

Chaplaincy Roles Checklist

If your role does not involve work with children, young people and/or vulnerable adults when appointed but evolves to require work with children, young people and/or vulnerable adults, you must ensure that you obtain the appropriate level of safeguarding checks and training

KEY:

01 Who Is Responsible For Checking?	02 Confidential Declaration Form	05 Foundations (Online)
D Diocesan Safeguarding Team	03 Safeguarding Check	06 Leadership (Virtual)
C Chaplaincy	04 Basic Awareness (Online)w	07 Raising Awareness of Domestic Abuse (Online)

ROLE	TRAINING						
	01	02	03	04	05	06	07
Assistant Safeguarding Officer	D	✓	✓	✓	✓	✓	✓
Assistant / Congregational Warden	D	✓	✓	✓	✓	✓	✓
Bell Tower Captain	C	✓	x	✓	x	x	x
Bell Tower Captain supervising children	C	✓	✓	✓	✓	x	x
Bellringer	C	✓	x	x	x	x	x
Bellringer supervising children	C	✓	✓	✓	✓	x	x
Caretaker / Premises Manager	C	✓	x	x	x	x	x
Chaplaincy Administrator / Secretary	C	✓	x	x	x	x	x
Chaplaincy Council Member	C	✓	x	✓	✓	x	✓
Chalice Bearer	C	✓	x	x	x	x	x
Children's Helper / Worker (Incl. Creche, Sunday School, Youth Group)	C	✓	✓	✓	✓	x	x
Children's Leader (Incl. Creche, Sunday School, Youth Group)	C	✓	✓	✓	✓	✓	x
Children's Worship Leader	C	✓	✓	✓	✓	✓	x
Choir Chaperone	C	✓	✓	✓	✓	x	✓
Choir Master / Music Leader / Director Of Music	C	✓	✓	✓	✓	✓	x
Choir / Music (individual or group member) supervising children	C	✓	✓	✓	✓	x	x
Churchwarden	D	✓	✓	✓	✓	✓	✓
Clergy	D	✓	✓	✓	✓	✓	✓
Congregational Worship Leader	C	✓	✓	✓	✓	✓	✓
Driver of children / adults [Official Role]	C	✓	✓	✓	✓	x	x
Environment Link Officer	C	✓	x	x	x	x	x
Eucharistic Minister	C	✓	x	✓	✓	x	✓
Eucharistic Minister with permission for home visits must be in a role for which a full Safeguarding Check has been completed	C	✓	✓	✓	✓	x	✓
Foodbank Worker	C	✓	x	✓	✓	x	x

ROLE	TRAINING						
	01	02	03	04	05	06	07
Lay Ministers	C	✓	✓	✓	✓	✓	✓
Lay Pastor	C	✓	✓	✓	✓	✓	✓
Ordinand	D	✓	✓	✓	✓	✓	✓
Pastoral Worker / Visitor	C	✓	✓	✓	✓	✓	✓
Planned Giving Secretary	C	✓	x	x	x	x	x
Postulant	D	✓	✓	✓	✓	✓	✓
Prayer Ministry	C	✓	x	✓	✓	x	✓
Prayer Ministry unsupervised with children	C	✓	✓	✓	✓	x	✓
Reader	D	✓	✓	✓	✓	✓	✓
Sacristan	C	✓	x	x	x	x	x
Sacristan unsupervised with children	C	✓	✓	✓	✓	x	✓
Safeguarding Officer	D	✓	✓	✓	✓	✓	✓
Safeguarding Trainer	D	✓	x	✓	✓	✓	✓
Secretary	C	✓	x	✓	x	x	x
Server Leader (Head Server)	C	✓	✓	✓	✓	x	x
Server	C	✓	x	✓	x	x	x
Server supervising children	C	✓	✓	✓	✓	✓	x
Spiritual Advisor / Director	D	✓	✓	✓	✓	✓	✓
Steward / Sidesperson	C	✓	x	✓	x	x	x
Steward / Sidesperson supervising children	C	✓	✓	✓	✓	x	x
Treasurer	C	✓	x	✓	x	x	x
Trustee	C	✓	x	✓	x	x	x
Verger	C	✓	x	✓	✓	x	x
Verger working with children and vulnerable adults (e.g. Pastoral Care)	C	✓	✓	✓	✓	✓	x
Welcomer	C	✓	x	✓	x	x	x
Welcomer supervising children	C	✓	✓	✓	✓	x	x
Youth Minister	C	✓	✓	✓	✓	✓	✓

Information:

- Safeguarding Check responsibility includes ensuring that the Confidential Declaration Form is completed, identifying any safeguarding check requirements and ensuring that the correct level of safeguarding training has been completed.
- Church of England Safeguarding Training from another Diocese these may be transferrable, so please provide the Diocesan Safeguarding Team with copies of certificates: europa.safeguarding@churchofengland.org
- Basic awareness training is mandatory for those ticked in this list, but can also be completed by anyone interested in safeguarding awareness and is **recommended for everyone**.
- Raising awareness of domestic abuse training is mandatory for those ticked in this list, but can also be completed by anyone interested in safeguarding awareness and is **recommended for everyone**.
- Online courses can be found on the church of england national safeguarding team's online learning portal: <https://safeguardingtraining.cofeportal.org/>