in the church and the statutory services, for example the police and probation service. This is set out in the safeguarding policies of the Methodist Church. See also Appendix 11 for how the Child Sex Offender Disclosure Scheme (Sarah's Law) and the Domestic Violence Disclosure scheme (Clare's Law) can be used by the Church in some situations.
- 2.3. The Church is in a unique position in that as part of its mission, it welcomes all people including those who, because of their past behaviour, are deemed to pose a risk to others within the church community but are seeking help and support in turning their life around. This risk-taking activity at the core of the Church's mission means that it behoves the Church to pay increased attention to safer recruitment, safe working practices, and general good practice in terms of safeguarding. This includes remaining vigilant in relation to people in GROUPs 5 and 6, particularly if they begin to take on roles from GROUPs 1 and 2 without a proper recruitment process.



GROUP	Eligible for:
<p>1 (YELLOW) Those who undertake ‘Regulated Activity’ with children or adults who may be vulnerable</p> <p>There is a requirement to check whether the individual is barred from ‘Regulated Activity’. The changed definitions for ‘Regulated Activity’ came into force on 10 September 2012.</p> <ul style="list-style-type: none"> • See Appendix 6 column A for additional detail on ‘regulated activity’. 	<p>Enhanced Plus <i>With barred list check</i></p>
<p>2 (ORANGE) Those who are carrying out activities which involves substantial contact with children, young people or adults who may be vulnerable but not ‘Regulated Activity’</p> <p>Substantial contact but not ‘regulated activity’ within the changed narrower definition (eg because they are supervised). The government has said that work that was previously part of ‘Regulated Activity’ (before the change in definition) will continue to be eligible for enhanced checks.</p> <ul style="list-style-type: none"> • See Appendix 6 column B for additional detail on ‘substantial contact’. • The Church of England and Methodist Church define supervised activity as: Activity where the supervisor – who has him/herself been safely recruited - is always able to see the supervised worker’s actions during his/her work. 	<p>Enhanced <i>Without barred list check</i></p>
<p>3 (BLUE) Those who have limited contact with people (including children and adults who may be vulnerable) through their role</p> <p>Contact is insufficient to cross the threshold for eligibility. Enhanced criminal record checks cannot be carried out for this group. Examples include – gardener, church shop assistant.</p>	<p>Basic Check – Disclosure Scotland</p>
<p>4 (PURPLE) Those where it would be useful to know about any convictions but their work does not relate to children, young people or adults who may be vulnerable</p> <p>Safeguarding provisions do not apply. Enhanced criminal record checks cannot be carried out for this group. Basic disclosures can be requested for this group (currently only available via Disclosure Scotland, but anyone can apply). However, it should be noted that basic disclosures do have their limitations.</p>	<p>Basic Check – Disclosure Scotland</p>
<p>5 & 6 (RED & GREEN) People within the congregation or known through community engagement</p> <p>Enhanced criminal record checks cannot be carried out on these groups. Any concerns need addressing through working with the police or social care as appropriate. Specific information can be requested from the police either through normal ‘Working Together’ arrangements or through the Child Sex Offender Disclosure Scheme (known as <i>Sarah’s Law</i>) or the Domestic Violence Disclosure Scheme (known as <i>Clare’s Law</i>), see appendix 11. Managing individuals who pose a specific risk is done in cooperation with the Probation Service and MAPPA (multi-agency public protection arrangements.)</p> <p><i>Note: there could be a significant risk when a member of one of these groups becomes known and trusted within the church, and then allowed to move into GROUP 1 or 2 without checks, because of the sense of trust the person has engendered. This can be understood as part of the process known as grooming. This is one of the main reasons for the emphasis on safer recruitment processes in all situations.</i></p>	<p>No checks BUT <i>Sarah’s Law / Clare’s Law</i> might be helpful</p>

