

## **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:

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01 Who Is Responsible For Checking?

Chaplaincy

- Diocesan Safeguarding Team
- **02** Confidential Declaration Form
- **03** Safeguarding Check
- 04 Basic Awareness (Online)w
- **05** Foundations (Online)
- 06 Leadership (Virtual)
- **07** Raising Awareness of Domestic Abuse (Online)

ROLE01020304050607Assistant Safeguarding OfficerDIII <tdi< td="">IIIII<!--</th--><th></th><th>_</th><th></th><th></th><th colspan="5">TRAINING</th></tdi<>		_			TRAINING				
Assistant / Congregational WardenD✓✓ <t< th=""><th>ROLE</th><th>01</th><th>02</th><th>03</th><th>04</th><th>05</th><th>06</th><th>07</th></t<>	ROLE	01	02	03	04	05	06	07	
Caretaker / Premises ManagerC×XXXXXChaplaincy Administrator / SecretaryC··XXXXXChaplaincy Council MemberC··XXXXXXChaplaincy Council MemberC··XXXXXXXChallee BearerC··XXXXXXXXChildren's Helper / Worker (Incl. Creche, Sunday School, Youth Group)C·····XXXChildren's Leader (Incl. Creche, Sunday School, Youth Group)C······XXXChildren's Worship LeaderC·········XXXXChoir Master / Music Leader / Director Of MusicC·· <t< td=""><td>Assistant Safeguarding Officer</td><td>D</td><td><math>\checkmark</math></td><td><math>\checkmark</math></td><td><math>\checkmark</math></td><td><math>\checkmark</math></td><td><math>\checkmark</math></td><td><math>\checkmark</math></td></t<>	Assistant Safeguarding Officer	D	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Chaplaincy Administrator / SecretaryC✓××× <td>Assistant / Congregational Warden</td> <td>D</td> <td><math>\checkmark</math></td> <td><math>\checkmark</math></td> <td><math>\checkmark</math></td> <td><math>\checkmark</math></td> <td><math>\checkmark</math></td> <td><math>\checkmark</math></td>	Assistant / Congregational Warden	D	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Chaplaincy Council MemberC✓✓✓	Caretaker / Premises Manager	С	$\checkmark$	x	×	×	x	×	
Challee Bearer      C      ✓      X      X      X      X      X      X        Children's Helper / Worker (Incl. Creche, Sunday School, Youth Group)      C      ✓ <td>Chaplaincy Administrator / Secretary</td> <td>С</td> <td><math>\checkmark</math></td> <td>x</td> <td>×</td> <td>x</td> <td>x</td> <td>×</td>	Chaplaincy Administrator / Secretary	С	$\checkmark$	x	×	x	x	×	
Children's Helper / Worker (Incl. Creche, Sunday School, Youth Group)CIII<	Chaplaincy Council Member	С	$\checkmark$	×	$\checkmark$	$\checkmark$	×	$\checkmark$	
Children's Leader (Incl. Creche, Sunday School, Youth Group)C✓✓	Chalice Bearer	С	$\checkmark$	×	×	×	×	×	
Children's Worship LeaderCIIIIIIChildren's Worship LeaderCII <tdi< td="">III<td>Children's Helper / Worker (Incl. Creche, Sunday School, Youth Group)</td><td>С</td><td><math>\checkmark</math></td><td><math>\checkmark</math></td><td><math>\checkmark</math></td><td><math>\checkmark</math></td><td>×</td><td>×</td></tdi<>	Children's Helper / Worker (Incl. Creche, Sunday School, Youth Group)	С	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	×	×	
Choir ChaperoneC✓✓	Children's Leader (Incl. Creche, Sunday School, Youth Group)	С	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	×	
Choir Master / Music Leader / Director Of MusicCIIIIIIChoir / Music (individual or group member) supervising childrenCII <tdi< td="">I<td>Children's Worship Leader</td><td>С</td><td><math>\checkmark</math></td><td><math>\checkmark</math></td><td><math>\checkmark</math></td><td><math>\checkmark</math></td><td><math>\checkmark</math></td><td>×</td></tdi<>	Children's Worship Leader	С	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	×	
Choir / Music (individual or group member) supervising childrenC $\checkmark$	Choir Chaperone	С	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	×	$\checkmark$	
ChurchwardenDII <th< td=""><td>Choir Master / Music Leader / Director Of Music</td><td>С</td><td><math>\checkmark</math></td><td><math>\checkmark</math></td><td><math>\checkmark</math></td><td><math>\checkmark</math></td><td><math>\checkmark</math></td><td>×</td></th<>	Choir Master / Music Leader / Director Of Music	С	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	×	
ClergyD $\checkmark$	Choir / Music (individual or group member) supervising children	С	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	×	×	
Congregational Worship LeaderCVVVVVVDriver of children / adults [Official Role]CVVVVXXXEnvironment Link OfficerCVXXXXXXXXEucharistic MinisterCVXXXXXXXXEucharistic Minister with permission for home visits must be in a role for which a full Safeguarding Check has been completedCVXVXVVFoodbank WorkerCVXVXXXXXXXLay PastorCVVVVVVVVVVVOrdinandDVVVVVVVVVVV	Churchwarden	D	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Driver of children / adults [Official Role]C $\checkmark$ $\checkmark$ $\checkmark$ $\checkmark$ $\checkmark$ $\checkmark$ Environment Link OfficerC $\checkmark$ $\checkmark$ $\checkmark$ $\star$ <td>Clergy</td> <td>D</td> <td><math>\checkmark</math></td> <td><math>\checkmark</math></td> <td><math>\checkmark</math></td> <td><math>\checkmark</math></td> <td><math>\checkmark</math></td> <td><math>\checkmark</math></td>	Clergy	D	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Environment Link OfficerC✓XXXXXEucharistic MinisterC✓X✓✓ <td< td=""><td>Congregational Worship Leader</td><td>С</td><td><math>\checkmark</math></td><td><math>\checkmark</math></td><td><math>\checkmark</math></td><td><math>\checkmark</math></td><td><math>\checkmark</math></td><td><math>\checkmark</math></td></td<>	Congregational Worship Leader	С	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Eucharistic MinisterC√X√X√X√Eucharistic Minister with permission for home visits must be in a role for which a full Safeguarding Check has been completedC√√√√X√✓Foodbank WorkerC√X√X√X✓X✓X✓Lay MinistersC√√√√√√✓✓✓✓✓Lay PastorD√√√√√√✓✓✓✓✓	Driver of children / adults [Official Role]	С	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	×	×	
Eucharistic Minister with permission for home visits must be in a role for which a full Safeguarding Check has been completedC✓✓✓✓×✓✓Foodbank WorkerC✓×✓✓✓✓××× <td< td=""><td>Environment Link Officer</td><td>С</td><td><math>\checkmark</math></td><td>×</td><td>×</td><td>×</td><td>×</td><td>×</td></td<>	Environment Link Officer	С	$\checkmark$	×	×	×	×	×	
must be in a role for which a full Safeguarding Check has been completedCVVVXVXFoodbank WorkerC✓X✓✓XXXXXLay MinistersC✓✓✓ <td>Eucharistic Minister</td> <td>С</td> <td><math>\checkmark</math></td> <td>x</td> <td><math>\checkmark</math></td> <td><math>\checkmark</math></td> <td>x</td> <td><math>\checkmark</math></td>	Eucharistic Minister	С	$\checkmark$	x	$\checkmark$	$\checkmark$	x	$\checkmark$	
Lay MinistersC√√√√√√Lay PastorC√√√√√√√√√OrdinandD√√√√√√√√√√		С	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	×	$\checkmark$	
Lay PastorCIIIIIIIIOrdinandDIIIIIIIIIIIIIII	Foodbank Worker	С	$\checkmark$	×	$\checkmark$	$\checkmark$	×	×	
OrdinandD $\checkmark$ $\checkmark$ $\checkmark$ $\checkmark$ $\checkmark$ $\checkmark$ $\checkmark$ $\checkmark$ $\checkmark$	Lay Ministers	С	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
	Lay Pastor	С	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Pastoral Worker / Visitor C 🗸 🗸 🗸 🗸 🗸	Ordinand	D	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
	Pastoral Worker / Visitor	С	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	

