

SAFEGUARDING NEWSLETTER

September 2016

Emailed to clergy, licensed lay ministers, parish safeguarding officers and church wardens. Please let Karen Setchfield (karen.setchfield@peterborough-diocese.org.uk) know if your role has changed. Please pass this newsletter on to as many people as possible!

WELCOME ... to the Newsletter for Safeguarding Children and Adults who may be vulnerable. You can find a printer-friendly version of this and previous Newsletters at: www.peterborough-diocese.org.uk/safeguardingnews



DBS checks: What to do when a criminal record disclosure is not clear.

Please note Church of England and Diocesan Policy.....

1. If a criminal record disclosure is not clear, the lead recruiter should ask to see the original criminal records disclosure (the applicant receives a paper criminal records disclosure). A copy may also be requested but please note a copy must not be requested in substitute for the original, the original disclosure **must** always be seen.
2. The lead recruiter should cross-reference the disclosure with the Confidential Declaration to see if there are any discrepancies.
3. The disclosure should then be passed to the **Diocesan Safeguarding Adviser** for a risk assessment. The Diocesan Safeguarding Adviser is qualified to identify and assess the relevance and circumstances of offences and the risk.

4. If the issues are complex he or she will ask for assistance from the Local Safeguarding Children or Adults Safeguarding Board. In very complex cases the advice of an independent specialist may be required.

5. The Diocesan Safeguarding Adviser will make a recommendation concerning the suitability of the applicant to the person responsible for the appointment in line with the Diocese's local arrangements. Should the applicant not wish the confidential declaration and / or the criminal record disclosure to be seen, which is entirely his / her choice, the application must not proceed further and must be terminated.

Garry Johnson
Diocesan Safeguarding Adviser



You can get information about many of your safeguarding queries on line at

www.peterborough-diocese.org.uk/safeguarding

Or you can ring **Garry Johnson, Diocesan Safeguarding Adviser**, on 01733 887041, or **Beverly Huff, Assistant Diocesan Safeguarding Adviser** on 01733 887040 or e-mail at:

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