

Enhanced Disclosures and Safeguarding Training for Accreditation

Introduction

We recognise that churches expect accredited ministers and other accredited workers to be up to date with best practice in safeguarding and to be able to demonstrate that they have appropriate clearance to carry out work that brings them into regular contact with children, young people and adults at risk. To this end, this guidance note clarifies our expectations and requirements for DBS disclosures and safeguarding training for accredited ministers, accredited workers and Nationally Recognised Pastors.

DBS Enhanced Disclosure

All accredited persons and Nationally Recognised Pastors must have an enhanced disclosure checking for both the barred lists for children and adults, in order to be on the appropriate register.

The disclosure should be renewed every 5 years **through DDC**, via either an Association or College, or when a new post is taken up if this is sooner. Since ministers are expected to use their home or manse as a safe place, the DBS update service is not suitable for the renewal of a minister's disclosure.

This requirement will not apply to:

Ministers who are not undertaking regulated activity and have signed the NIRAD form¹ stating that they will undertake an enhanced disclosure should they return to regulated activity.

Ministers who are retired and are no longer undertaking regulated activity (eg not serving in a retirement pastorate or as a moderator); and have signed the NIRAD for Retired Ministers form.

Ministers serving as Chaplains with the armed forces are required to undertake a DBS check every 5 years, but this will be administered through the United Board rather than DDC.

Where a disclosure is blemished, this will be reviewed by the National Safeguarding Officer, who will inform the Ministries Team of the outcome of the review and any necessary action.

Safeguarding Training

From 1 January 2017 all accredited persons and Nationally Recognised Pastors must undertake the BUGB level 2 and 3 safeguarding training every 4 years, and at least one on line module per year in the intervening years.

This requirement will not apply if the minister is serving as a Chaplain where safeguarding training is provided which is relevant to the ministry that they are undertaking. However, if they serve as a

¹ NIRAD Form – Not In Regulated Activity Declaration Form

moderator² or part time minister alongside this role they will need to undertake level 3 training with BUGB as this is relevant to their church context.

Ministers in retirement will not be required to engage in safeguarding training with BUGB unless they are serving in a retirement pastorate or as a moderator³, in which case the normal requirements will apply.

In exceptional cases the MRC can determine whether an accredited person needs to undertake safeguarding training for the role that they are undertaking.

Phasing in of Training.

The requirement for level 2 and 3 training will be phased in over the next 4 years as DBS enhanced disclosures are undertaken. When an accredited person's DBS is next due for renewal the training must be undertaken no later than 6 months after the renewal has taken place. If an accredited person's DBS is not due to be renewed within the next 4 years they should engage in training prior to 1 January 21. If training has already been undertaken by the Association, it will not need to be renewed when the disclosure is due, instead it should be renewed as part of the 4 year cycle.

Retired Ministers

The requirement to sign a NIRAD will be phased in. Retired Ministers who are known to no longer be in active ministry will not be asked to sign a form. If the Association are not clear on this they will clarify this with the minister concerned. Minister will be provided with the form on retirement and if their DBS enhanced disclosure is due and they no longer need one. Returning the form will result in them no longer being reminded about the need to undertake a DBS disclosure.

Failure to Comply

The responsibility to keep up to date with DBS enhanced disclosures and safeguarding training is that of the accredited person.

Through the DDC system accredited persons will be sent an email to inform them that the disclosure is due to be renewed and one subsequent email reminder. Over the next few years these may come from the Association team until all renewal dates are on the DDC system. If a disclosure is not applied for the Ministries Team will be informed and one final reminder will be sent. Failure to comply with this request will result in the MRC being asked to consider removing accreditation. In these circumstances the accredited person will be given 14 days notice in order to make representation to the committee.

Accredited persons who fail to book to attend the safeguarding training for levels 2 and 3 having been contacted by their Association team will be reminded by them on one further occasion. If they fail to book and attend the training, the Ministries Team will be informed and a further reminder will be sent. Failure to respond to this reminder will mean that the MRC will be asked to consider removing their accreditation. In these circumstances the accredited person will be given 14 days notice in order to make representation to the committee.

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² The role of a moderator varies. If it amounts to more than simply helping the church in the settlement process then it should be considered to be a role that requires training and a DBS enhanced disclosure.