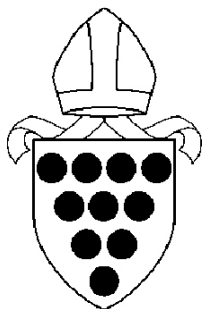


Safeguarding Children in the Diocese of Worcester

Diocesan Guidelines
Protecting All God's Children



 THE CHURCH
OF ENGLAND

DIOCESE OF
WORCESTER

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Safe Recruiting in the Diocese of Worcester

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Foreword from the Bishops

It is a great joy that week by week we welcome large numbers of children into our churches, involving them in a wide range of parish activities. They are not only fellow members with us of the Body of Christ but the ones to whom Jesus tells us we must look to discover how to enter the Kingdom of God.

Whether we are working with children during worship, running midweek groups and activities or holding one off events and trips we need to be able to reassure children, their parents, children's workers, clergy and volunteers that we are taking reasonable steps to ensure their safety and wellbeing, and that we have a culture of vigilance.

As a Christian community we are also called to be inclusive and welcoming to all people, including those who have committed offences; recognizing that in some cases this may involve imposing conditions or restrictions.

This document is written to assist parishes and churches in the implementation of the House of Bishops' Safeguarding Children Policy 'Protecting All God's Children' (2004) to which we are committed. Alongside it, additional advice training and guidance are available from the Bishops Representative for Safeguarding Children and the diocesan Children's and Youth Officers.

It is important that every church or parish adopts the model policy found at Appendix 1 – even if you do not have regular children's activities at present.

We look forward to continuing to work with you in the task of being a church in which we honour our younger members and visitors by giving their safety and wellbeing a high priority.



+ David Dudley



+ John Wigorn:

Introduction

This policy and procedure is available from the diocesan website (www.cofe-worcester.org.uk) which will be updated with new information and should be consulted regularly for those updates. Any previous diocesan policy and procedures are superseded by this document. Additionally a guidance and good practice document for the voluntary and community sectors can be downloaded from Worcester Council for Voluntary Youth Services.

The Diocese of Worcester policy and procedure is intended to assist the implementation of the House of Bishops' policy by the parishes and churches in the diocese. The local good practice guide and the procedures will support and reinforce the national policy. Additional advice and guidance is available from the Bishop's Representative for Safeguarding Children and the diocesan Children's and Youth Officers

For the purposes of this policy and attached procedures a child is defined as someone under the age of 18 years, in accordance with the Children Act 1989. In all cases the welfare of the child is the paramount consideration.

This document provides information, checklists, forms and other material to help the implementation of a parish policy. A failure to implement the policy could invalidate any third-party liability insurance or leave a Parochial Church Council (PCC) open to the possibility of being sued for negligence should a child or young person come to harm while under its responsibility.

Each parish should adopt the model policy found at appendix 1 which should include details of all activities involving children and young people in their parish. Appendix 2 raises the issues which a PCC will need to consider if it allows the use of its premises for children's activities that are outside its own control.

The Bishop's Representative for Safeguarding children is Mrs Maria Johnson (telephone 01886 853566). Mrs Judy Baker is responsible for the Criminal Record Bureau (CRB) administration and booking training places for child protection training (telephone 01905 732812).

The Diocese of Worcester supports the Principles of the House of Bishops' Safeguarding Children Policy

- ❖ We are committed to the safeguarding, care and nurture of the children within our church community.
- ❖ We will carefully select and train ordained and lay ministers, volunteers and paid workers who work with children and young people, using the Criminal Records Bureau (CRB) amongst other tools to check the background of each person.
- ❖ We will respond without delay to every complaint made that a child or young person for whom we are responsible may have been harmed.
- ❖ We will fully cooperate with statutory agencies during any investigation they undertake into allegations concerning a member of the church community.
- ❖ We will inform the relevant statutory agency about any concerns we have that may constitute a criminal offence.
- ❖ We will seek to offer informed pastoral care to any child, young person or adult who has suffered and survived abuse.
- ❖ We will supervise and offer support to any member of our church community known to have offended against a child.

Parochial Church Council (PCC) Policy on Safeguarding Children

Each PCC has a legal responsibility to fulfill its duty of care towards all children during worship and in all church activities. The PCC must implement the House of Bishops' Safeguarding Children Policy which should provide a safe environment for children, young people and volunteers. Each year the PCC should agree to adopt the diocesan model Safeguarding Children Policy Statement as their general statement of intent, which should include the details of all activities involving children and young people in the parish. This model policy can be found at appendix 1.

