



Diocese of St Albans

13 November 2006

To all incumbents, priests in charge, child protection representatives and CRB administrators

Dear all

Child Protection in the Diocese of St Albans

We are writing to thank you for the care you give to child protection policy and administration and to draw attention in the paragraphs below to:

Our support of your work in this area
The checking of new staff (paid or volunteers)
The suspension of disclosure renewals

Records, training and support

We are in the process of updating our records on contact numbers, addresses and e.mail information on all our child protection representatives within our churches. In order for us to keep you informed of child protection and safeguarding matters, please could you complete the attached form and return to the address given below.

It is also important that at least one child protection representative within the benefice has access to child protection training. Please could you let us know by indicating on the attached form whether the child protection representative has undertaken any training over the past three years and if so, where the training was undertaken. This will provide us with information about whether training needs are being met.

Safer recruitment and vetting

The Diocese of St Albans is committed to safeguarding children within the church and the church community. The safe recruitment of employees and volunteers in the Diocese is essential to preventing unsuitable people from working with children, young people and vulnerable adults. In line with government recommendations, all people who work either directly with children on a frequent basis or who hold positions of trust that includes them having frequent contact with children must be safely recruited for the post.

The procedure for the safe recruitment of such persons should include:

- an interview where the person should be given a clear understanding of roles and responsibilities.
- the completion of a Confidential Declaration form
- two references which should be sought from people who can give information on the person's suitability for the post. (It is not acceptable to rely solely on references or testimonials provided by the applicant.)
- the person must then apply for enhanced criminal records bureau disclosure and be in receipt of clearance before taking up their role.

Portability

We **do not** accept the portability of CRB disclosures (a disclosure that someone might present from other employment or voluntary work). Any person seeking a position where they have direct and frequent contact with children, young people and vulnerable adults must seek an enhanced disclosure through the Diocese of St Albans.

Renewals of CRB disclosures

Following consultations with the House of Bishop's National Child Protection Adviser and in line with DfES recommendations, please note that we are now **suspending** renewals of CRB disclosures for people (both paid and voluntary) who already hold CRB clearance for working with children and young people within the diocese. The government is consulting on the future of CRB disclosures. It is likely that a new on-line checking facility will be available.

Please note that anyone who does **not** hold an enhanced CRB disclosure through the Diocese and who is in a position, or seeking a new position where they have frequent and direct contact with children, young people and vulnerable adults, **must** apply for enhanced disclosure through the Diocese of St Albans.

Diane Wearne
Diocesan Child Protection Officer

Benefice of
(Please note that where there is more than one church in a Benefice, consideration should be given to appointing a Child Protection representative for each church)

Do you have a child protection representative in your benefice? Yes No

Name of child protection representative.....

Address.....

Tel:

Mobile phone:

e.mail address:

Name of CRB administrator (if different from child protection representative)

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Address:

Tel:

Mobile phone:

e.mail address:

Has the parish representative for child protection undertaken any training in the past three years? Yes No

Please give details of where and when the training took place

Signature Date

Please return this form either by post or e.mail to:

Mrs P. Austin
Hertford House
Abbey Mill Lane
St Albans
Hertfordshire
AL3 4HE

e.mail: bishophertfordpa@stalbans.anglican.org