

# DIOCESE OF ELY

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## SAFEGUARDING NEWSLETTER

APRIL 2023

### Safeguarding Department

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The Church of England  
Diocese of Ely

# Diocese of Ely Safeguarding Newsletter

## Welcome to the Diocese of Ely Safeguarding Newsletter.

A quarterly publication produced by the Diocese of Ely Safeguarding Department to help advise and guide our parishes and church leaders on a range of safeguarding related matters.

Remember, you can contact the team and find a range of supporting materials on the [Diocese of Ely Safeguarding pages of the website by clicking here.](#)

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### Training Requirements

The Safeguarding Team are often asked what Safeguarding Training courses Church Officers are required to complete. Below is a brief Guide to role-based training requirements (See full guidance for further role-based detail [Learning and Development Framework 2021](#))

#### Clergy, Licensed Lay Ministers, Authorised Lay Local Ministers and Clergy with Permission to Officiate

... must complete:

1. Basic Safeguarding Awareness
2. Safeguarding Foundations
3. Safeguarding Leadership Pathway - *renewal every three years*

4. Safer Recruitment & People Management - *renewal every three years*
5. Raising Awareness of Domestic Abuse - *renewal every three years*

#### Parish Safeguarding Officers

... must complete:

1. Basic Safeguarding Awareness
2. Safeguarding Foundations
3. Safeguarding Leadership Pathway - *renewal every three years*
4. Safer Recruitment & People Management - *renewal every three years*
5. Raising Awareness of Domestic Abuse - *renewal every three years*
6. Parish Safeguarding Officer Induction

There will also be a series of DBS workshops to equip PSOs and Parish ID Checkers to carry out DBS checks

The Ely Safeguarding team will also be hosting optional networking events for Parish Safeguarding Officers.

#### Parish Roles

All volunteer and paid roles

... in the parish church are *required to complete:*

1. Basic Safeguarding Awareness - *renewal every three years*

## PCC Members

... are **required** to complete:

1. Basic Safeguarding Awareness
2. Safeguarding Foundations - *renewal every three years*
3. Raising Awareness of Domestic Abuse - *renewal every three years*

## Church Wardens

... are **required** to complete:

1. Basic Safeguarding Awareness
2. Safeguarding Foundations – *renewal every three years*

**SPECIAL NOTE** – Following discussion, we have reached a local decision that the Leadership Module is **NOT** a requirement for Churchwardens **UNLESS** their parish is in vacancy.

We will be delivering a bespoke safeguarding briefing to Churchwardens as part of the Archdeacons Visitations each year. The Leadership training of course remains open to any Churchwarden who wishes to complete it.

If parish is in vacancy

3. Safeguarding Leadership Pathway - *if this course is completed, renew every three years, instead of the Safeguarding Foundations course*

## Roles that have direct contact with children, young people and vulnerable adults

... are **required** to complete:

1. Basic Safeguarding Awareness
2. Safeguarding Foundations – *renewal every three years*

... are **recommended** to complete:

3. Raising Awareness of Domestic Abuse - *renewal every three years*

## Roles that play a leadership role in shaping the culture of the Parish Church or Cathedral

...are **required** to complete:

1. Basic Safeguarding Awareness
2. Safeguarding Foundations
3. Safeguarding Leadership Pathway – *renewal every three years*

This will include, amongst others, paid children, youth, family or vulnerable adults workers (or individuals who have similar responsibilities as a volunteer).

The **Safeguarding Leadership Pathway** focusses on leadership and cultural change. The Parish Church must assess the safeguarding training needs of their volunteer, elected officials and paid roles to decide if the requirement to attend the Leadership Pathway is met.

## Roles involved in recruitment and line management or supervision

... are **required** to complete:

1. Safer Recruitment and People Management - *renewal every three years*

To access these training courses, [please visit the Diocesan website here.](#)

## Item two: Training Portal Reports

Did you know you can access the training reports for your parish via the Church of England Safeguarding Training Portal?

### How do I set up (and access) Local Training Reports?

Giving permission for local reporting of your training record.