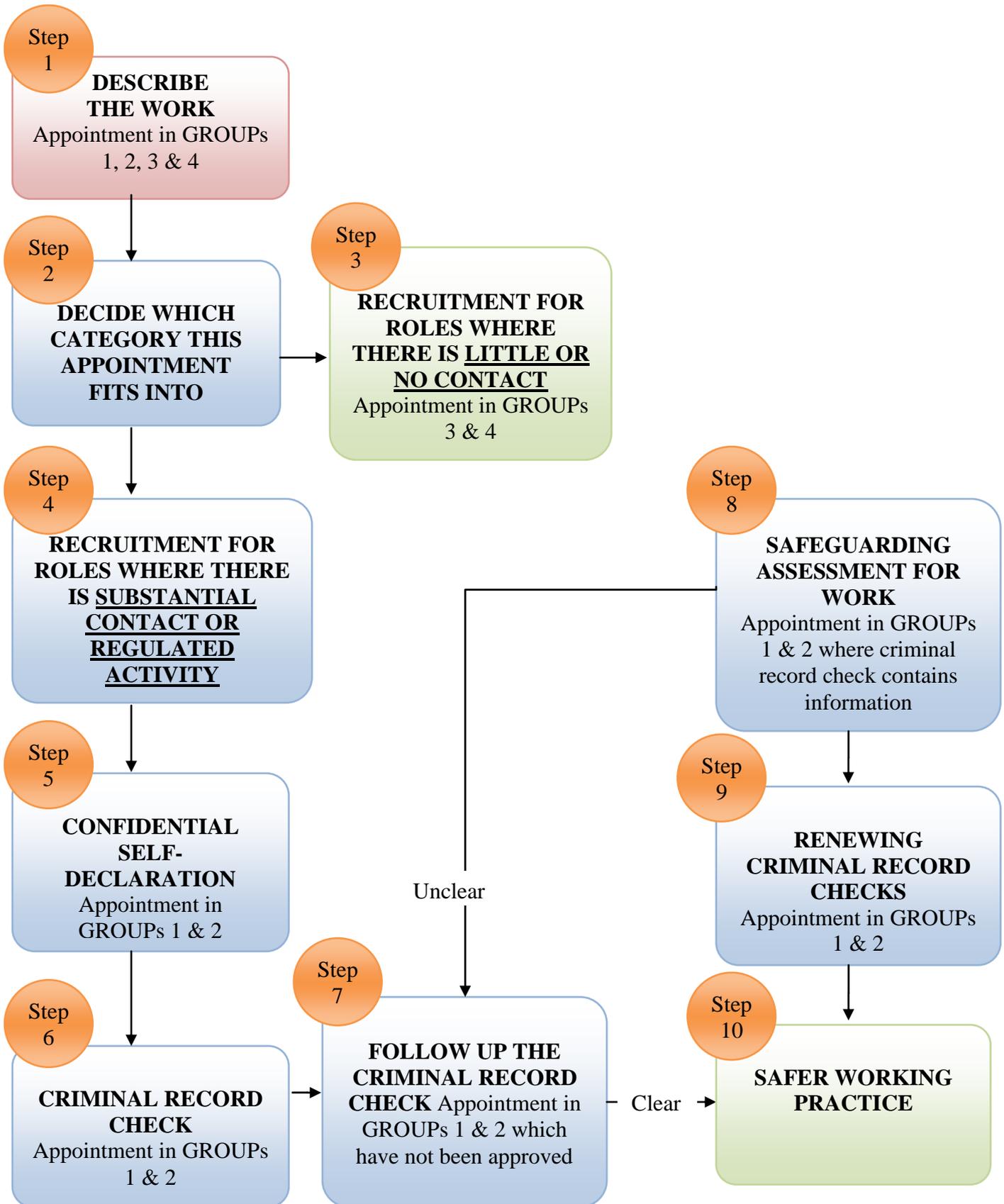
3. THE 10 STEP PROCEDURE FOR DBS CHECKS IN RECRUITMENT

3.1. GLOSSARY OF TERMS

The procedure set out in paragraph 3.3 onwards uses some specific terms as defined below. In each case, the day-to-day reality may be that the role is shared between a number of individuals (for example, the role of minister in a church with a group ministry) or one person has a number of roles. For the sake of clarity, we refer here to a single person in each role.

