Safeguarding Newsletter - June 2022

I hope this latest newsletter finds everyone well. After six months of rapid change both in how we work and our staff team, I’m pleased to say things are starting to settle down. Andy Duncan and I continue to cover all the casework for the diocese and Cathedral, and we have appointed a fantastic new Safeguarding Co-Ordinator, Leonie Jones who starts on 29 June. Leonie will oversee our admin processes such as training, DBS, the website and will also be undertaking some new processes we are working on to support our work. Leonie has a considerable experience in this area and in working for the diocese as Training and Ministry administrator and will be an excellent addition.

This month’s newsletter also has updates on:

* [Safeguarding Trainer recruitment](#_Safeguarding_Trainer_recruitment)
* [Safeguarding training](#_Safeguarding_Training)
* [Training certificates](#_Training_Certificates)
* [DBS updates](#_DBS_Updates)
* [Our new Parish Safeguarding Officer Forums](#_Parish_Safeguarding_Officer)

**Ben Goodhind**Safeguarding Manager  
Diocese of Bath and Wells

# Safeguarding Trainer recruitment

We will shortly be advertising externally for 2 Safeguarding Trainers. Part-time 18 hours (2 full days at Flourish House and 1 evening a week from home).

For those of you who are regular readers of my now monthly newsletter, you will be aware that following Emma Parslow departure as trainer in March we asked Cameron McConnell to temporarily step into the role until the end of the year. This was for two reasons; firstly, as with other elements of the team, I wanted a chance (as a new manager here) to review how the role had been delivered and how we could look to improve it over time. With so much new training and a backlog to clear I was uncertain how many hours we needed to dedicate to the role in the longer term, and I didn’t want to be locked into a recruitment decision that may look wrong in 12 months as things settled down. Additionally, due to the short notice of Emma’s departure and the length of time recruitment can take, pausing training for several months would have impacted immensely on the licensing of our Clergy, PTO’S, Readers, Ordinands and Curates.

Ideally training should ideally be delivered by two trainers, however, due to financial considerations, we are unable to recruit two full time trainers, so following discussions with the National Safeguarding Team (NST) about how to ensure what we deliver is as effective as possible, we have taken the decision to hire two part-time Safeguarding Trainers who will work together to deliver the training as it was designed to be delivered. It also means we can make sure we don’t over rely on our already hard-working volunteers to fill the gaps. I’m pleased to announce that in partnership with the NST we will now have a full induction, training and development package in place to better support our training staff moving forwards.

Following discussions with Cameron we have agreed this should happen sooner than previously envisaged. I am hoping the advert for 2 part-time trainers will go out in the next few days or weeks, with a plan to get them in place at the start of September. As such we will pause training from 7 September, which will be the last round of training as it is currently designed. We will then relaunch our new delivery at the start of October.

# Safeguarding training

Please ensure that those reliant on the training for their employment take steps to mitigate the short pause in training between 7 September and the start of October. Due to the summer break, we are offering slightly fewer courses due to staff availability. We also hope to shortly to return to an online booking system so you can self-book onto courses. In the meantime you can download the find dates of our offering on [the Safeguarding Training page on our website](https://www.bathandwells.org.uk/parish-support/safeguarding/safeguarding-training/)., along with details of who needs to do what course.

To book on a course please [email: training.safeguarding@bathwells.anglican.org](mailto:email:%20training.safeguarding@bathwells.anglican.org)

As a brief summary you need to renew the highest level of training you have completed every three years. The Basic Awareness training is the entry level course for everyone volunteering for or working within the church. If this is the only course you do you need to refresh it every three years. Those who require a DBS for their role also need to complete the online Foundation Course. If you are involved in recruitment you need to complete Safer Recruitment Training. I would also ask all the groups mentioned above to complete Domestic Abuse Awareness Training online.

For our Parish Safeguarding Officers we offer a face-to-face induction course. Even if you are not new this is a new course, and I would welcome you to attend. It’s a chance for us to all meet and develop this role. I like to work collaboratively and learn from the vast experience within our volunteer group.