It is now possible to allow another user of the Training Portal to view your training records - at the very bottom of the registration form is a field labelled: *(optional)*

Allow a user with the following email address to look at my training record (eg. my Parish Safeguarding Officer).

If you enter an e-mail address into this field, this will allow a user of the site, who has registered with the e-mail address you entered, to view a record of the most up-to-date training you have completed.

My Organisation Details

Diocese

Training Institution

Cathedral

My Church's Town/City and Name (eg Leeds: St Peters)

Church Role

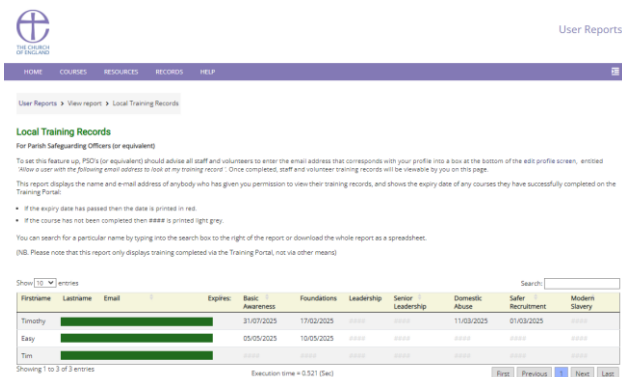
Allow a user with the following email address to look at my training record

There are required fields in this form marked

You will also be able to set this up (or remove it) at any time by editing your profile - once you are logged in, click on your name at the top right of the screen and select "Edit profile" - again, the field will be right at the bottom of the page.

### Viewing training records which have been shared with you

If another user has allowed it (as described above) then, under the *Local Training Records* option of the *Records* menu, you will be able to view a basic report of their training records (showing their name, e-mail address and expiry dates for any courses they have completed).



User Reports

HOME COURSES RESOURCES RECORDS HELP

User Reports > View report > Local Training Records

**Local Training Records**  
for Parish Safeguarding Officers (or equivalent)

To set this feature up, PSDs (or equivalent) should advise all staff and volunteers to enter the email address that corresponds with your profile into a box at the bottom of the edit profile screen, entitled "Allow a user with the following email address to look at my training record". Once completed, staff and volunteer training records will be viewable by you on this page.

This report displays the name and email address of anybody who has given you permission to view their training records, and shows the expiry date of any courses they have successfully completed on the Training Portal.

- if the expiry date has passed then the date is printed in red.
- if the course has not been completed then ### is printed light grey.

You can search for a particular name by typing into the search box to the right of the report or download the whole report as a spreadsheet.

(NB: Please note that this report only displays training completed via the Training Portal, not via other means)

Show  entries

Firstname	Lastname	Email	Expires	Basic Awareness	Foundations	Leadership	Senior Leadership	Domestic Abuse	Safer Recruitment	Modern Slavery
Tuesday			31/07/2025	17/02/2025	###	###	###	11/09/2025	01/03/2025	###
Easy			05/05/2025	10/05/2025	###	###	###	###	###	###
Ten			###	###	###	###	###	###	###	###

Showing 1 to 3 of 3 entries Execution time = 0.521 (Sec)

You will be able to view your own training record under the *My Training Record* option of the *Records* menu.

## Item three: Empowering Children

The Church of England has produced resources to enable children and young people to understand how they are kept safe, who they can talk to and to empower them to take an active role in making church a safe and welcoming place for all..

These can be found On the Church of England Safeguarding Training Portal under Resources/Training  
<https://safeguardingtraining.cofeportal.org/>

## Item four: Digital ID checks

Access Personal checking Service (APCS) is now able to offer the diocese the opportunity to process ID checks digitally which we hope will speed up the recruitment process for parishes.

We understand that not everyone will be able to process their ID checks digitally, but it is an facility all parishes will be able to have access to.

In order for a digital ID check to have a chance of being successful, the applicant must have a smart device that can take images and access web pages. The applicant's current address must be in the UK and the applicant must possess certain ID documents. The number of documents required will depend on the type of DBS Check.

For an **Enhanced DBS check** you are required to have **two** of the following documents Passport, Biometric Residence Permit, UK Driving Licence, National ID Card

For a **Basic DBS check** you are required to have **one** of the following documents Passport, Biometric Residence Permit, UK Driving Licence

Please contact the [Diocesan Safeguarding Office](#) if you would like further information.

