

Not all individual roles will meet the criteria for a DBS check, although many, such as ALMs, will (the eligibility checking guidance is on our website and you can seek assistance from CCPAS too). However, every role should have a clearly defined role description and references should also be sought. Most importantly, individuals should be asked to declare whether there is any reason that would preclude them taking the role and should be asked to sign an agreement. Such an agreement will help to protect everyone involved. The agreements can be proportionate to the role a person is taking on, but it is really important that as parishes and as a diocese we take every step possible to ensure that we know who we are asking to undertake what roles on behalf of the church and that individuals who put themselves forward are given sufficient guidance and training to undertake the roles safely.

5. Record keeping

One of the key responsibilities of every organisation is that it keeps accurate, up to date, secure records. To do so is to care for people properly and to respect them. This does take time, but once in place, the regular updating of a system can help to offer pastoral care and other support. Reviewing role descriptions regularly is also a very good way of keeping an eye on the parish's priorities in mission.

It is the PCC's responsibility to ensure that it maintains accurate records of who in the parish requires DBS checks to be updated. Lists should have been provided to all parishes during the transition process to CCPAS during 2016. If you do not have an accurate and up to date list that you are maintaining, you must take immediate action to ensure that you know when DBS checks in your parish need to be updated. If you are in need of support please contact disclosures@lincoln.anglican.org

6. Information and Assistance

There is a new Diocesan Website and the Safeguarding page has been updated with many additional, and we hope useful, documents. www.lincoln.anglican.org/safeguarding It is important to look at this, as the pages contain new policy and procedure, and updated information with respect to Safer Recruitment. Some of the model material on there may not be relevant to your parish but we hope that some of the requests that have been made for easier to understand and ready to use information have been met. You are able to amend documents so that they represent your parish more accurately but you cannot change the policy requirements or the principles that underlie the procedures. If you are not able to access the website, please contact David Mason for assistance. The contact details for the safeguarding team are on the website and the reason they are part of the diocese is to offer professional advice and support to us all so please do make use of them.

Diocesan Safeguarding Adviser (DSA):	Debbie Johnson	01522 504081
Deputy Diocesan Safeguarding Adviser:	Penny Turner	01522 504080
Wellbeing-Focussed Support Worker:	Gemma Marks-Good	01522 504079
Administrator:	Gemma Smith	01522 504068

7. On-going Audit

As part of the review process to which the diocese is committed in order to ensure that our churches are as safe as they possibly can be, we will be conducting an audit of parish provision by December 2018. However, if you would like to participate in a first round of this audit, which may well help you to implement any improvements to your local safeguarding systems that you