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| Safeguarding Training and DBS Requirements for Mission and Ministry in St Paul’s |

| **Ministry** | **Role** | **Church Suite Ministry/Role** | **Training Requirement** | **DBS requirement** | **Notes** | **Role Description to be entered on DBS form** |
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| **Children and Families Ministry**  **Safe recruitment oversight:**  **Fiona Owen** | Children and Families Worker | Children’s Ministry / overseer | C0, C2 and S1 | Enhanced + barring | In place | Regulated activity with children |
| Sunday group volunteers: Lift Off, Sparklers, Sparks and Ignite volunteers (group leaders and helpers) | Children’s ministry/  Active in ministry | C0 and C1 | Enhanced | In place | Church children’s worker |
| Babies Plus leaders | Babies Plus helpers | C0 and C1 | Basic | Some historically have had enhanced checks but the role is not eligible and applications for enhanced are now being rejected. | - |
| Babies Plus helpers | C0 and C1 | Basic | - |
| Toddlers Plus leaders | Toddlers Plus helpers | C0 and C1 | Basic | - |
| Toddlers Plus helpers | C0 and C1 | Basic | - |
| Messy Church/Wild Wednesday leaders | Wild Wednesday | C1 | Basic | - |
| Messy Church/ Wild Wednesday helpers |  | C0 | Basic | - |
| Holiday Club team activity leaders |  | C0 and C1 | Enhanced | Most leaders will have enhanced by virtue of other roles. For activities such as this, which are infrequent, but require additional volunteers, the regulations do not require all helpers to be DBS checked, providing that there are sufficient to supervise those who are not. This will be addressed each year in the risk assessment and pre-planning for the event. | Church children’s worker |
| Holiday Club activity helpers |  | C0 | Basic | - |
| Refreshments servers for children’s activities | Toddlers Plus refreshments /Babies Plus/ WW/WLTDO |  | Basic | This role has a level of trust, in a children’s activity. | - |
| WLTDO leader & helpers | WLTDO leaders and helpers | C0 & C1 | Basic | Similar role to Toddlers and Babies Plus | - |
| Easter Journey – organiser | Easter Journey/ overseer | C0 & C1 | Enhanced | In place | Church children’s worker |
| Christmas journey - organiser | Christmas Journey/ overseer | C0 & C1 | Enhanced | In place | Church children’s worker |
| Fun Day – organiser | Fun Day/ overseer | C0 & C1 | Basic | This role has a level of trust. | - |
| Easter Egg Hunt – organiser | Easter Egg Hunt overseer | C0 & C1 | Basic | This role has a level of trust. | - |
| Volunteer driver (children & young people) | Transport policy  Volunteer driver – children and youth | C0 and C1 | Enhanced |  | Driver of children |
| **Youth Ministry**  **Safe recruitment oversight:**  **Claire McDonnell** | Youth worker | Youth Ministry/Overseer | C0, C2 and S1 | Enhanced + Barring |  | Regulated Activity with children |
| Sunday group volunteers: FUSE, INK and EPIC (group leaders and helpers) | Youth Ministry / Active in ministry | C0 and C1 | Enhanced |  | Church children’s worker |
| Weekday group volunteers – JAM & JSD, Creative Space (group leaders and helpers) | Youth Ministry / active in ministry | C0 and C1 | Enhanced |  | Church children’s worker |
| Regular youth event volunteers – Pizza Night, Nugget Night, outings etc. | Youth ministry / active in ministry | C0 and C1 | Enhanced |  | Church children’s worker |
| **Worship**  **Safe recruitment oversight:**  **PSO** | Incumbent | Tag clergy | C0, C3 (Diocese)  S1 | Enhanced + barring | Administered by the Diocese |  |
| Clergy and Readers | Tag clergy or reader | C0 and C3 (Diocese) | Enhanced + barring | Administered by the Diocese |  |
| Ordinands | Tag | C0 and C2 | Enhanced + Barring (Diocese) | Administered by the Diocese | Trainee minister |
| Lay Leaders of Worship | Tag | C0 and C1 | Basic | The diocese has recently changed the training specification to C1 and this needs to be completed prior to being authorised as LLoW. Any higher-level training is a matter for parishes to consider and apply, depending on how they use the role. | - |
| Altogether Worship leaders | Altogether planning team | C0 and C1 | Basic |  | - |
| Music leaders | Music Ministry / Music Leaders 10.00am  Music Ministry 6.30pm | C0 and C1 | Basic | Enhanced if supervising children, but this does not apply currently. | - |