The Safeguarding Children Policy should be displayed in each parish church and a copy sent to the Bishop's Representative for Safeguarding Children. Also a poster detailing the telephone contact number of Child Line should be displayed alongside the policy. This can be obtained from the www.nspcc.org.uk at no cost. Download now from the website.

The PCC must appoint a Parish Safeguarding Children Representative, who will be responsible to the Bishop, on behalf of the incumbent and the PCC, for signing and checking the CRB applications and in some cases the monitoring and implementing of the House of Bishops' policy and any local policy additions.

Although some parishes may not currently be providing children's or mixed-age activities, the PCC should still pass a proposal accepting the Diocesan Policy and complete the Parish Policy Statement.

The PCC should annually review both its Policy Statement and its implementation document. It is suggested that the Parish Safeguarding Children Representative or Incumbent should provide a report at the Parish Annual General Meeting and that the policy be reviewed soon after this meeting so that new members of the PCC become aware of their responsibilities for Safeguarding children.

Parish Policies on Recruitment and CRB Disclosures

The PCC should adopt the Policy Statement in respect of Disclosures from the Criminal Records Bureau, the Policy Statement on the Recruitment of Ex-offenders and the Policy Statement on the Handling, Storage and Disposal of CRB Disclosures, which cover the recruitment of volunteers and paid workers (Appendix 4).

Parish agreement with Diocese on obtaining CRB Disclosures

The diocese as a registered umbrella body handles CRB disclosure applications on behalf of all the parishes. Each parish is required to use the registered body for checking anyone who is involved with working with children and young people. If the outcome of a CRB disclosure contains a blemish which may provide a risk to children and young people the diocesan Safeguarding officer will arrange for this case to be risk assessed and recommendations will then be made to the parish.

Safe Recruiting in the Diocese of Worcester

1. Safe Recruiting in the Diocese of Worcester

This document sets out the procedures for the appointment of adults when they are likely to have contact with children. This includes the procedures for obtaining Disclosures from the Criminal Records Bureau.

1.1 Protecting all God's children is the child protection policy of the Church of England published in 2004 for the House of Bishops. This recommends procedures where it is judged the Church of England should have common practice across the dioceses, including procedures for safe recruiting (*Procedure 3*). This diocesan document builds on this by providing additional procedures for those responsible for appointing adults to posts in the diocese, cathedral and parishes.

1.2 Those responsible for appointments

These policies and procedures apply to all those responsible for appointments. At parish level it is the Incumbent, Churchwardens and PCC who are ultimately responsible for all work undertaken in the name of their parish whether by clergy, employees or volunteers. It is suggested that only the Incumbent and Churchwardens undertake the final approval of an appointment of an employee or volunteer.

1.3 Appointment of volunteers and employees

The following is an extract from *Protecting All God's Children*:

Those responsible for the appointment should follow the principles outlined in *Safe from Harm* when seeking to appoint to a post involving direct contact with children and young people.

Prospective appointees should:

- be regarded as job applicants and have a defined role;
- complete an application form;
- name two referees, one of which should be from the current employer or previous church;
- complete a Confidential Declaration form;
- have an appropriate interview;

If the decision is made to appoint, the appointee should:

- provide an enhanced disclosure from the Criminal Records Bureau;
- be offered the post subject to a probationary period;
- have the appointment confirmed in writing by the authorizing body;
- be formally commissioned for their role.

Worcester Diocese provides a number of forms to help with the appointment process (see Appendix 3)

1.4 These procedures apply to those listed on page 44 of *Protecting all God's Children*. Those already in post should also be asked to apply for CRB Disclosure where appropriate. In addition and in order to safeguard the appointment process, those who undertake the final approval of an appointment, including Churchwardens, should complete a confidential declaration form and provide an enhanced level Disclosure from the Criminal Records Bureau. These declaration forms should normally only be seen by the Incumbent or, in the case of an interregnum, by the Rural Dean.

1.5 The Criminal Records Bureau

The CRB provides a one stop shop for checking whether an individual has a criminal record, has been under police investigation, or has been banned from working with children (i.e. has their name on lists held by Department of Education and Skills and Department of Health)

Appointing bodies (e.g. PCCs, Worcester DBF) must decide what level of Disclosure is appropriate for each post before the recruitment process begins. For those who work directly with children and/or young people Disclosure should be at the enhanced level.

