



DIOCESE OF LINCOLN
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May 2018: Briefing Document on Safeguarding Procedures

This communication is important. It contains advice and information about Safeguarding duties and responsibilities in your Parish. Please act upon it immediately and discuss it at your next PCC meeting.

If you have received this communication and you are no longer in role as PCC secretary or Parish Safeguarding Coordinator, you should pass it on to the person now in that role and inform the archdeacons' PAs at: tom.wilson@lincoln.anglican.org or susan.wilson@lincoln.anglican.org

- 1. Provision of Disclosure and Barring Service Checking and outline of parish responsibilities within the system:** The Diocese has been working with The Church's Child Protection Advisory Service (CCPAS) for the last 18 months to support parishes in their safer recruitment activity. CCPAS is the only independent Christian safeguarding charity in the UK, and has been in existence since 1977. CCPAS works with churches of all denominations at grass-roots level, and also with local and national government, safeguarding boards, adults and children's social care, police forces, healthcare trusts and probation services. You can find out more about CCPAS by visiting their website: www.ccpas.co.uk. Working with CCPAS enables us to offer a robust and independent quality to our provision of DBS checking, while also ensuring that all that we do is rooted in the local. It is this desire to combine expert processing with local knowledge that explains why parishes have to register themselves with CCPAS directly. They have proved to be efficient and they have helplines that have been well used by parishes.
- 2.** If your Parish is not registered with CCPAS and you have not set up your safer recruitment processes, **your Parish is not compliant with House of Bishops' and Diocese of Lincoln Policies.**
- 3.** Please act now to check that your parish is registered with CCPAS to undertake DBS checks and that as a PCC you have implemented safer recruitment processes set out in the House of Bishops' Guidance. Not being registered or not following the Church of England agreed processes can mean that those clergy and church officers with pastoral responsibility for your parish can be formally disciplined. It can also mean that your parish's insurers may consider that you are invalidating your liability cover by not following approved policy. **If you still need to register your Parish with the CCPAS Diocesan scheme, please make immediate contact with David Mason who will ensure that you have all the information necessary. He can be reached at Edward King House on 01522 504064 or by email at david.mason@lincoln.anglican.org**
- 4.** It is an individual parish or benefice's responsibility to ensure that all those people who are:
 - authorised lay ministers
 - in volunteer pastoral roles
 - in voluntary church leadership roles other than Readers and Clergy
 - in children and youth work roles
 - in any paid roles in the parish

are recruited following the Safer Recruitment Guidelines. There are no exceptions to this. For more information about Safer Recruitment, please see paragraph 7 below.