

Safer Recruitment Policy and Guidance

Basic Information

Contact Name and Details	Pearl Luxon luxonp@methodistchurch.org.uk
Status of Paper	Outline paper, as government guidance on new legislation is not available as yet
Action Required	For information only
Draft Resolution	<p><i>Given the provisional and incomplete nature of the material and guidance coming from the Government at this stage we are asking the Methodist Council to agree the following: -</i></p> <ul style="list-style-type: none"> a) to take note of the major implications of the impending legislation and the changes needed to our current policy and guidance in order for us to comply with the law b) the outline timetable for the ending of the current scheme and start of the new scheme - Appendix 1 c) a facility for the appointment of new verifiers (programme as outlined in Appendix 3) - either administrators (eg. church and circuit) and/ or the safeguarding contact (at church, circuit, district levels) d) to authorise the necessary work on a fuller version of the new policy and guidance to go to Methodist Conference in July - subject to further scrutiny by SRC in May and related work in Law and Polity. d) should the additional guidance not be forthcoming in time for the May meeting, or for Conference papers due to yet further delays by the government departments or a change of implementation date, the Methodist Council will need to consider the matter again later in the year.
Alternative Options to Consider, if Any	<ul style="list-style-type: none"> • We don't have an option to do nothing • Our current policy is overdue for revision and this is the first tranche in a new Safeguarding handbook of material • If government guidance on new legislation was not available by April or at least in good time for papers for Conference this would have to be considered later in the year.

Summary of Content

Subject and Aims	<p>Safer recruitment is an established principle which we are already signed up to in the <i>Safeguarding</i> handbook 2003.</p> <ul style="list-style-type: none"> • The aim is to ensure that no one who is unsuitable to work with children, young people or vulnerable adults is able to do so. • The new legislation and good practice seeks to ensure current loopholes are closed.
Main Points	<ul style="list-style-type: none"> • New legislation that requires mandatory registration is now due 12th October 2009 • Our current Safeguarding book is out of date and is to be revised • We need to start incorporating the protection of vulnerable adults into our safer recruitment guidance
Background Context and Relevant Documents (with function)	<ul style="list-style-type: none"> • Safer Recruitment is something that has been in our Safeguarding Policy since 1993. Work also being done on the CofE House of Bishop's policy and guidance 'Protecting All God's children' simultaneously. These need updating in line with both developments on CRB and Vetting and Barring. • Safeguarding Vulnerable Groups Act 2006 followed the Bichard Inquiry into the murders at Soham • Independent Safeguarding Authority briefings • The Criminal Records Bureau - who will administer the scheme

	<ul style="list-style-type: none"> • All other mainstream Churches are developing this kind of policy too. • Every Child Matters and the Children Act 2004 led to stronger welfare emphasis in safeguarding and child protection and stronger expectations that all statutory and most voluntary bodies would follow 'Safer Recruitment'. <p style="text-align: right;"><i>[List of websites and documents overleaf]</i></p>
Consultations	<p>Internal consultations:</p> <ul style="list-style-type: none"> • Churches' Agency for Safeguarding – on the timetable, roles and FAQs • Safeguarding staff reference group (Legal group) • Annual Safeguarding Conference – including District Safeguarding Coordinators and some Connexional Children and Youth Team staff • Director of Personnel and Development <p>As this is an early outline document and final guidance is not yet available, most consultation will need to be done between now and Methodist Conference. Mandatory legislation came in Scotland 3 years ago; we therefore have models of how this will work from the experience of supporting the introduction of that legislation.</p> <p>Comments so far include that it is complex and technical. There is a need for greater clarity and plain English; but this is only an outline thus far. Timetables and flow charts will assist.</p>

Summary of Impact

Standing Orders	<p><i>010 Qualification for Office, ... Lay Employment, ... Children's and Youth work Appointments, ... Candidating</i> Parts 2 and 5 of CPD - Law and Polity are aware</p> <p style="text-align: right;"><i>[Very likely]</i></p>
Faith and Order	<p><i>None apparent</i></p>
Financial	<p>The cost of fees – paid posts @ £64 each, administration costs – similar to CRB system via Churches Agency for Safeguarding, training and support costs at Circuit, District and Connexional levels – significant</p> <p style="text-align: right;"><i>[Confirmed]</i></p>
Personnel	<p>The Development and Personnel sub-cluster are already much more involved with discipline and compliance issues. They need to be trained and updated on this. Renewals of CRBs and the roll out of ISA registration is something they will need to support within their areas of responsibility. Amendments to Recruitment of Offenders policies are needed and checklists for recruitment and selection need to be far tighter.</p> <p style="text-align: right;"><i>[Very likely]</i></p>
Legal	<p>The new legislation makes it a criminal offence for anyone who is barred to work or apply to work with children, young people and vulnerable adults. It is illegal for an 'employer' to appoint someone in such a role if they are barred or they haven't checked whether they are barred. Compulsory reporting affects Disciplinary decisions and resignations in some circumstances at all levels.</p> <p style="text-align: right;"><i>[Confirmed]</i></p>
Wider Connexional	<p>This will affect every church, circuit and every District, except Channel Islands and the Isle of Man. <i>Implementation of the Scotland Vetting and Barring scheme is yet to be announced.</i></p> <p style="text-align: right;"><i>[Confirmed]</i></p>
External (e.g. ecumenical)	<p>External consultations:</p> <ul style="list-style-type: none"> • Independent Safeguarding Authority and the Criminal Records Bureau • DCSF and Home Office implementation teams • Church of England Safeguarding Liaison Group • Christian Forum for Safeguarding (- ecumenical) <p>Wherever possible Safeguarding staff at National/ Connexional level are</p>

