



The Church of England Diocese of Ely

SAFEGUARDING NEWS January 2020

Happy New Year and welcome to the latest edition of the Safeguarding Newsletter. We have some exciting news, lots of training information and some updates for you. We will start with a few reminders.

Safeguarding Duty Phone

The Duty Phone number is **01353 652747**
Please do not use this number for queries about DBS checks, training or recruitment issues.

Diocesan Website

The Diocese has recently updated its website which has provided the Safeguarding Team with the opportunity to update its pages. The new website has a much improved search function, now returning document results as well as webpage results, which we hope helps you find what you're looking for more quickly.

We have worked with the website IT provider to ensure all old weblinks are redirected to the new site, however on occasion this might not work as you had wished. Therefore, if you have set up a link from your website to our old site please advise your website editor to review any links to ensure they work correctly.

It is better not to create website links to a specific document on a third party site. Instead, link to the webpage on which the document is saved in order to minimise the risk of the link breaking in the future.

If you do notice any general website anomalies on our new site, please do mention them to our Communications Team at communications@elydiocese.org who will be pleased to try to resolve them for you. If there are areas in the safeguarding pages you wish to see improved, please let Sarah King know on sarah.king@elydiocese.org.

Parish Personnel Files - Check List

We have devised a check list showing the documents that should be contained within a



volunteer/paid worker's personnel file. Please click on the link <https://www.elydiocese.org/safeguarding/safeguarding-templates-resources/> and look under **Recruitment**

Confidential Declaration Form

There have been significant changes to the Confidential Declaration form. The new form must be used from now onwards. There are a number of areas where you will be required to edit this document. These have been highlighted in yellow so they can be easily identified. If you have downloaded a copy of the older version of this form please now delete it. The new form can be found on the website under Safeguarding Forms/Information. Please click on the following link <https://www.elydiocese.org/safeguarding/safeguarding-templates-resources/>. Please also remember if a person is required to complete a DBS application they must also complete a Confidential Declaration Form. If references have not previously been taken up for an employee or volunteer then these must be obtained. It is sometimes hard for people to find appropriate people to act as a referee. If finding suitable references is not possible another option would be to undertake a formal performance review to be recorded and held on their personnel file.

DBS Update Service

Please remember when a volunteer or paid worker has subscribed to make their DBS portable via the DBS Update Service there are a number of checks we still need to carry out. For example, the original check needs to have been carried out for the same

work force and at the same level as required for the work they wish to undertake in your parish. There will also be a need for the original certificate to be viewed and an ID and current address check carried out. A form will need to be completed and returned to this office so we can check the status of the certificate. This form can be obtained by clicking on the following link and is listed under ID and Criminal Record Checking Forms/Templates/Guides <https://www.elydiocese.org/safeguarding/safeguarding-templates-resources/>

DBS and Safer Recruitment Workshop for Parish Safeguarding Officers

We are offering two workshops during 2020.
DBS checks for Parish Safeguarding Officers

Dates for this workshop are:

5 February 10am—12.30pm

16 March 10am—12.30pm

Safer Recruitment for Parish Safeguarding Officers. Dates for this workshop are:

17 February 10am—1pm

5 March 10am—1pm

Both workshops will be held at the Diocesan Offices, Bishop Woodford House, Barton Road in Ely. To book a place on either of these Workshops please click on the following link. <https://elydatabase.org/events/safeguarding> or contact safeguardtraining@elydiocese.org

Parish Focussed Support

The Safeguarding Team launched a project called “Parish Focused Support” in 2018. The purpose of the project is to ensure House of Bishop’s Policy and Practice Guidance relating to safeguarding is being appropriately followed by all parishes

When a parish is identified either by themselves or the Safeguarding Team as not being able to consistently evidence they are giving ‘due regard’ to the policy, they will be offered Focussed Support. We will support parish representatives to agree a realistic and

achievable safeguarding action plan and will contribute to the completion of tasks, which can vary dependent on the needs of each individual Parish.