## Item five: DBS Check Errors

We have recently noticed a few errors happening when processing DBS checks.

The first one is unchecking the box next to the question **Is the application for an unpaid volunteer?**

Unchecking this box tells APCS and the DBS that the person is a paid worker and therefore a charge is made for the DBS check. Once the Diocesan Board of Finance receive the invoice from APCS this charge will be recharged back to the parish.

Please make sure the correct boxes are checked or unchecked prior to submission to avoid unnecessary charges.

The second error has occurred when a Standard check has been selected. The diocese and parishes are only eligible to access either Basic or Enhanced (with out without Barred List checks) DBS checks.

A Standard check is only for roles such as

- Positions in the financial sector that are regulated by the Financial Conduct Authority, the Prudential Regulatory Authority or the Bank of England, or organisations acting on their behalf.
- membership of the Master Locksmiths Association

- organisations bidding for public contracts, when requested by the contracting organisation
- On entry to the profession of barrister in England and Wales only, or solicitor
- Or similar positions.

If you are unsure about the level of check required for a specific role in your parish, please contact the [Diocesan Safeguarding Officer](#).

## Item six: Access to Diocesan Database

In an e-mail sent on 3 March we were pleased to be able to tell you about an advance that now enables you to log into a restricted area of the Diocesan database and see information appropriate to your role as a PSO. (Note: If you hold other roles listed on the Diocesan database, other information may also be visible to you). The following briefly summaries describe what you can expect to see.

### “Your Parishes” section

- Those holding the role of “Incumbent”, “Priest-in-Charge”, “Team Vicar” or “Parish Safeguarding Officer” as recorded on the Diocesan database, are able to view the PCC role holders the Ely Diocesan Board of Finance (EDBF) have registered on our database for each Parish in which these role holders hold a role.
- Clicking the Parish name links will open up a new page allowing you to quickly see the Safeguarding training status of those role holders we know about and take action to correct, update or trigger actions for training within that parish.

### Online Directory

- You will be able to access an e-version of the PDF directory for those diocesan colleagues for which we have permission to share their information.

### Diocesan Map

- If you use the plus/minus buttons on the map, you can 'zoom' into the parochial areas and if you click on them, you can see more data about that area.
- At the Parish level particularly, clicking on the map brings up deprivation and census data for that parish. This data is pulled in from the Church of England Statistics team who supply updated sets annually.

### Your details

- This is only a relatively basic view of some of the contact and role data we hold for you.
- It also includes the 'status' of what is recorded against your record for safeguarding training and when this may need to be repeated.
- There are action steps at certain stages for how to correct any inaccurate information.

As you will no doubt appreciate, much of the data we gather is subject to change and often we don't always hear about parish people changes for quite long periods of time. Therefore we hope that as well as making your life easier in seeing the training status of your PCC colleagues quickly with this access, your use of this access will also in turn improve the data we hold.

Lastly, logging in. The details below should enable you to log-in.

- **Log-in:** <https://elydatabase.org/admin>
- **Username:** your 'primary' email. This is the email address to which you have received this email, which is also what is listed on the diocesan database as your 'primary' email.
- **Password:** Please follow the "reset password" link on the landing page (<https://elydatabase.org/login/forgoton>) to log-in for the first time.

If you have any questions about this in relation to the safeguarding training status of any individuals you can see within your Parish(es), please email us at [safeguardadmin@elydiocese.org](mailto:safeguardadmin@elydiocese.org).

We look forward to hearing your thoughts and working with you all over the coming weeks/months to make this a more helpful resource for you wherever we can.

## *Item 7: Cambridgeshire and Peterborough Domestic Abuse and Sexual Violence Partnership*

### Women's Aid The Domestic Abuse Report 2023:

The recently published report by Woman's Aid provides an overview of the domestic abuse support services available in England, including provision and usage, during the financial year 2021–22. This reporting period saw the introduction of the Domestic Abuse Act (2021).