- APPLICANT:** the person who is being considered for the role. This can be an employee, a volunteer, an office holder, or any other person appointed to a role eg student or intern.
- APPOINTER:** The individual who is leading on the process of deciding whether applicants are suitable for a role, and of appointing them. S/he will usually be doing this on behalf of the church council, circuit meeting or district policy committee. S/he may be another volunteer, a colleague, the manager of a service, the chair or secretary of the relevant meeting, or the minister. The APPOINTER should keep a written record of all actions and decisions.
- GROUP:** This refers to the eligibility group within the eligibility circles in paragraph 2 Eligibility GROUPs for Safeguarding Criminal Record Checks.
- RESPONSIBLE MEETING:** The group which carries ultimate responsibility for the process at local level - either the church council, circuit meeting or the trustees / management committee for a particular project.
- SAFEGUARDER / DBS ADMINISTRATOR:** The safeguarding representative at church or circuit level. S/he focuses on the 'safer recruitment' part of the process. On receipt of a clear criminal record check the SAFEGUARDER / DBS ADMINISTRATOR can approve the APPLICANT for work. S/he should keep a written record of the actions for which s/he is responsible at STEPS 2, 4, 5, 6, 7, 8 and 10.
- VERIFIER:** The person to whom the APPLICANT shows their ID documents when completing a criminal record check. The VERIFIER must complete the section on the form about the role and about the identity checks. The VERIFIER can be the same person as the APPOINTER, SAFEGUARDER / DBS ADMINISTRATOR, MINISTER or they may be someone without any other role in the process.
- MINISTER:** The Methodist minister who has pastoral responsibility for the relevant church or circuit and who chairs the church council / circuit meeting. His / her specific responsibilities are: as chair, to ensure that this process is in place for all appointments; and as minister, to ensure that pastoral support is made available for all those involved where it is needed.
- REGISTERED BODY:** The organisation that is registered with the Disclosure & Barring Service (DBS) to process both criminal record checks and checks on whether someone is barred from Regulated Activity (see Appendix 7 Barring from Regulated Activity). Within the Methodist Church, the Churches Agency for Safeguarding (CAS) acts as the Registered Body for the whole Connexion. The CAS website (www.churchsafe.org.uk) is a useful source of further advice.
- DISCLOSURE & BARRING SERVICE (DBS):** The public body created 1 December 2012, which combines the functions of the Criminal Records Bureau and the Independent Safeguarding Authority.

3.2 THE 10 STEP PROCEDURE FOR ALL DBS CHECKS FLOW CHART



THE 10 STEP PROCEDURE FOR DBS CHECKS IN RECRUITMENT

STEP 1 DESCRIBE THE WORK

WHO APPOINTER

THE TASK

- Ensure you have a **written outline** of the role. For paid roles this should be a formal job description and person specification. For voluntary roles a role outline may be preferred. For more guidance refer to Appendix 1 Role Outlines. The level of check should be included in the role outline.
- For all roles in GROUPs 1, 2, 3, 4 a statement should be included explaining that the Church is committed to safeguarding and that if anyone in this role sees or hears anything that might be a safeguarding risk they should report it immediately to their 'manager' or the safeguarding representative.

STEP 2 DECIDE WHICH CATEGORY THIS APPOINTMENT FITS INTO

For appointment to all roles in GROUPs 1,2,3,4

WHO APPOINTER (and SAFEGUARDER / DBS ADMINISTRATOR)

For GROUPs 3 and 4 the Appointer can act alone. For GROUPs 1 and 2 or if there is uncertainty about a role, then the SAFEGUARDER / DBS ADMINISTRATOR should be consulted.