This Leadership course (formerly C2/C3) is for all licenced Clergy, Readers, PTO Clergy or Readers who are in a leadership role in their parish (for example, in a vacancy or if taking regular services), Parish Safeguarding Officers, Pioneer Ministers, and Chaplains, who have completed the Awareness and Foundation courses. Those who are in Leadership positions with children and young people or with vulnerable adults, paid Youth Workers, and Churchwardens in leadership roles (particularly during a vacancy) are encouraged to attend this course.

The diocese is not resourced to deliver the online training to you in person. If within your parish there is a need for face-to-face delivery of the online material we can support you in delivering it via our Train the Trainer sessions that we currently run twice a year.

# Training Certificates

I’m really sorry to report that due to our recent staffing issues we have got quite behind in the issuing of certificates. If you are still waiting on a certificate, please can you email [Training.safeguarding@bathwells.anglican.org](mailto:Training.safeguarding@bathwells.anglican.org) and we will get this to you asap.

# DBS updates

Since arriving in role at the end of September one huge frustration has been the time it takes to complete the Disclosure and Barring Services (DBS) process and how complicated the system seemed to be, impacting on how quickly we were able to respond to you. I hope that following some changes in how we manage this process and the introduction of a new mailbox [dbs.safeguarding@bathwells.anglican.org](mailto:dbs.safeguarding@bathwells.anglican.org), I’m hope those who have submitted DBS checks over the past two months via the new mailbox system would have noticed a big improvement, with the average check now taking around 48 hours for submissions to be returned.

The DBS countersignature process remains a labour intensive for my team, but we will continue to look to adapt this area of work and, as always, I welcome feedback and ideas.

You can help us respond more quickly and be more efficient by sending an email informing us you have completed the I.D check outlining what the role involves. Many roles differ from parish to parish so we need to know:

1. Will the role involve working with children? If so, will there be unsupervised contact with children?
2. Will the role involve working with adults? If so, will they be providing any personal care?
3. Is this a paid role or voluntary?
4. Will the role involve working from home?

DBS renewals reminder

As of January 2022, we need renew our DBS checks every three years. For those with existing checks we need to ensure we are fully compliant with this by the end of 2023.

We have set out the schedule below which, if followed, should ensure the DBS renewals you are required to undertake are processed in a manageable pattern. This will be particularly useful for those with high numbers of DBS checks to bring up to date.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Original DBS Check completed in | 2017 | 2018 | 2019 | 2020 | 2021 |
| Action Required | Renew as normal in 2022 | Renew as normal in 2023 | Renew by the end of 2023 | Will need to be renewed 3 years from issue date. | Will need to be renewed 3 years from issue date |

Who is required to have a DBS check?

[Download the DBS FAQ guide](https://www.churchofengland.org/sites/default/files/2017-11/dbs-faq-february-2017.pdf) which gives a useful outline.

# Parish Safeguarding Dashboards

If your parish hasn’t applied for your Dashboard yet, do contact me [Ben.Goodhind@bathwells.anglican.org](mailto:Ben.Goodhind@bathwells.anglican.org) to be signed up. We are happy to give ownership of the local dashboard to whoever is most appropriate locally, whether that is clergy, PSO or the parish administrator. The “owner” can add data and update the information, as well as allowing other people to view the dashboard. Those who came on our June PSO Induction training would have watched a really insightful video around how dashboards help you as a PSO or member of Clergy as well as how easy they are to use. I attach the link here for anyone who is interested. [Safeguarding Dashboards | Discover the benefits](https://www.safeguardingdashboards.org.uk/introduction.php)

The Dashboard takes you step by step through the Parish Safeguarding Handbook, identifying what you need to do, providing reports for the PCC meeting, and “makes getting safeguarding right much easier” according to one PSO who is using it. If you want to know more about Parish Safeguarding Dashboards before signing up, there is a demonstration here: <https://safeguardingdashboards.org.uk/> . Later this year we hope to have a new section relating to Safer Recruitment including useful templates and processes.

# Parish Safeguarding Officer Forums

I have now start running a quarterly forum to support and update PSOs as well as to receive feedback and questions. These run-on Microsoft Teams and are designed to take place shortly before our Diocesan Safeguarding Panels so that the feedback and be heard by the panel. The first one was held on 16 June 2022 and further ones will be held on 12 October and 7 December 2022 3.30pm-5pm via Microsoft teams. These are completely voluntary and designed to support you. Please let me know if you wish to join the forum group. You can access the next forum which will be on 12 October 3.30pm-5pm via Microsoft Teams by clicking the link below and decide if this is something you would value.