	working ecumenically, we have ecumenical FAQs and will have a list of common roles the new legislation applies to. [Confirmed]
Risk	The risk with this measure is in not doing it. There are Safeguarding risks and reputational risks in non-compliance. We don't have an option. [Confirmed]

Websites and documents:

- Safeguarding on the web – www.methodist.org.uk - under *Church Life and Recruitment*
- Independent Safeguarding Authority - <http://www.isa-gov.org.uk/>
- Every Child Matters (ECM) – Safer Recruitment
<http://www.everychildmatters.gov.uk/socialcare/safeguarding/stayingsafe/recruitment/>
- ECM – Vetting and Barring -
<http://www.everychildmatters.gov.uk/socialcare/safeguarding/independentsafeguardingauthority/>
- Safer Working Practices - <http://www.everychildmatters.gov.uk/search/IG00311/>
- 'Safeguarding' 2003 MPH
- 'Protecting All God's Children' House of Bishop's policy and guidance CHP 2004

Safer Recruitment Policy and Guidance

1. Introduction

On 12th October 2009 the *Safeguarding Vulnerable Groups Act 2006* (SVGA) is to be implemented. This legislation followed on from the Bichard enquiry which reported on the Soham murders. Lord Bichard recommended among other things that there be a register of all those who worked with children, young people and vulnerable adults. The entire scheme is now referred to as the 'Vetting and Barring Scheme'.

There have been strong elements of Safer Recruitment since our first Methodist Safeguarding policy and guidance handbook was published as a result of the Home Office *Safe from Harm* code of good practice issued for the voluntary sector in 1993. This aspect has now been expanded upon and enshrined in statutory guidance following the Children Act 2004 and Every Child Matters.

It will become mandatory for all new employees, appointees and volunteers for roles with children, young people and vulnerable adults to be registered with the Independent Safeguarding Authority. There will also be some mandatory requirements for employers.

The implementation of this new Act marks a major new development in the whole area of "safer recruitment", and one with massive consequences for the Church, as for every other organisation involved in work with children and young people. There will be new legal duties imposed upon many of us in the UK, as well as all the continuing development of best practice for safeguarding for all of the Methodist Church of Great Britain. The implications for the Connexion with other jurisdictions (including the Crown dependencies) and especially with regard to Scotland where another version of the scheme is immanent also need very careful consideration.

The Connexional Safeguarding Adviser has been working with Judith Egar from the Church of England Legal Office and other ecumenical colleagues for over two years toward the implementation date, now set at 12th October 2009, postponed from the initial date of 2008. Nevertheless, at this point there is still insufficient detailed guidance from the Government and the Independent Safeguarding Authority (ISA) to write our own guidance. In view of the fact that full implementation does now seem likely on 12th October 2009, and **final guidance will not be available till mid-April**, the staff responsible felt that it was necessary to write an introductory paper outlining the changes to the policies and guidance in *Safeguarding handbook 2003* (and on the web site) which will be necessary and the implications of the 2006 legislation.

The Safeguarding Adviser proposes to produce full detailed 'Safer Recruitment' policy and guidance by the April 2009 Methodist Council meeting (and Methodist Conference July 2009), once the full guidance from the DCSF and Home Office implementation teams and from the Independent Safeguarding Authority (ISA) are available. This should occur by April this year. It has been promised for this time (but previous promises have come and gone!).

Safeguarding 2003 also urgently needs revision and updating and this is firmly in the work plan. However, at this stage a significant proportion of resources need to be focussed on the impending legislation and we have agreed on the following plan in relation to this and other work: -

- *Safer Recruitment* Policy and Guidance for Council in April and Conference in July 2009
- Creating Safer Space – Modules to be ready during the Autumn 2009
- Consequential changes to Standing Orders - to be done as soon as possible with Law and Polity
- Successor document or documents to the *Safeguarding handbook 2003* to be developed early in 2010
- Policy and guidance documents for safeguarding and protecting adults who may be vulnerable within 2 years.