More detailed guidance on the Disclosure process as it operates in this diocese is given later. In brief, it is as follows:

1. applications for Disclosure have to be completed by the individual
2. applications and supporting identity documents are usually checked locally by a parish or area representative (appointed by the Bishop) but this may also be done by an authorised counter-signatory
3. applications are counter-signed by an authorised person, preferably as part of step 4 below
4. applications are forwarded to the diocesan Administrator for CRB (at the Old Palace) for final processing (no photocopies are made or held)
5. the diocesan administrator sends the completed, counter-signed applications to the CRB
6. the CRB will send a Disclosure certificate to the individual and a copy to the diocesan administrator
7. if the Disclosure is clear the administrator will tell the appointing body that it is free to confirm the appointment ('notification of outcome' letter)
8. for a Disclosure with convictions and/or other disqualifying behaviour a formal risk assessment will be carried out and the appointing body then advised to proceed in one of three ways - that the appointment be (1) confirmed, (2) refused, (3) made subject to conditions
9. Disclosure certificates from other organisations are not accepted.
Each change of role or responsibility requires a new application for disclosure to be made by the individual
10. advice on the length of time for which a Disclosure remains valid will be provided by the diocesan administrator

2. Applying for Disclosure

Appointing Body

decides whether disclosure required for post before advertising



Applicant

sees advert of is made aware of job with

Disclosure required

applies for and gets job ...

subject to receipt of satisfactory Disclosure

then....

completes a form

to apply for disclosure, takes it and required

Identity documents

To someone authorised by the Bishop to check the form and ID
(usually a Parish or Area Rep but possibly a Counter-signatory)



Authorised person

checks ID and form

Part X of CRB application form and diocesan Verification of Identity form
completed by authorised person

Identity documents returned to applicant

Form countersigned

Section Y is completed

This **cannot** be done by a Parish or Area Rep

All forms must be sent to the diocesan Administrator for CRB



Criminal Records Bureau

receives application from diocesan Administrator for CRB

carries out checks then issues 2 copies of the Disclosure Certificate

No 1 goes to Applicant

No 2 goes to diocesan Administrator

3. The Recruiting process

3.1 Protection has to be built in before recruiting starts

Appointing bodies should regularly review their child protection policy. In particular a PCC has a responsibility to review the policy for the parish annually. The diocesan Safeguarding Children Statement can be found at Appendix 1.

It is important that this policy is then kept as a living, working document and that all those working with children and young people are aware of its existence. If the procedures and practices which promote child protection are seen as part of the work with children and not as a 'bolt-on extra', then the requirements of the recruiting process will be seen as less of an unnecessary inconvenience and more as an accepted way of doing things that underlines the value placed on children.

The remainder of this section deals with:

- 3.2 Looking at Risks. What level of disclosure is necessary?
- 3.3 Job descriptions and person specifications
- 3.4 Advertising
- 3.5 Application forms and confidential declarations
- 3.6 Taking up references – a model form
- 3.7 Judging suitability – what to look for

3.2 Looking at Risks. What level of disclosure is necessary?

A 'Disclosure' is the means by which the CRB communicates the outcome of an application by an individual for a CRB database search. Disclosures are currently available at two levels.

- Standard Disclosure : This level of check is not used in the Diocese of Worcester.
- Enhanced Disclosure applies to posts that involve *regularly caring for, supervising, training or being in sole charge of those under 18*. As with the Standard Disclosure, it exempts the applicant from the effects of the Rehabilitation of Offenders Act. It will show any convictions, spent or otherwise, as well as cautions, reprimands, and warnings held on the police national computer (PNC). It will also indicate if there are no such matters on record. It may however also contain non-conviction information from police records which a chief police officer thinks may be relevant.

The application form for Disclosure must be signed by a counter-signatory of the Registered or Umbrella Body. Copies of the resulting Disclosure will be sent to both applicant and counter-signatory (for Worcester Diocese, to the Administrator for CRB). The police send relevant non-conviction information to the diocesan Administrator but not to the applicant.

The primary test for assessing the appropriateness of a Disclosure is 'contact with children and vulnerable adults'.

A further refinement of the primary test concerns those who do not necessarily have direct contact with children but who have a public role or status through which they tend to acquire an authority that children may regard as beyond question.

Those who have little direct contact with either children or vulnerable adults but who have high status positions in their church or community should seek Enhanced Disclosure. Almost all clergy will come into this category, as will many others in the life of the church or wider community

NB. Some elected posts may be subject to Disclosure (e.g. churchwardens) and the requirement should be made clear when the election is published.

