

SOUTHWELL MINSTER SAFEGUARDING TRAINING, SAFER RECRUITMENT AND DBS REQUIREMENTS

Based on recommendations and guidance from Church of England and agreed by Southwell Cathedral Chapter

BASIC Awareness This is a basic course that can be completed online through the learning hub or the Church of England site as follows scheduled by the safeguarding team [Welcome to the Church of England's official website | The Church of England](#) This training is available to all member of the congregation and all church volunteers and staff, regardless of role. Accessing this course will allow all to improve their understanding of issues relating to safeguarding and better understanding of abuse, it will support and enable us all to build a culture of informed vigilance in the church.

DBS is required as part of the Safer Recruitment for all leaders and those involved in activities involving children/vulnerable adults as below. E = Enhanced + B =Barring **CAW**=Child, Adult workforce **CW**=Child Workforce

Y=Yes required, N=No requirement R= Option but recommended CW= Child Workforce CAW=Child and Adult workforce

Requirements									
ROLE	Basic Awareness(C0)	Foundation(C1)	Leadership (C2)	Senior Leadership	Domestic Abuse	Safer Recruitment	Enhanced(E) Basic (B)	DBS BASIC M/L)	Safer Recruitment HIGHER a/h)
All roles require a job description									
Dean and Residentiary Canons COMPLETED BY THE DIOCESE	Y	Y	Y	Y	Y	Y	E+ B (CAW)		➤
Incumbent and Clergy, including PTO, Priest Vicars COMPLETED BY THE DIOCESE	Y	Y	Y	N	Y	Y	E+ B (CAW)		➤
Licensed lay ministers e.g. readers COMPLETED BY THE DIOCESE	Y	Y	Y	N	Y	N	E+ B (CAW)		➤
CHAPLAINS	Y	Y	Y	N	Y	N	Enhanced if not covered by the diocese (CAW)		➤
Chapter – Non-Executive	Y	Y	N	N	R	N	Enhanced (CAW)		➤
Administrative Staff front of house / Event, Fundraiser & Finance	Y	N	N	N	N	N			➤
Chief Officer	Y	Y	Y	Y	Y	Y	E+ B (CAW)		➤
Rector Chori	Y	Y	Y	Y	Y	Y	E+B (CAW)		➤
Assistant Director of Music	Y	Y	R	N	Y	N	E+B (CAW)		➤
Lay Clerks	Y	Y	N	N	R	N	E+B (CW)		➤
Auxiliary Lay Clerks	Y	R	N	N	N	N	E+B (CW)		➤
Deputy Lay clerks (infrequent)	Y	N	N	N	N	N		(M) ✓	
Choir Supervisor	Y	Y	N	N	Y	N	E+B (CW)		➤
Organ Scholar	Y	Y	N	N	R	N	E+B (CW)		➤
Melody Makers/Outreach Deliverers	Y	Y	N	N	R	N	E+B (CW)		➤
Shop Manager	Y	Y	R	N	R	Y			➤
Deputy shop Manager	Y	Y	N	N	R	N			➤
Shop Volunteers	Y	N	N	N	N	N			➤
Head and Deputy Head Verger	Y	Y	Y	N	Y	N	Enhanced (CAW)		➤
Vergers	Y	Y	N	N	R	N	Enhanced (CAW)		➤

Head of Education (Education Officer)	Y	Y	Y	N	Y	Y	E+B (CW)		✓
Education Administrators/Events involvement with children and vulnerable adults.	Y	Y	N	N	R	N	E+B (CW)		✓
Education Volunteers	Y	N	N	N	N	N			✓
Visitor and Volunteer Service Officer	Y	Y	Y	N	Y	Y	(CAW)		✓
Cathedral Safeguarding Officer	Y	Y	Y	Y	Y	Y	E+B (CAW)		✓
Cathedral Safeguarding Co-Ordinator	Y	Y	Y	N	Y	Y	E+B (CAW)		✓
Leaders of groups with children/vulnerable adults	Y	Y	Y	N	Y	Y	E+B (CW) or (CAW)		✓
Volunteers working with children/vulnerable adults	Y	Y	N	N	Y	N	E (CW) or (CAW)		✓
Pastoral Care Team	Y	Y	N	N	Y	N	E+ B (CAW)		✓
ROLE All roles require a job description	Basic Awareness(C0)	Foundation(C1)	Leadership (C2)	Senior Leadership	Domestic Abuse	Safer Recruitment	Basic (B) Enhanced(E) DBS	Basic M/L Safer Recruitment	Safer Recruitment HIGHER(a/b)
Church Wardens	Y	Y	Y	N	R	N	Enhanced (CAW)		✓
Deputy / Emeritus Church Wardens	Y	Y	N	N	R	N		(M) ✓	
Sides person	Y	R	N	N	N	N		(M) ✓	
Head server	Y	Y	R	N	N	N			
Servers	Y	R	N	N	N	N		(M) ✓	
Bell Tower Captain	Y	Y	Y	N	Y	R	E+ B (CAW)		✓
Volunteer Bell Ringers	Y	N	N	N	N	N		(M) ✓	
Chief Steward	Y	Y	R	N	R	Y			✓
Stewards and Guides	Y	N	N	N	N	N			(a) ✓
Needlework guild lead	Y	Y	R	N	R	N			(a) ✓
Members of the Needlework Guild	Y	N	N	N	N	N		(L) ✓	
Members of the Flower Guild	Y	N	N	N	N	N		(L) ✓	
Flower Guild Lead	Y	Y	R	N	R	N			(a) ✓
Honorable Librarian	Y	Y	R	N	R	Y			(a) ✓
Librarians	Y	N	N	N	N	N		(L) ✓	
Head Gardener (includes activities for children)	Y	Y	Y	N	Y	R	E+ B (CAW)		(b) ✓
Garden Volunteers	Y	N	N	N	N	N		(M) ✓	
Friends in Faith Leads	Y	Y	N	N	N	N	Enhanced (CAW)		✓
Friends in Faith volunteers	Y	N	N	N	N	N		(M) ✓	
House Group Leaders and Hosts	Y	Y	N	N	R	N	Recommended Basic	(M) ✓	

Minster Chorale Members	Y	N	N	N	N	N		(L) ✓	
Lead DBS Recruiter	y	y	N	N	N	Y	Recommended basic		
Assistant DBS Recruiter	y	y	N	N	N	Y	Recommended basic		

Signed:

Date:

Dean Nicola

Version control details:

Safer Recruitment DBS/Training Expectations

	Date
Document Revised	February 2023
Approved by Chapter	
Review Date	January 2025