

DIOCESE IN EUROPE 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

ROLE	WHO IS RESPONSIBLE FOR CHECKING?	CDF ⁱⁱ	SAFEGUARDING CHECK	TRAINING			
				Basic Awareness (online)	Foundations (online)	Leadership (virtual)	Raising Awareness of Domestic Abuse (online)
ASSISTANT SAFEGUARDING OFFICER	DST ⁱ	✓	✓	✓	✓	✓	✓
ASSISTANT/CONGREGATIONAL WARDEN	DST	✓	✓	✓	✓	✓	✓
BELL TOWER CAPTAIN	CHAPLAINCY	✓	✗	✗	✗	✗	✗
BELL TOWER CAPTAIN SUPERVISING CHILDREN	CHAPLAINCY	✓	✓	✓	✓	✗	✗
BELLRINGER	CHAPLAINCY	✓	✗	✗	✗	✗	✗
BELLRINGER SUPERVISING CHILDREN	CHAPLAINCY	✓	✓	✓	✓	✗	✗
CARETAKER / PREMISES MANAGER	CHAPLAINCY	✓	✗	✗	✗	✗	✗
CHAPLAINCY ADMINISTRATOR / SECRETARY	CHAPLAINCY	✓	✗	✗	✗	✗	✗
CHAPLAINCY COUNCIL MEMBER	CHAPLAINCY	✓	✗	✓	✓	✗	✓
CHALICE BEARER	CHAPLAINCY	✓	✗	✗	✗	✗	✗
CHILDREN'S HELPER / WORKER (INCL. CRECHE, SUNDAY SCHOOL, YOUTH GROUP)	CHAPLAINCY	✓	✓	✓	✓	✗	✗
CHILDREN'S LEADER (INCL. CRECHE, SUNDAY SCHOOL, YOUTH GROUP)	CHAPLAINCY	✓	✓	✓	✓	✓	✗
CHILDREN'S WORSHIP LEADER	CHAPLAINCY	✓	✓	✓	✓	✓	✗
CHOIR CHAPERONE	CHAPLAINCY	✓	✓	✓	✓	✓	✗
CHOIR / MUSIC LEADER	CHAPLAINCY	✓	✓	✓	✓	✓	✗
CHOIR / MUSIC (INDIVIDUAL OR GROUP MEMBER) SUPERVISING CHILDREN	CHAPLAINCY	✓	✓	✓	✓	✗	✗
CHURCHWARDEN	DST	✓	✓	✓	✓	✓	✓
CLERGY	DST	✓	✓	✓	✓	✓	✓
CONGREGATIONAL WORSHIP LEADER	CHAPLAINCY	✓	✓	✓	✓	✓	✓
DRIVER OF CHILDREN / ADULTS [OFFICIAL ROLE]	CHAPLAINCY	✓	✓	✓	✓	✗	✗
ENVIRONMENT LINK OFFICER	CHAPLAINCY	✓	✗	✗	✗	✗	✗
EUCCHARISTIC MINISTER	CHAPLAINCY	✓	✗	✓	✓	✗	✓
EUCCHARISTIC MINISTER WITH PERMISSION FOR HOME VISITS <i>Must be in a role for which a full Safeguarding Check has been completed</i>	CHAPLAINCY	✓	✓	✓	✓	✗	✓
FOODBANK WORKER	CHAPLAINCY	✓	✗	✓	✓	✗	✗
LAY MINISTERS	CHAPLAINCY	✓	✓	✓	✓	✓	✓
LAY PASTOR	CHAPLAINCY	✓	✓	✓	✓	✓	✓
ORDINAND	DST	✓	✓	✓	✓	✓	✓
PASTORAL WORKER / VISITOR	CHAPLAINCY	✓	✓	✓	✓	✓	✓
PLANNED GIVING SECRETARY	CHAPLAINCY	✓	✗	✗	✗	✗	✗
POSTULANT	DST	✓	✓	✓	✓	✓	✓
PRAYER MINISTRY	CHAPLAINCY	✓	✗	✓	✓	✗	✓
PRAYER MINISTRY UNSUPERVISED WITH CHILDREN	CHAPLAINCY	✓	✓	✓	✓	✗	✓
READER	DST	✓	✓	✓	✓	✓	✓
SACRISTAN	CHAPLAINCY	✓	✗	✗	✗	✗	✓
SACRISTAN UNSUPERVISED WITH CHILDREN	CHAPLAINCY	✓	✓	✓	✓	✗	✓
SAFEGUARDING OFFICER	DST	✓	✓	✓	✓	✓	✓
SAFEGUARDING TRAINER	DST	✓	✗	✓	✓	✓	✓
SECRETARY	CHAPLAINCY	✓	✗	✓	✗	✗	✗
SERVER LEADER (HEAD SERVER)	CHAPLAINCY	✓	✓	✓	✓	✗	✗
SERVER	CHAPLAINCY	✓	✗	✓	✗	✗	✗
SERVER SUPERVISING CHILDREN	CHAPLAINCY	✓	✓	✓	✓	✓	✗
SPIRITUAL ADVISOR/DIRECTOR	DST	✓	✓	✓	✓	✓	✓
STEWARD / SIDESPERSION	CHAPLAINCY	✓	✗	✓	✗	✗	✗
STEWARD / SIDESPERSION SUPERVISING CHILDREN	CHAPLAINCY	✓	✓	✓	✓	✗	✗
TREASURER	CHAPLAINCY	✓	✗	✓	✗	✗	✗
TRUSTEE	CHAPLAINCY	✓	✗	✓	✗	✗	✗
VACANCY REPRESENTATIVE	CHAPLAINCY	✓	✗	✗	✗	✗	✗
VERGER	CHAPLAINCY	✓	✗	✗	✗	✗	✗
VERGER WORKING WITH CHILDREN AND VULNERABLE ADULTS (E.G. PASTORAL CARE)	CHAPLAINCY	✓	✓	✓	✓	✓	✗
WELCOMER	CHAPLAINCY	✓	✗	✓	✗	✗	✗
WELCOMER SUPERVISING CHILDREN	CHAPLAINCY	✓	✓	✓	✓	✗	✗
YOUTH MINISTER	CHAPLAINCY	✓	✓	✓	✓	✓	✓

INFORMATION:

i. DST = Diocesan Safeguarding Team

ii. CDF = Confidential Declaration Form

iii. Safeguarding Check Responsibility includes ensuring that the CDF is completed, identifying any Safeguarding Check Requirements and ensuring that the correct level of safeguarding training has been completed.

iv. Church of England safeguarding training from another diocese these may be transferrable, so please provide the DST with copies of certificates: europa.seafeguarding@churchofengland.org

v. 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.

vi. 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.

vii. Online courses can be found on the Church of England National Safeguarding Team's online learning portal: <https://safeguardingtraining.cofepportal.org/>