In accordance with the House of Bishops' Policy (Procedure 3: Safe Recruiting) all of the following are required to have an **enhanced** disclosure:

- All clergy who have the freehold, hold the bishop's licence or permission to officiate
- All ordinands before they are presented to a Bishop's Advisory Panel
- All accredited lay workers and readers who hold the bishop's licence or permission to officiate
- Any other leaders in the church whose office of trust gives them the opportunity or the expectation that they might have regular or unsupervised contact with children
- Those people who as part of their job supervise those working with children, young people or vulnerable adults
- The parish child protection co-ordinator
- All people employed by the diocese, cathedral or parish who work with children or who may come into regular and direct contact with children during their work
- All volunteers who work with children or who may come into regular and direct contact with children during their activities; this will include adult members of mixed age activities such as bell-ringers, choirs, servers
- Members of religious communities and similar bodies who have contact with children as part of their ministry

3.3 Job descriptions and person specifications

It is important that all paid staff and voluntary workers have clear roles. A job description which has been well thought out will ensure that all are clear about their role and will promote the idea that the work of volunteers within the church is highly valued. Non-specific statements such as "to work in Sunday school" should be avoided.

A simple job description for someone working with children on a Sunday morning might include ideas like these:

Teach a small group of 8-10 year olds, following the course of study chosen by the Junior Church.

Work alongside the other team members in large group sessions.

Work in accordance with the Parish Child Protection Policy.

Undertake any extra activities only after consultation with the junior church leader.

Attend relevant training.

As part of their regular review process, appointing bodies should list those roles within the church for which it would be appropriate to have a job description, check whether they exist and remain appropriate and identify the person or group of people who might best be asked to draw up or revise each one.

The best way to draw up a job description for voluntary posts is to bring a group of established volunteers together and ask them to make lists of all the things they do - or feel they ought to be doing. This can have the added bonus of allowing new, creative ideas to be born.

3.4 Advertising

Advertising is any means by which people are made aware of a job or position. It could include simply asking "Have you ever thought about helping in Sunday School?"

By advertising more formally for voluntary posts you can avoid the job 'falling' to someone, and you can encourage those who might have been less obvious candidates to become involved. Advertising also allows you to set out clearly exactly what you expect from volunteers at the start.

An 'advertisement' should set out the tasks involved, make clear reference to the child protection policy including the requirement for a disclosure and perhaps set a time limit on the post - this can make people more willing to volunteer!

3.5 Application forms and confidential declarations

All applicants for voluntary posts should be treated the same way. If everyone is required to fill in an application form and provide references then you can avoid the embarrassment of one person feeling under suspicion or subject to special treatment.

Disclosure is an extra tool for recruiters. It doesn't replace the normal recruitment processes. **Disclosure doesn't replace the need for Confidential Declarations.** Candidates for all posts that are subject to Disclosure will be required to submit a written declaration about convictions or other disqualifying behaviour to a person specifically identified for this purpose in the recruitment process. A blank Confidential Declaration is included in this document. (Please note that sight of Confidential Declarations may legitimately be requested by risk assessors appointed by the Bishop of Worcester)

Where Disclosure is required the candidate will need to complete a form to apply for Disclosure and support this with identity documents. Most appointing bodies in the diocese now have access to someone authorised by the Bishop to check these documents (usually a Parish or Area Representative). These authorised people have to use a diocesan form to certify that they have carried out the checks. Usually they will be the person with whom the diocesan Administrator for CRB will communicate once a Disclosure is received.

A fee has to be paid to the CRB if the application for Disclosure relates to a paid post. A cheque for the appropriate amount payable to Worcester DBF Ltd should accompany the application. Appointing bodies should consider whether they will handle this by providing the cheque or by reimbursing the applicant. For current costs of Disclosure applications please contact the diocesan Administrator for CRB.

If the applicant has lived outside of England & Wales a Disclosure will not tell the whole story. Parish or Area Representatives have been given extra information about accessing overseas records and advice can also be sought from the Bishop's Representative for Child Protection.

3.6 Taking up references - a model form

Again the taking up of references must be applied to everyone, even those who have been church members for several years. Where possible references should be from people outside of the immediate church community. Such a reference would provide a different or new view of a prospective voluntary worker to that held by members of the church. If the written reply to a reference is vague or ambiguous it may be necessary to follow it up by telephone or even another reference.