#### Key findings:

- Most service users accessing support from the domestic abuse sector in 2021-22 (75.6%) were between the ages of 21 and 45
- Most women (62.0%) had children, with an average of 1.3 children per service user in the overall sample.
- Over a quarter of survivors (28.7%) reported having a disability and, of these respondents, 56.0% had a mental health disability and 22.3% had a physical health disability
- 94.6% of perpetrators were male and 73.0% of perpetrators were a partner or ex-partner of the service user.
- The most common kinds of abuse reported by service users were emotional abuse (85.5%) and jealous or controlling behaviour (64.4%). Service users also commonly reported experiencing physical abuse (53.5%).

(Evidence Hub: Annual Audit 2023 - Women's Aid ([womensaid.org.uk](http://womensaid.org.uk)))

### **New data on older victims of domestic abuse:**

At the beginning of Novembers' 16 Days of Activism Against Gender-Based Violence, the Office of National Statistics (ONS) published the first data on victims of domestic abuse of all ages since the age limit on the Crime Survey for England and Wales was removed in 2020. This data shows that 1 in 30 people aged 60 to 74 and approximately 1 in 50 people aged 75+ have been subjected to domestic abuse in the past year. That means more than 400,000 older people have been victims of domestic abuse in the past year in England and Wales alone. Further information is available on the website at Cambridgeshire County Council DASV Partnership - Older People ([cambsdasv.org.uk](http://cambsdasv.org.uk))

### **Age raised for marriage/civil partnership:**

On 28 April 2022, the Marriage and Civil Partnership (Minimum Age) Act 2022 received royal assent and came into effect on 27 February 2023. The Act raises the minimum age of marriage in England and Wales from 16 to 18 years. This means that from this date, it is not possible for anyone under the age of 18 to marry or enter into a civil partnership. This is a big change from the current law where 16 and 17-year-olds are able to marry or enter into a civil partnership with parental or judicial consent.

The Act is not retrospective so it does not affect the validity of any marriages or civil partnerships that have been entered into prior to the passing of the new legislation. The rationale for this change is to protect children against forced marriages and to close the gaps in the law which leaves them open to the risk of exploitation. A combination of criminal and civil protection, alongside the changes introduced by the Marriage and Civil Partnership (Minimum Age) Act 2022 provides a comprehensive structure in protecting people in England and Wales against forced marriages.

## **Contact the Team**

### **Safeguarding Cases and Incidents**

#### DIOCESAN SAFEGUARDING ADVISER

Rebecca Boswell,  
 Email: [rebecca.boswell@elydiocese.org](mailto:rebecca.boswell@elydiocese.org), Telephone number: 01353 652731, Mobile Number: 07904 487912, Hours of work 9am-5pm Monday to Friday

#### ASSISTANT DIOCESAN SAFEGUARDING ADVISER

Sharon Gage (part-time),  
 Email [sharon.gage@elydiocese.org](mailto:sharon.gage@elydiocese.org), Telephone number: 01353 652706, Mobile Number: 07507 741295, Hours of work 9.30am -2.30pm Monday to Thursday

#### ASSISTANT DIOCESAN SAFEGUARDING ADVISER

Lisa Pearson (part-time),  
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### **Training, Criminal Record Checks (DBS) and Parish Safeguarding Officer Support**

#### DIOCESAN SAFEGUARDING OFFICER

Sarah King, E-mail: [sarah.king@elydiocese.org](mailto:sarah.king@elydiocese.org), Telephone number: 01353 652735, Mobile Number: 0777 666 1798, Hours of work 9am-5pm Monday to Friday

#### SAFEGUARDING ADMINISTRATIVE SUPPORT - DBS CHECKS

Jackie Williamson (part-time), E-mail: [safeguardadmin@elydiocese.org](mailto:safeguardadmin@elydiocese.org), Telephone number: 01353 652721, Hours of work 9am-5pm Tuesday and Wednesday

#### SAFEGUARDING ADMINISTRATIVE SUPPORT - TRAINING

Kelly Nott (part-time), E-mail: [safeguarding.training@elydiocese.org](mailto:safeguarding.training@elydiocese.org), Telephone number: 01353 652744, Hours of work 10am-2pm 0 Monday to Friday