



standrews&allsaints

Partnering with God in the flourishing of our communities

Procedure for joining the St Andrew's and All Saints Team working with Vulnerable Adults at the Octagon

Version 2 – March 2018

St Andrew's is Registered Charity Number 1128973. All Saints is an Exempted Charity.

Joining this Team can be a very rewarding and even life changing experience. Thank you for showing interest and we really hope that you will thrive in this stimulating new role.

As we know from the press, unfortunately working with vulnerable adults can lead to problems and accusations of malpractice at the time or even much later. We don't want this to happen to any of our Team and have therefore put into practice a number of simple but effective best practice measures to protect both yourself and the people we serve. There is a Diocese approved Safeguarding Officer for both St Andrew's and All Saints, supported by a Safeguarding Team, and they should be consulted whenever it may be appropriate.

Everyone interested in joining the church teams supporting the Octagon (including groups like Octagon Coffee Shop and Octagon Community Group) therefore must follow the procedure detailed in this document; there can be no exceptions.

The following step-by-step process therefore applies to all adults (18 or over) who wish to join the team in any capacity:

1. You must be a regular worshipping member of St Andrew's or All Saints (including the Octagon Coffee shop or another local church) for at least six months.
2. You must attend a few group sessions with the regular group leader(s) after an initial briefing. During this period be especially careful that you are **never alone with an individual vulnerable adult**.
3. You need to talk to other adults involved with the St Andrew's or All Saints work at the Octagon and get a feel for what is involved.
4. You need to familiarise yourself with the set-up and resources and attend any training provided.
5. You must read and understand the Church of England Safeguarding Policy Protecting All God's Children and Promoting a Safe Church. These can be found on the Church of England website (link: www.churchofengland.org/) and downloaded as PDF files. If you do not have access to the Internet a paper copy can be provided.
6. Read the St Andrew's and All Saints Octagon Team role descriptions. Please select the appropriate role for yourself to undertake.
7. Apply to the Rector for the relevant role using an Application Pack. Application Packs are available from the Team Administrators and include the Church of England Application form and a Confidential Declaration form. Completed Application packs can be 'posted' to the Rector in either church or through the vicarage door.

8. The Rector, via the Team Administrators, requests the references (which must not be from family members) and follows these up as necessary. E-mail references are fine.
9. The Rector and representative(s) of the Parochial Church Councils and existing teams (as deemed appropriate) will invite you to an interview for the role. This will normally be a relatively informal arrangement, which will include ensuring that you understand and appreciate the role that you will be taking on.
10. You must complete a Disclosure and Barring Service Disclosure application for the Diocese of Worcester (even if you already hold a current Disclosure from another organisation – see point c below). The arrangements are outlined below and full details are available from the Safeguarding Officer, together with guidance information, including the selection of appropriate identity documents. The options are:
 - a. The preferred way of applying for a new Disclosure is on-line, either directly yourself or with aid of the Safeguarding Officer. To do this:
 - i. A User ID number is assigned to you via the Safeguarding Officer which you then use to login on-line at the Access Personal Checking Services website and fill out your details, including entering details of your selected identity documents. As appropriate, the Safeguarding Officer can help you with this, e.g. providing you with use of his computer or by guiding you through the process on your home computer; just ask.
 - ii. The originals of the identity documents used must then be seen by the Safeguarding Officer for verification purposes and they will record some key information from these documents.
 - iii. Access Personal Checking Services will inform the Safeguarding Officer when you have completed the on-line form and the Safeguarding Officer will then verify the information that you have entered (including the identity document information).
 - b. In certain, limited situations it is possible to complete the application process for a new Disclosure manually on Diocese forms, including entering details of your identity documents. To follow this routes:
 - i. The forms are available from the Safeguarding Officer once they have first explored why you are unable to use the on-line system. However as the Diocese do not have the resources to process these forms in a timely manner, the whole process takes much longer to get a valid Disclosure.
 - ii. Once the forms are completed, they must be returned to the Safeguarding Officer, who will also need to see the originals of the identity documents used and verify information from them.
 - iii. The Safeguarding Officer will then send off your completed Disclosure application via the Diocese.
 - c. For someone who already has a valid Disclosure from another organisation:
 - i. The original Disclosure certificate is shown to the Safeguarding Officer.
 - ii. The Disclosure is reviewed to ensure it is clear, current and is for the same type and level of check required for the role.

- iii. If the holder has already registered for the Disclosure and Barring Service's Update Service then the identity documents previously used must be seen by the Safeguarding Officer for verification purposes to the Diocese.
 - iv. Otherwise after the Safeguarding Officer has consulted the Diocese, the procedure in a. above must be followed.
11. Once your completed Disclosure application is submitted by any of the routes above, you may have to wait for the Diocese and/or the Disclosure and Barring Service to process your application. This can be very quick for many on-line applications or take a while depending upon your current and past circumstances.
 12. As soon as your Disclosure and Barring Service Clearance Verification document arrives in the post, ensure that you show it to the Safeguarding Officer (who will record some key information from it). They will then confirm this to the Diocese who will send an Outcome Letter to the Rector.
 13. The Rector will then inform you that everything is in place for you start your new role.
 14. Agree a start date with the other Group Leaders
 15. Within 12 months, you MUST attend a Diocesan Safeguarding course. This is not optional, is essential for you to work with children /young people and must be renewed every three years.

We apologise that this process can appear to be very bureaucratic, but it is essential to protect our vulnerable adults and our volunteers.

WELCOME to this wonderful calling

Be welcomed by the church

- Agree your place on the rota with the rest of the team
- Follow the role description
- Talk to your Team
- Ask for help/back up when needed
- Make sure you familiarise yourself with and follow the appropriate Health and Safety Policy and associated responsibilities. For St Andrew's these are available via the noticeboard in the church centre.
- Make sure you familiarise yourself with and follow the appropriate Risk Management process. For St Andrew's these are available at link: <http://www.standrewsmalvern.uk/content/risk-assessments>.

Following the introduction of the preferred online Disclosure application process, procedure updated to v2 and agreed by both church's Parochial Church Councils at their meetings during March 2018.