THE TASK

- Decide which workforce this role relates to (children and young people and/or adults who are or may be vulnerable). Include this in the role outline.
- Decide the GROUP this role belongs in by considering level of contact with children, young people or adults who may be vulnerable (see the Eligibility Circles in paragraph 2, Criminal Record Checks for Methodist Church Roles Appendix 3).
- For specific situations see Appendix 5

STEP 3 RECRUITMENT FOR ROLES WHERE THERE IS LITTLE OR NO CONTACT

For appointment to all roles in GROUPs 3 and 4

WHO APPOINTER *in consultation with the RESPONSIBLE MEETING (where relevant)*

THE TASK

- Plan the recruitment using the principles and practice of safer recruitment: written application; interview/discussion; references.
- Basic criminal record checks can be made via Disclosure Scotland.
- The Confidential Self-Declaration (see Appendix 2A & 2B) can be used BUT for GROUPs 3 and 4 it can **only** ask about unspent and unfiltered convictions/cautions etc. (see Appendix 8).
- See also Appendix 11 for details of using the Child Sex Offender Disclosure Scheme (known as Sarah's Law) or the Domestic Violence Disclosure Scheme (known as Clare's Law).

STEP 4 RECRUITMENT FOR ROLES WHERE THERE IS SUBSTANTIAL CONTACT OR REGULATED ACTIVITY
For appointment to all roles in GROUPs 1 and 2

WHO **APPOINTER** and **SAFEGUARDER / DBS ADMINISTRATOR** in consultation with the **RESPONSIBLE MEETING** (where relevant)

THE TASK

- Plan the recruitment using the principles and practice of safer recruitment: application; confidential self-declaration; interview; references; criminal record check.
- The APPLICANT should **never** start in the role until the criminal record check has been received and they have been approved for the work. This applies to both voluntary and paid roles.
- It should be emphasised to those applying for these roles that the Church sets high standards of safety and the role will be undertaken in a culture of informed vigilance.

STEP 5 CONFIDENTIAL SELF-DECLARATION
For appointment to all roles in GROUPs 1 and 2 (can also be used for Groups 3 and 4 (see STEP 3 above for further details))

WHO **APPOINTER** and **SAFEGUARDER / DBS ADMINISTRATOR** should decide which of them does this – usually the person who arranges the criminal record check.

THE TASK

- Once it has been decided to appoint to a role (paid or voluntary) the APPLICANT must always complete a Confidential Self-Declaration Form see Appendix 2A & 2B.
- This process offers the person the opportunity to flag up information that may be disclosed through the criminal record check.
- This should be done with care as people can be deeply embarrassed about incidents from their past.
- The information and process are kept confidential and used for recruitment and safeguarding purposes only.
- Should the person wish to discuss the information, the minister or district safeguarding officer can be involved as appropriate.

STEP 6 APPLICATION FOR A CRIMINAL RECORD CHECK
For appointment to all roles in GROUPs 1 and 2

WHO **VERIFIER** completes the relevant sections on the criminal record check. The Update Service process should be undertaken by the **SAFEGUARDER / DBS ADMINISTRATOR** since only the **SAFEGUARDER / DBS ADMINISTRATOR** can approve an individual for work.

THE TASK

Note: No-one can start in a role in GROUPs 1 and 2 before the criminal record check has been received and the APPLICANT approved for work.

DBS Workforce questions: (X61 line 1 of DBS application form)

- ✓ 'Child Workforce'. Use this for any position that involves working/volunteering with children.
- ✓ 'Adult Workforce'. Use this for any position that involves working/volunteering with adults.
- ✓ 'Child and Adult Workforce'. Use this for any position that involves working/volunteering with both children and adults who may be vulnerable. All ministers should 'tick' this.

