



## THE BISHOP OF BIRKENHEAD

Date: 4<sup>th</sup> August 2023

### To all licensed clergy

Dear colleagues,

Re: safer recruitment in churches, chaplaincies and projects

Let me start with a thank you for all your engagement with safeguarding training and for encouraging office holders in your churches and chaplaincies to undertake training too. We really are starting to notice the impact of this across the Diocese.

It has, however, come to my attention that the numbers of clergy completing the Safer Recruitment and People Management course is quite low. Safer recruitment is essential for building the foundations of good safeguarding.

I am guessing that most licensed clergy do have some responsibility for recruiting and onboarding either paid staff or volunteers, which must be done in accordance with the guidance.

<https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-2-role>

It is also a requirement that anyone involved in the recruitment of Church Officers (employees, elected members, and volunteers) or with responsibility for administering DBS needs to successfully complete the Safer Recruitment and People Management online module.

So can I please set you a summer challenge of (re)familiarising yourself with the guidance and logging onto the safeguarding training portal to do the training. Do remember to download your certificate too!

I also have some clarification regarding the Thirtyone Eight online DBS system which has recently been revised to enable digital checking of identification. At present, Diocesan policy is that manual checking of ID should continue to be carried out on all DBS checks. This is because the DBF currently pays for all DBS checks carried out by parishes and digital checking incurs an additional £4.50 charge per ID check. For this reason, we ask that digital checking should not be used as an option for ID checks by parishes, except in exceptional circumstances and only after obtaining diocesan approval first (please contact the HR team).

Thank you for reading this – if you are about to go on holiday please make a note in your diary to look at this email again when you return from your much needed and well-deserved break.

With gratitude,

A handwritten signature in black ink, appearing to read 'Julie Conalty', with a small cross symbol to the left.

The Rt Revd Julie Conalty  
Bishop of Birkenhead  
Lead Bishop for Safeguarding in the Diocese of Chester