A sample letter and reference request form is included (Appendix 3). The use of a pro-forma reference reduces the scope for ambiguity and ensures that appropriate issues are addressed.

3.7 Judging suitability - what to look for:

- a. in the application
- b. on declaration forms
- c. at interview
- d. in references

It is possible that you may feel it necessary to turn down an applicant for a post on the basis of information received at any point in the recruiting process. Note that possession of a criminal record is not necessarily a bar to appointment.

CRB Disclosures help you rule out the totally unsuitable. But you still need to take care to appoint only people who are suitable to work with children and who have the skills and qualities necessary for this important task.

Before recruiting consider what you would look for in assessing a person's suitability at each stage as identified at a-d above. Also consider what might give cause for concern.

4. The CRB Disclosure Service in the Diocese of Worcester Background

4.1 The CRB Disclosure Service can help appointing bodies to identify people unsuitable for work with children, young people and vulnerable adults by increasing access to information. It will allow more informed recruitment decisions.

It is of particular value to organisations who recruit volunteers, who previously were unable to have direct access to police records. It became operational in Spring 2002.

4.2 Why churches?

It is possible for those who wish to abuse children to gain access to them through churches. Until Disclosure became available volunteers made written declarations, but it was not possible to check the accuracy of any declaration. This meant that churches had to rely on the truthfulness of volunteers. Most of the time, this was satisfactory, but occasionally, this system allowed unsuitable people to have direct contact with children and young people.

Churches have been easy places for offenders to target and gain access to children for the wrong reasons. The CRB Disclosure service provides a 'One-stop shop' for information, and a central access point for checking the Police National Computer, the Department of Health, the Department for Education and Skills and the local police force. It helps appointing bodies make more informed recruitment decisions.

For an appointing body to ignore the opportunity provided by the CRB would be to risk children suffering significant harm, and leave the church at risk of legal and financial penalties.

4.3 Legislation

The Criminal Records Bureau is one of three far reaching and important social measures that have recently come into force. The others are the Data Protection Act 1998 and the Human Rights Act 1998. These three pieces of legislation set out to balance the protection of children against the rights of the individual. They form an inter-related framework, the full consequences of which have still to be worked out through case law.

Many criminal convictions are regarded as 'spent' or forgotten after a period of rehabilitation so they don't normally have to be declared when applying for a job. But this doesn't apply to persons who, whilst in the course of their duties, are in positions which involve regular contact - part of normal and routine duties - with children under 18, or are employed in one of the excepted professions, offices, employments and regulated occupations as listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

In 2009 the government is due to launch the Independent Safeguarding Authority (ISA) which will prohibit some individuals from working with children. This will not eliminate the need for CRB disclosure but the outcome would indicate when someone is 'barred' from working with children; this would be final and we would not in any circumstances allow that person to work in a paid or voluntary capacity.

4.4 Disclosure in the diocese

Disclosures are only available to organisations that have registered with the CRB and can meet their requirements. Registration for this diocese means the CRB recognises the Bishop of Worcester as the Lead Counter-signatory of an 'Umbrella Body' able to make the Disclosure service available to all parishes, diocesan boards, trusts, other legal entities within the diocesan family and ecumenical groups where the Church of England has a lead role. In this document they are referred to as 'appointing bodies'

As well as the bishop there are several other counter-signatories associated with him and accepted by the CRB. An application for Disclosure will only be issued if it is counter-signed by an approved counter-signatory.

Appointing bodies need to assess every post to establish whether Disclosure is necessary.

The vast majority of disclosures come back clear. Those with convictions and/or other disqualifying behaviour will be subject to a formal risk assessment by a team with recognised standing and competence in the secular domain. This team will usually include the Bishop's Representative for Child Protection.

The CRB requires the bishop, and appointing bodies that access the Disclosure service through him, to comply with a code of practice, to limit the use of the information the CRB provides, and to make sure that personal information is handled and stored sensitively and centrally for a limited period only.

To meet CRB requirements, the diocese has put in place an appeals and complaints procedure for those applying for Disclosure and appointing bodies must tell applicants about this. Appointing bodies must also have a fair and responsible policy for employing ex-offenders. See example in Appendix 4.