Home working: (X66 of DBS application form) this refers to work with a vulnerable person taking place in the applicant's own home

- ✓ **All ministers should tick this box.** For other roles, decide on a case-by-case basis.
- ✓ The applicant needs to be prepared that when they tick this box, the police may disclose relevant information about others at the same address.
- ✓ In order to minimise intrusion into private life, this box should only be ticked if **direct work** with children or adults who are vulnerable may take place in the home. *For example, a youth worker who returns home after the session and writes up his or her notes, does not need to tick the box if this is the only work done at home.*

For checks using the Update Service – the SAFEGUARDER / DBS ADMINISTRATOR should follow the steps set out below:

Note: For the policy and guidance on The Update Service and Portability see Appendix 9A & 9B

- ✓ APPLICANTS must show the SAFEGUARDER / DBS ADMINISTRATOR their most relevant paper criminal record check and provide identity check documents as for a criminal record check. The level of check must match exactly.
- ✓ The Update Service cannot be used for home based positions.
- ✓ If the paper check is **not clear** (i.e. contains any information at all) then the SAFEGUARDER / DBS ADMINISTRATOR **cannot approve** – move straight to STEP 7.
- ✓ If the initial paper check the SAFEGUARDER / DBS ADMINISTRATOR has been given is **clear** and the On-line Update Service confirms '**No further information**', then the SAFEGUARDER / DBS ADMINISTRATOR can approve the person to take up their role - move to STEP TEN.
- ✓ If the initial paper check the SAFEGUARDER / DBS ADMINISTRATOR has been given is **clear** but the On-line Update Service says '**More recent information is available**' then the SAFEGUARDER / DBS ADMINISTRATOR **cannot** immediately approve the person. The APPLICANT **must** carry out a new criminal record check and show the SAFEGUARDER / DBS ADMINISTRATOR the new criminal record check certificate.

STEP 7 FOLLOW-UP THE CRIMINAL RECORD CHECK

For appointment to all roles in GROUPs 1 and 2 unless they have already been approved for work via the Update Service route

WHO SAFEGUARDER / DBS ADMINISTRATOR and APPOINTER in conjunction with the REGISTERED BODY and the Connexional Safeguarding Team

THE TASK

Note: only the APPLICANT now receives a copy of the criminal record

- The SAFEGUARDER / DBS ADMINISTRATOR and APPOINTER should together ensure that the APPLICANT does NO work (either paid or voluntary) until approved
- The SAFEGUARDER / DBS ADMINISTRATOR should keep a record of all criminal record checks sent to the REGISTERED BODY as well as any approvals they have made using the Update Service.

ONLY FOR EBULK APPLICATIONS:

- The VERIFIER can track the progress of the application on the EBULK system or the DBS tracking service <https://secure.crbonline.gov.uk/enquiry/enquirySearch.do/>
- If the certificate is **clear**:
 - the REGISTERED BODY will be notified and they will notify the VERIFIER.
 - The VERIFIER should then inform the SAFEGUARDER / DBS ADMINISTRATOR who can **approve the APPLICANT** for work.

- If the certificate is **NOT clear**:
 - The REGISTERED BODY will be notified and they will notify the Connexional Safeguarding Team.
 - The APPLICANT should show the certificate to their SAFEGUARDER / DBS ADMINISTRATOR.

ONLY FOR PAPER APPLICATIONS:

- The DBS tracking service (<https://secure.crbonline.gov.uk/enquiry/enquirySearch.do/>) should be used by the SAFEGUARDER / DBS ADMINISTRATOR to track the progress of the application. To use this service the SAFEGUARDER / DBS ADMINISTRATOR needs the DBS Applicant Form Reference and the APPLICANT's date of birth.
- If the certificate has been issued the SAFEGUARDER / DBS ADMINISTRATOR should follow up with the APPLICANT
- Once the APPLICANT receives the criminal record check certificate, the APPLICANT should show it to the SAFEGUARDER / DBS ADMINISTRATOR. It must be kept strictly confidential for recruitment and safeguarding purposes.
- If the criminal record check certificate is completely clear (ie no information on the form beyond 'personal information', 'employment details' and 'counter-signatory details') then the SAFEGUARDER can approve the APPLICANT for work.
- The SAFEGUARDER / DBS ADMINISTRATOR **must** notify the REGISTERED BODY of all such approvals so that a central record remains available as it has been to date.

