

APPENDIX 8

Church of England roles¹ where the activity is seen to be eligible for a criminal record check.

| |
|--|
| <p>A. Clergy. All will require an enhanced criminal record check with barring information</p> |
| <p>All Church of England ordained and licensed Clergy including Archbishops, Bishops, Archdeacons, Deans, stipendiary parish Clergy, self-supporting Minister / non stipendiary Ministers, Chaplains, locally ordained Clergy, Clergy with 'permission to officiate', and those seeking ordination training or ordination.</p> |
| <p>B. Those Church Officers² other than clergy (see A above) working with children and/or working with adults experiencing, or at risk of abuse or neglect. This includes those in training and individuals on student placements.</p> <p><u>Those working with children.</u> Most will require an enhanced³ criminal record check with barring information unless they are supervised⁴ or do not fulfill the frequency criteria (i.e. on a rota)⁵.</p> <p><u>Those working with adults experiencing, or at risk of abuse or neglect.</u> Most will require an enhanced criminal record check without barring information, provided they satisfy the frequency criteria. Some may require an enhanced criminal record check</p> |

¹ This list is indicative and not exhaustive as there will be local variations in approaches, titles and roles

² A "Church Officer" is anyone appointed by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid

³ An Enhanced criminal record check from the DBS shows details of all spent and unspent convictions, cautions, reprimands, final warnings (unless filtered, (please see the DBS filtering guidance at <https://www.gov.uk/government/publications/dbs-filtering-guidance>)), local police records (if appropriate) and indicates if the person is on a barred list. The barred list is maintained by the DBS and lists individuals who are barred from working with children or vulnerable adults as defined under the SVGA.

⁴ The Church of England defines supervised activity as:

Activity where the supervisor - who has him / herself been safely recruited - is always able to see the supervised worker's actions during his / her work. Where you are uncertain whether this level of monitoring can be maintained continuously – for example, ensuring cover for all holidays and sickness absence by the supervisor - then the role is not a supervised position

⁵ Frequent – Once a week or more; Intensive – 4 days or more in a 30 period and overnight – Between the hours of 0200 and 0600.

with barring information if, for example, they provide, personal care, assistance with cash, bills or shopping, conveying someone to or from healthcare, personal care or social care (but not to Church activities).

Examples of roles that this would apply to:

- Readers
- Worship Leaders
- Authorised Lay Ministers
- Licensed Evangelists
- Lay people authorised to provide pastoral care. For example Parish Pastoral Assistant, Pastoral Home Visitor, Street Pastor, Authorised Listener, Pastoral Outreach Worker and equivalents in Cathedrals e.g. Cathedral Verger who has pastoral care in job role
- Youth worker or Leader
- Children's worker or Leader
- Sunday school teacher or Leader
- Family workers who work with children or their Leader
- Bell ringers who teach or train children plus the Tower Captains who manage those adults who teach or train.
- Music leader where the choir or musical group includes children
- Head Server– only when the role includes supervision or training of children.
- Parish volunteer driver for vulnerable groups (children or adults) for children's / adults' activities organised by the Church – (Please note – private / personal arrangements among parents / friends etc. are exempt)
- Diocesan Safeguarding Advisers, Cathedral Safeguarding Advisers and Parish Safeguarding Officers who manage⁶ people engaged in activities with vulnerable groups (children or adults).
- Members of National Safeguarding Team and other roles within Diocesan Safeguarding Teams where working with children and/or vulnerable adults (or managing on a day to day basis individuals who are working with children/vulnerable adults)
- Diocesan Education staff who either have substantial contact with children or manage those who do.
- Leader of Parent & Toddler Groups (but not parent helpers who supervise their own children or if a self –help group.
- Managers of individuals working with vulnerable groups (children and adults)
- Those in religious communities (e.g. monks, nuns, brothers and sisters) who are in active ministry and work with vulnerable groups (children or adults).

⁶ Management in this context includes planning, organising, advising or directing

C. Charity Trustees of children’s or vulnerable adult’s charities⁷. The Charity Commission recommends that trustees always obtain a criminal record check when eligible to do so as it an important tool in ensuring that the person is suitable to act⁸

If a governing body is registered as a charity and provided it sponsors and approves, in its own name, children’s work or work with adults experiencing, or at risk of abuse or neglect then the members of the governing body will be eligible for an enhanced criminal record check without barring information. This may relate to PCCs, Cathedrals Chapters, Religious Communities, NCI Pension Board etc. **In such cases all members of the governing body will be eligible.**

For example

A PCC is a charity⁹ **and** provided it sponsors and approves, in its own name, children’s work or work with vulnerable adults (e.g. a Youth Club, Sunday School, home visiting scheme for the housebound or a luncheon club for adults with special needs who require assistance with feeding or toileting) then this recommendation applies. It does not apply to all PCCs only those that sponsor and approve children’s work and work with vulnerable adults

D. Roles that are not eligible for an enhanced criminal record check (unless undertaking any role in A or B or C) but remain eligible for a basic criminal conviction check through Disclosure Scotland

Examples include:

- Parish Verger
- Server
- Caretaker
- Refreshment helper
- Shop Staff
- Flower arranger
- Sidesperson
- PCC members (including Church wardens where the PCC does not qualify as a children’s/vulnerable adult’s charity)
- Bell ringers (rank and file).

⁷ A children’s charity and a vulnerable adult’s charity were defined in the Safeguarding Vulnerable Groups Act 2006 in Schedule 4. The relevant provisions have now been repealed but retain their relevance in relation to eligibility for checks . Broadly, a charity is a children’s charity or vulnerable adult’s charity if the individuals who are workers for the charity normally include individuals engaging in regulated activity.

⁸ [_Charities: how to protect vulnerable groups including children](#) – “...In the case of trustees, because of their position within the charity, we take the view that whenever there is a legal entitlement to obtain a DBS check in respect of such a trustee, a check should be carried out. This goes beyond circumstances where the trustee comes into contact with children...” – Charity Commission policy paper – 14 July 2014

⁹ [A PCC is a charity](#)

- Choir leader or musical director for adult choir
- Organist unless also directing a choir which contains children
- Choir members / music group members (unless the role includes responsibility for teaching, training, caring for or supervising vulnerable groups (children or adults)).