[Access the Parish Safeguarding Officer Forum](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzJhYWQxODMtNzlkZS00Yzk1LWE1NWMtODkxMjM0YTUzN2Ix%40thread.v2/0?context=%7b%22Tid%22%3a%227f1b6aa6-9100-4d04-b439-e1873b6a5c0b%22%2c%22Oid%22%3a%228d1aa867-262c-4841-8c09-839fd0febabb%22%7d)

If you are new in post and finding the role overwhelming, please reach out so that we can support you.

# Contact the team

Each person in the team covers a different area of work. If your query relates to a safeguarding concern, parish dashboards please contact the Safeguarding Manager Ben Goodhind on [ben.goodhind@bathwells.anglican.org](mailto:ben.goodhind@bathwells.anglican.org) or tel: 01749 588917 or mob: 07834 514842.

Andrew Duncan the Diocesan Safeguarding Adviser undertakes safeguarding casework for the team. Andy is also the advisor for Wells Cathedral and deputises for me when I’m absent. You can contact Andy on [Andrew.duncan@bathwells.anglican.org](mailto:Andrew.duncan@bathwells.anglican.org) or Tel: 01749 588905.

Cameron McConnell is the Interim Safeguarding Trainer. Please contact Cameron if you want to ask about training content or to share your pre course work or reflections. Please don’t send booking requests direct to Cameron. [Cameron.McConnell@bathwells.anglican.org](mailto:Cameron.McConnell@bathwells.anglican.org) or tel 01749 670777

For DBS checks and other safer recruitment queries please email [dbs.safeguarding@bathwells.anglican.org](mailto:dbs.safeguarding@bathwells.anglican.org)

To book onto or enquire about training please email [training.safeguarding@bathwells.anglican.org](mailto:training.safeguarding@bathwells.anglican.org)

Emergencies and out of hours

Should you need to speak to someone urgently out of hours, please email Ben or leave a message and contact details on the mobile’s answer phone (07834 514842) and he will respond as soon as possible. Please note, this out of hours service is only for emergencies only and not to discuss matters such as training or DBS applications.

If you have a concern that a child or vulnerable adult may be at risk of serious harm and you cannot contact someone immediately, please call the police on 999.

Below are some other useful numbers:

* **National Domestic Abuse Helpline**: 0808 2000 247 (lines free and open 24 hours). Phone if you are experiencing domestic abuse.
* **Safeguarding Adult Concerns** [Contact Us – Somerset Safeguarding Adults Board (safeguardingsomerset.org.uk)](https://ssab.safeguardingsomerset.org.uk/contact-us/)
* **Safeguarding Children Concerns** [Useful Contacts and Links – SSCP (safeguardingsomerset.org.uk)](https://sscb.safeguardingsomerset.org.uk/information-for-children-and-young-people/useful-contacts/)
* **Mental Health Crisis** – (Somerset Mind line) 08001381692(freephone) 01823276892 (local)
* [**Samaritans Helpline**](https://www.samaritans.org/how-we-can-help-you/contact-us): 116 123 (open 24 hours). Phone if you feel you are struggling to cope and need someone to talk to.
* **National Rape Crisis Helpline**:0808 802 9999 and is open every day from 12-2.30pm and 7-9.30pm.
* [**The Survivors Trust**](https://thesurvivorstrust.eu.rit.org.uk/contact): 0808 801 0818 and is open Monday to Wednesday 10-7.30pm, Thursday 10-6pm and Friday 10-2pm.
* **LGBT+ Domestic Abuse Helpline**: 0800 999 5428 [help@galop.org.uk](mailto:help@galop.org.uk)
* **Men’s Advice Line**: 0808 801 0327 [info@mensadviceline.org.uk](mailto:info@mensadviceline.org.uk)
* **Age UK Advice Line**: 0800 678 1602
* **Action Fraud** - [Contact us | Action Fraud](https://www.actionfraud.police.uk/contact-us)