BOTH PAPER AND EBULK APPLICATIONS

- If a criminal record check contains information the SAFEGUARDER / DBS ADMINISTRATOR must send to the REGISTERED BODY immediately by Registered Post a copy of the complete criminal record check certificate. The SAFEGUARDER / DBS ADMINISTRATOR must provide full contact details for him/ herself and for the APPOINTER.

Note: this is a change of practice as previously no copies of criminal record checks have been allowed without CRB / DBS permission. The change to a single certificate means that the APPLICANT can now agree to the form being copied.

STEP 8 SAFEGUARDING ASSESSMENT FOR WORK

For appointment to all roles in GROUPs 1 and 2

WHO **SAFEGUARDER / DBS ADMINISTRATOR** should be in contact with **the Connexional Safeguarding Team who will lead on this. District Safeguarding Officer and/or the Connexional Safeguarding Team** are available for help at any point as needed.

THE TASK

- Where the criminal record check reveals any information at all, this must be assessed for possible risk
- This assessment is arranged by the Connexional Safeguarding Team, in co-operation with the District Safeguarding Officer. The final decision rests with the Connexional Safeguarding Advisory Panel (see Standing Order 232)
- The APPOINTER and SAFEGUARDER / DBS ADMINISTRATOR at local level have a crucial role to play, in supporting the APPLICANT whilst this process unfolds.
- Possible outcomes of an assessment for work are: approval; approval with conditions; not approved.
- Difficult questions can arise about whether this sensitive information needs to be shared and with whom. Always seek advice from) the Connexional Safeguarding Team, who may in turn seek legal advice.

STEP 9 RENEWING CRIMINAL RECORD CHECKS

For appointment to all roles in GROUPs 1 and 2

WHO

- **People working for the church** (either in employed, office-holder or voluntary positions) carry individual responsibility for ensuring that their check is renewed within the five year deadline
- **Every, church and circuit** should also have a system in place to monitor the criminal record checks and identify when the deadline is pending
- The system for criminal record checks **for ministers** is managed **at Methodist Church, connexional** level. See Appendix 10 for the system in relation to Methodist ministers
- The **District Safeguarding Officer** or the **Connexional Safeguarding Team** should be consulted where any difficulties arise

THE TASK

- Criminal record checks should be updated every five years. The process set out in Step 5 (Confidential self-declaration) onwards should be followed
- The one obvious difference is that the person is already in role.
- Should there be delay in obtaining the updated criminal record check, the person is not approved by the Church to act and should stand down pending completion of the process. The District Safeguarding Officer or the Connexional Safeguarding Team can be consulted about how to manage this situation
- Should the criminal record check be returned with any information, the process at Step 8 should be followed
- At this stage, should the information received suggest a possible risk, then it may be necessary to consider suspension as a neutral act pending assessment and decision-making. Such a decision needs to be reached in consultation with those with responsibility at local, district or connexional level.

STEP 10 SAFER WORKING PRACTICE

WHO **APPOINTER** *and the RESPONSIBLE MEETING (where relevant) with input from SAFEGUARDER / DBS ADMINISTRATOR and MINISTER*

THE TASK

Appointing someone safely is a crucial part of protecting children, young people and adults who are vulnerable within our churches. Even more important is creating a culture of safety and the embedding of that culture in all our practices. Safer working protects everyone in our churches.

Once the APPLICANT has been safely appointed, the church should provide:

- support
- induction
- training in the role and in safeguarding including the requirement to report any concern
- reviews, building in periodic feedback from children, young people or adults with whom the APPLICANT now works
- clear boundaries, especially being alert to unsupervised contact through church, outside the work role
- oversight, supervision
- information about who s/he is accountable to and whom s/he is accountable for.