5. What should be given to Disclosure applicants?

1. A CRB Disclosure application form
(get these from the diocesan Administrator for CRB, The Old Palace)
2. Guidance for Disclosure applicants in the Diocese of Worcester
(download or copy the example in this pack - Appendix 3)
3. The CRB Guidance for Disclosure applicants
(get these from the Administrator or download from www.disclosure.gov.uk)
4. Diocesan Policy on the Recruitment of Ex-Offenders *(download or copy the example in this pack - Appendix 4)*

A simple guide to the Rehabilitation of Offenders Act 1974
(lend a copy of the enclosed nacro guidance to people who need to know)

Please note: the applicant may have completed a Confidential Declaration when they applied for the job but if not they should be asked to do it at this stage. These declarations are a Church of England requirement and nothing to do with CRB. You will find a Confidential Declaration in Appendix 3.

6. Portability

A Disclosure carries no period of validity because they are designed for use immediately after issue. They are designed to be used at the point of recruitment for a particular position only, and will be of most use the closer to the date of issue they are used.

From 2008 applicants would normally have to apply for or produce a new Disclosure certificate within 5 years of the date of issue of the first.

Current diocesan policy is that the diocese no longer accepts portability of disclosures. This means that disclosures from other employers or organisations are not accepted by the diocese. Each new role or position of responsibility requires a new application to be made.

7. Risk Assessment Process for CRB Disclosures

7.1 When the Bishop's Office receives a blemished Disclosure (i.e. a Disclosure revealing a conviction or other adverse information) the Bishop's Representative is contacted to initiate a Risk Assessment.

Risk Assessments may also be appropriate when someone in a post subject to Disclosure refuses to apply for CRB disclosure.

Risk Assessments will be carried out by the Bishop's Representative for Child Protection and at least two other authorised persons. In some cases it may be appropriate to seek legal advice from the Diocesan Registrar.

The Risk Assessment Panel's role is:

- to consider the risks posed to children if the person were appointed (allowed to continue in post).
- to make recommendations to the Bishop about whether the appointment can be made (the person can be allowed to continue in post) or not and whether conditions should be attached to the appointment (continuation)
- to make recommendations about the pastoral consequences and means of communicating the appointment (continuation) recommendation

The Bishop's Office is responsible for communicating the recommendation to the recruiting (employing) body in an appropriate manner.

Technically it is the recruiter (employer) who decides about whether or not to appoint (allow to continue) or apply conditions and it is they who inform the applicant (employee).

7.2 Risk Assessment process

Sometimes the risk assessment can be made quickly because it is fairly obvious that *either*:

- the Disclosure information is not relevant to the position or not sufficiently serious to merit prohibition; *or*
- the person is disqualified from working with children

Other cases may be more complex and may require interview with the applicant and further information or clarification before recommendations can be made.

If further information is required it will be important to plan how to obtain this sensitively; to consider whether permission is needed from the applicant (postholder) and to what extent, if any, the recruiter should be brought into the picture. It may be appropriate to convene a case conference or commission a risk assessment from external bodies.

After considering all relevant information the Risk Assessment Panel recommend that the person should:

1. be appointed (continued); or
2. be appointed (continued) with conditions; or
3. not be appointed (not continue in the position held)

The Bishop's Representative for Child Protection will make a record of the meeting and communicate the conclusions to the Bishop together with any recommendations on the management of 'with conditions' appointments and on pastoral and communication issues.

Records of the risk assessment process are retained by the Bishop's Representative for Child Protection indefinitely.

7.3 Risk Assessment Criteria

It is illegal to offer work in a regulated position to an individual who is disqualified from working with children (Section 35, Criminal Justice and Courts Services Act 2000). Assessors therefore have no option but to recommend that any such individual should not be offered such a position – whether paid or voluntary. Similarly, they have no option but to recommend that any such individual already occupying a regulated position should no longer hold such a position.

In all other instances, they assess the relevance of the offence to the post and the circumstances of the offence. They also consider the current circumstances and attitude of the applicant, together with any other relevant matters.

The relevance of the offence

The focus of decision making is on those offences which are relevant in terms of protecting children. The most significant are:

- offences listed in Schedule 1 of the Children and Young Persons Act 1933 / Schedule 4 of the Criminal Justice and Courts Services Act 2000
- violent, sexual and drink and drug offences
- additional information supplied by the Chief Police Officer

The circumstances of the offence

Assessors take into account not only the category of the offence but also the detailed facts. Factors considered include the circumstances surrounding the offence, the harm inflicted, the degree of intention, the age and attitude of the individual at the time of the offence and the time which has elapsed since the offence was committed.

Current circumstances of the applicant

Assessors also take into account the current circumstances, conduct and attitude of the applicant.

Appendices