

QUESTIONNAIRE 1

Please use this questionnaire if the activities involve ADULTS (aged 18 years and over) who may be vulnerable*1.

Simply answer 'yes' or 'no' to each of the questions *2 *3.

Step 1: Are you aged 18 or over?

Yes

No

If you have answered 'YES' please move on to **Step 2**.

If you have answered 'NO' then there is no need for a safeguarding check at this time. However when you reach the age of 18 then you will need a check if you are still involved in this role or activity. (Please note anyone aged 16 or 17 who is engaged in an activity with an adult who may be vulnerable must be **supervised at all times by an adult with appropriate safeguarding checks** so that their contact with that adult can be seen and heard at **all times** - i.e. they are **never** left alone with them.)

Step 2: Does your role involve providing:

Physical assistance to a person *4?

Yes

No

Prompting a person in respect of their physical needs *4?

Yes

No

Training, instruction or guidance in respect of their physical needs?

Yes

No

Assistance in relation to managing a person's cash or bills?

Yes

No

Assistance in respect of shopping?

Yes

No

Transporting (as a driver or assistant) people to or from places where they will receive health care, relevant personal care or social work *5?

Yes

No

GUIDANCE

If you have answered 'NO' to all the questions in this step then a check is not needed at this time.

If you have answered 'YES' to any of the questions in this step then a safeguarding check is necessary.

Please arrange the appropriate check with your Chaplaincy Safeguarding Officer or contact europa.safeguarding@churchofengland.org

FOOTNOTES

****1. In this context, an adult may be vulnerable because of age, illness or disability.***

****2. If you have any concerns about your answers please speak to your Chaplaincy Safeguarding Officer.***

****3. If the circumstances of the role change then you will need to check that this doesn't change your answers!***

****4. In this context, 'physical assistance / physical needs' means: feeding (including parenteral nutrition), toileting, washing, bathing, oral care, the care of skin, hair or nails, and administering medications.***

****5. This does not apply to licensed private hire drivers nor to other journeys (e.g. pleasure trips).***

QUESTIONNAIRE 2

Please use this questionnaire if the activities involve CHILDREN (aged under 18 years).

Simply answer 'yes' or 'no' to each of the questions *1 *2.

Step 1: Are you aged 18 or over?	Yes	No
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If you have answered 'YES' please move on to **Step 2**.

If you have answered 'NO' then there is no need for a safeguarding check at this time. However when you reach the age of 18 then you will need a check if you are still involved in this role or activity. (Please note anyone aged 16 or 17 who is engaged in an activity with an adult who may be vulnerable must be **supervised at all times by an adult with appropriate safeguarding checks** so that their contact with that adult can be seen and heard at **all times** - i.e. they are **never** left alone with them.)

Step 2: Does, at any time, the activity involve any form of:

Teaching or instruction of children?	Yes	No
Care *3 or supervision of children (in any way including whilst in a vehicle)?	Yes	No
Guidance relating to the physical, emotional or educational well-being of children?	Yes	No
Treatment or therapy provided for a child?	Yes	No
Use of computing (or similar) used wholly or mainly by children?	Yes	No
Driving a vehicle used for carrying children?	Yes	No
Will you be involved with day to day management or supervision of any person who is carrying out any of the above roles?	Yes	No

GUIDANCE

If you have answered 'NO' to all the questions in this step then a check is not needed at this time.

If you have answered 'YES' to any of the questions in this step then a safeguarding check is necessary. Please arrange the appropriate check with your Chaplaincy Safeguarding Officer or contact europa.safeguarding@churchofengland.org.

**** For periods of residence in the UK a further series of questions is necessary to determine the level of the clearance required please move to step 3. ****

Step 3 (only for work with children): Is the role undertaken:

On more than 3 days in a 30-day period?	Yes	No
Once or more overnight (between 2.00am and 6.00am) with opportunity for face to face contact?	Yes	No
Involving health or personal care (e.g. feeding or toileting where the child is unable to do this for themselves)?	Yes	No

FOOTNOTES

***1** If you have any concerns about your answers please speak to your Chaplaincy Safeguarding Officer.

***2** If the circumstances of the role change then you will need to check that this doesn't change your answers!

***3** In this context, care includes, amongst other general care issues: feeding, toileting, washing, bathing, dressing, and administering medications.