

Guide to Safeguarding Checks in the Chaplaincy of Aquitaine

New applications for safeguarding checks and five year renewals must now be completed on the DBS (Disclosure and Barring Service) form. As I understand it not everyone will need to go through the actual check but this will bring the Chaplaincy more in line with Diocesan procedures. Please complete pages 1 and 2 but only sign page 3 of the DBS form. No further action needs to be taken as I will contact you if this needs to be checked by the DBS because of your role in the Chaplaincy. For those who are resident in England for some of the year a DBS check not before 2013 by your church there will be acceptable.

The Caisier Judiciaire Bulletin No. 3 – French police - check must be obtained by both new applicants and those renewing after five years. This can be done on line.

Identity verification is needed by new applicants and the 'Safeguarding Identity Check' must be completed. The relevant documents must be checked in your area by your Safeguarding Officer/Checker or Local Warden. However, unless you have moved since your first check, five years ago, there is no need to repeat this.

Our own Safeguarding Agreement must be completed. This involves reading, noting and accepting the Safeguarding Policy of the Chaplaincy of Aquitaine as well as ticking your role(s) in your church. Level 1 training must also be completed by everyone as soon as possible and a copy of certificates forwarded to me either by post or email. This is an on line course in two parts: one for children and the other for adults. They will take about 20 – 30 minutes each to complete. They are straightforward with statements/questions to which you have to respond and can be accessed directly from <http://europe.cofelearning.org/login/index.php>. Please note the parish is Aquitaine and to access the site you will need to set up a new email with a password which needs to contain symbols such as % or * for example. Please contact me - or go straight to Mark Gregory at the Diocesan Office at mark.gregory@churchofengland.org – if you have problems.

While everyone has to take the Level 1 on-line there are two further levels: Level 2, a morning, and level 3 training, that same afternoon, will be taking place at a central point for some. It is hoped that the training for these levels can take place in June, 2017.

To be completed	First Check	Renewal
DBS form	Yes	Yes
Caisier Judiciaire Bulletin No 3	Yes	Yes
Chaplaincy Safeguarding Agreement	Yes	Yes
Chaplaincy Identity Verification	Yes	No - unless a change of address since last check

The forms and full information are available in the Safeguarding Area on the Chaplaincy web site. When completed please forward to me by scanning and emailing or posting. This may seem over the top but we have to be seen to be aware of who is working in our churches.

My thanks for your cooperation

Janis Adams - Safeguarding Officer, Chaplaincy of Aquitaine

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