				TRAINING				
ROLE	01	02	03	04	05	06	07	
Planned Giving Secretary	С	$\checkmark$	x	x	x	x	x	
Postulant	D	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Prayer Ministry	С	$\checkmark$	x	$\checkmark$	$\checkmark$	x	$\checkmark$	
Prayer Ministry unsupervised with children	С	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	x	$\checkmark$	
Reader	D	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Sacristan	С	$\checkmark$	x	x	×	x	x	
Sacristan unsupervised with children	С	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	×	$\checkmark$	
Safeguarding Officer	D	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Safeguarding Trainer	D	$\checkmark$	×	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Secretary	С	$\checkmark$	x	$\checkmark$	×	x	x	
Server Leader (Head Server)	С	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	×	x	
Server	С	$\checkmark$	x	$\checkmark$	×	x	x	
Server supervising children	С	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	x	
Small Group Leader		$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	×	x	
Spiritual Advisor / Director	D	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Steward / Sidesperson	С	$\checkmark$	x	$\checkmark$	×	x	x	
Steward / Sidesperson supervising children	С	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	×	x	
Treasurer	С	$\checkmark$	x	$\checkmark$	×	×	x	
Trustee	С	$\checkmark$	x	$\checkmark$	x	x	x	
Verger	С	$\checkmark$	×	$\checkmark$	$\checkmark$	×	×	
Verger working with children and vulnerable adults (e.g. Pastoral Care)	С	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	x	
Welcomer	С	$\checkmark$	×	$\checkmark$	x	×	x	
Welcomer supervising children	С	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	x	x	
Youth Minister	С	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	

## 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: <u>europe.safeguarding@churchofengland.org</u>
- 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:
  <u>https://safeguardingtraining.cofeportal.org/</u>