If you would like further information please contact either Sarah King (DSO) sarah.king@elydiocese.org or Sharon Gage (Asst DSA) sharon.gage@elydiocese.org

Parish Safeguarding Officers Networking Mornings



7 March 2020

9.30am—12.30pm at St Barnabas Church, Huntingdon
Or

26 September 2020

9.30am—12.30pm at The Annex (Cambourne Church)

The morning will be made up with diocesan & national updates and a chance to network with colleagues. We are also hoping to have a guest speaker and we will confirm this in due course.

To book your place please click on the following link <https://elydatabase.org/events/safeguarding>

Safeguarding Dashboard

If you have not yet signed up to the Dashboard we would ask parishes to do so as soon as possible.

The **Safeguarding Dashboard** is available **free of charge** to parishes in Ely Diocese.

If you would like further information you can click on the following link and watch a short video showing the benefits to using the Dashboard.

<https://vimeo.com/315725141> To signed up to use the Safeguarding Dashboard please contact Sarah King at sarah.king@elydiocese.org

Basic Disclosures

There are a very limited number of roles, within the church, that only require a Basic level DBS check. We are aware that there is some confusion as to how to access a check at a Basic level rather than Enhanced. To enable access to a Basic level check the DBS administrator will allocate a USERID number in the normal way but needs to add a b at the end of the numbers for example **2345678001b**.

The application form and the ID checking procedure remains the same.

Please firstly ensure a Basic level check is appropriate for the role applied for.

Training

We have almost completed the first round of training in the Deaneries and will start the second round in 2020. There has been some updating of the training modules which we have incorporated into our materials. Another change to the training programme is that there will not be a specific refresher for the Core (C) modules. Anyone required to refresh their core (C) training will only have to repeat the highest level of training previously completed. For example, if in your role you are required to complete C0, C1 and C2 you will only need to refresh (in the 3 year cycle) the C2 module.

All Specialist (S) modules need to be repeated every 3 years .

C0 Basic Awareness

Please note this module **must** be completed before completing C1 foundation and C2 Leadership modules. If you have parish staff or volunteers who have completed C1 and/or C2 but have not yet completed C0 they still will be required to complete the C0 module. To access this module please click on this link <https://safeguardingtraining.cofeportal.org/> C1 can also be completed on line.

If you have staff or volunteers needing to attend safeguarding training, please click on the link <https://elydatabase.org/events/safeguarding> to find the list of courses available.

Evensong and Bishop's Garden Party for Parish Safeguarding Officers—Wednesday 24 June 2020

The Bishop has very kindly offered to host a Garden Party which will be held after Evensong at the Cathedral on 24 June 2020. Evensong starts at 5.30pm and we will move to the Bishop's garden once this has finished for canapés and wine (or soft drinks).

We hope all our parish Safeguarding Officers will be able to attend as we celebrate the huge contribution they make within our parishes.

An invitation will be sent to the Parish Safeguarding Officers.



Contact Information and Numbers

Cambridgeshire & Peterborough Children's Services

Cambridgeshire Tel: **0345 045 5203** - Peterborough Tel: **01733 864180**

Out of hours (Cambridgeshire & Peterborough): **01733 234724**

Cambridgeshire & Peterborough Adult Services Tel: **0345 045 5202**

Out of hours: 01733 234724

Norfolk Children's Services Tel: 0344 800 8020 - **Norfolk Adult Services** Tel: 0344 800 8020

Ely Diocesan Safeguarding Team

NEW Safeguarding Duty Phone - 01353 652747 (for serious safeguarding concerns only)

Safeguarding Officer - Sarah King Tel: 01353 652735 Email: sarah.king@elydiocese.org

Safeguarding Advisor - Rebecca Boswell Email: rebecca.boswell@elydiocese.org

Assistant Safeguarding Advisor - Sharon Gage E-mail sharon.gage@elydiocese.org

Assistant Safeguarding Advisor - Lisa Pearson E-mail lisa.pearson@elydiocese.org

Safeguarding DBS Administrator - Jackie Cox Tel: 01353 652721

E-mail: safeguardadmin@elydiocese.org

Safeguarding Training Administrator - Kelly Nott Tel: 01353 6527321

E-mail: safeguarding.training@elydiocese.org