| **Pastoral Care**  **Safe recruitment oversight:**  **Ministry lead** | Care team leaders |  | C0 and C2 | Enhanced with barring | This is because the role involves supervision of others involved with vulnerable groups | Pastoral worker |
| Care team - home visitors |  | C0 and C1 | Enhanced | Would be enhanced with barring if it involves handling money | Pastoral worker |
| Baptism visitors |  | C0 and C1 | Basic | Proposed new role | - |
| Transport volunteers and volunteer drivers (adults) |  | C0 and C1 | See below for DBS:   * Luncheon Club transport * Care Team * Lifts to church | DBS requirement varies depending on the role. |  |
| Luncheon Club Leader | Luncheon club/overseer | C0 and C2 | Enhanced | Deemed frequently or intensively with adults and so eligible for enhanced | Pastoral worker |
| Luncheon Club team leaders | Luncheon Club / Team leaders | C0 and C1 | Basic | The team leaders deputise for the LC leader in the event of her absence. | - |
| Luncheon Club helpers | Luncheon Club/Cook | C0 | - | This is not a front-line role with LC members. | - |
| Luncheon Club greeters | Luncheon Club greeters | - | - | These are luncheon club members | - |
| Luncheon Club volunteer drivers | Luncheon Club drivers | C0 and C1 | Basic | Julie Goodwyn is currently applying this policy and LC will fund the checks for those who need them. | - |
| Care Team volunteer drivers | Not yet on ChurchSuite | C0 and C1 | Enhanced | Enhanced with barring if to and from health care and basic if infrequent or not to health care. | Driver of adults at risk |
| Lifts to church | Lifts to church | C0 and C1 | Basic |  | - |
| **Discipleship**  **Safe recruitment oversight:**  **Ministry lead** | Newcomers team leader | Newcomers Team Overseer | C0 and C2 | Basic |  | - |
| Newcomers team member | Newcomers’ team member | C0 | Basic |  | - |
| Mentors |  | C0 and C2 | Enhanced | Enhanced with barring if mentoring children | Counsellor (adults)  Counsellor in Regulated Activity (children) |
| **Outreach**  **Safe recruitment oversight:**  **Outreach ministry lead** | Alpha course leader | In active ministry/ Alpha leader | C0 and C1 | Basic | This is a position of trust and requires an understanding of safeguarding. The role has not previously been included in our training policy. | - |
| ARK helper |  |  |  | The host organisations, TfL and Salvation Army are responsible for administering the appropriate level of DBS check. | - |
| Make Lunch Team Leaders |  |  |  | - |
| Make Lunch Helpers |  |  |  | - |
| **Administration**  **Safe recruitment oversight:**  **Parish Safeguarding Officer** | Churchwardens | Tag | C0 and C2 | Enhanced |  | Churchwarden/Trustee |
| PCC members | SmartTag to group | C0 | Enhanced |  | Churchwarden/Trustee |
| Parish Safeguarding Officer | Tag | C0 and C2  S1 | Enhanced with barring |  | Safeguarding officer supervising Regulated Activity |
| Lead Recruiter | Tag | C0 and S1 | Basic |  | - |
| Assistant wardens | Sidesmen and duty warden | C0 and C1 | Basic |  | - |
| Sidesmen | Sidesmen and duty warden and Six:30 Welcome | C0 | Basic |  | - |
| Health and Safety Officer | Tag | C0 and C2 | Basic |  | - |
| Office administrator | ChurchApp smart tag | C0 and C1 | Basic |  | - |
| Cleaner/caretaker | n/a | - | Basic | This is self-administered and a requirement of the cleaning contract. We fund 2 checks and any additional are funded by the contractor. | - |
| ChurchSuite administration | tag | - | Basic | Only where the access level involves access to personal data. | - |
| Treasurer | Tag if not member of PCC | - | Basic | Only required where the treasurer is not a member of the PCC. | - |
| **Prayer Ministry**  **Safe recruitment oversight:**  **Prayer Ministry lead: Pat Donaldson** | Leaders and overseers | Prayer Ministry/overseer | C0 and C2 | Basic | This is a leadership role, but not eligible for enhanced DBS | - |
| Prayer ministry in church | Prayer ministry / in active ministry | C1 | Basic | This involves personal contact with potentially vulnerable adults | - |
| Praying for those in need | Not currently on ChurchSuite | C1 | Basic | This involves access to information about potentially vulnerable adults | - |
| Intercessions leaders | Intercessions /in active ministry | - | Basic | This could be deemed a position of trust | - |