[Also see an implementation timetable in Appendix 1- for the connexion and 2 for Districts and Circuits.]

An outline of the planned Safer Recruitment document - noting changes to the current handbooks and a summary of new material.

[N.B. The full document will be prepared for Methodist Conference this July with some scrutiny provided by SRC in May]

The sections of *Safeguarding 2003* which will be amended include:

- Appointments p12 – 14
- Disclosures p15 – 19
- Safe From Harm p31f
- The list of offences p 42 and 43
- Recruitment of offenders guidance – Methodist Council Personnel documents on the web site.
- And all other relevant information on the Methodist web site.

2. Policy and Principles

These will firstly be drawn from the Policy Summary and Principles as currently enshrined in *Safeguarding handbook 2003*. These will be built upon to form a full list of Safer Recruitment principles. These will refer to the careful selection of ordained, employed, volunteer and other appointees. Selection is not the only aspect of Safer Recruitment. In order for an organisation to be safer staff and volunteers need to understand their roles and responsibilities. They need to be trained and equipped, supported and enabled to fulfil the responsibilities expected of them. Safer Recruitment policies also include the careful introduction and implementation of complaints and grievance procedures for all those who work in an organisation.

An essential principle in Safer Recruitment is that the care taken in recruitment, support and training of staff at all levels in an organisation will directly impact upon the safety of those for whom they care, including all vulnerable people.

3. The New Requirements for Regulated Activities

Although churches and other faith communities are voluntary organizations they will have a **new legal duty to ensure that those working with children or vulnerable adults are not known to be unsuitable for this work** when the SVGA comes into force in October 2009. This will no longer be simply a matter of a Connexional policy decision and good practice guidance. In addition, there is also a duty to report unsuitable people, who have committed harm or other relevant conduct to the Independent Safeguarding Authority (ISA) who will consider whether they should be barred from such work.

A clear outline of the definitions which apply for children and youth work and work with adults who are vulnerable including the relevant contexts, i.e. regulated activities, will need to be stated.

4. Changes to the current Safeguarding guidance and good practice

In all cases the new guidance will address recruitment of those who work with vulnerable adults as well as those who work with children and young people (under 18s).

4. a) Selection of people for ordained Ministry

The current practice of the Methodist Church to require two Criminal Records Bureau (CRB) checks: upon selection and another prior to ordination for both deacons and presbyters. In future, the first check will take place prior to candidating because the ISA registration check is a compulsory requirement. The two CRB Enhanced checks will continue to be done, but in addition on the first occasion the candidate will be required to register with the ISA if they are not already registered.

There are very few clergy positions which *may* not be eligible for ISA registration or Criminal Records Bureau Disclosure. Prison and hospital ministry work is included in the Vetting and Barring scheme (see paragraph 5 below), as is any position where management, training or supervision of those who work with children, vulnerable adults occurs as part of their duties. The

Methodist Church policy remains that all presbyters and deacons require a full CRB check and therefore the same should apply with regard to ISA registration.

Refusal or failure to do so could in some circumstances be regarded as a disciplinary matter. References should always be taken up, including one from previous employment.

4. b) Appointment of volunteers and employees

Although the government has not formally withdrawn the 1993 *Safe from Harm* guidance, it is in effect been superseded by more recent guidance including 'Safer Working Practices' DCSF 2007 and *Safeguarding Children and Safer Recruitment in Education* 2007. Both of these should represent the latest best practice.

It is intended to strengthen the guidance on references to say: if a person has a current position already working (including voluntary work) with children then at least one reference must be from that employer; and that references cannot be given by relatives or people under 18.

The successful candidate should know to whom they are accountable and who will supervise them in their work.

The employer should provide a discipline and grievance procedure, including, as necessary, a procedure suitable for volunteers. It should state that allegations of misconduct by church workers will, as necessary be referred to the Local Authority Designated Officer and disciplinary, criminal or child protection investigations may need to be instituted. *[See also the employer reporting requirements in para.5. g) below as per Safeguarding Vulnerable Groups Act 2006 to the ISA.]*

4. c) The Confidential Declaration

Those applying for any appointments lay or ordained, paid or voluntary should complete a confidential declaration and submit it in a sealed envelope with their application. The declarations will be read by the chair of any appointment panel or the minister (in the case of local volunteer appointments) and if it is satisfactory, the appointment can be made subject to a satisfactory Criminal Records Bureau Disclosure. **The ISA registration or check should precede any appointment, since it will be illegal to appoint otherwise.** A false or incomplete Confidential declaration could be regarded as a disciplinary matter.

Any matters declared on the Confidential Declaration should be referred to the relevant District Safeguarding Co-ordinator or Connexional Safeguarding Adviser as appropriate. It is the duty of the Adviser to check whether the matters declared are relevant to the application by consulting other statutory agencies as appropriate and in certain circumstances considering a formal risk assessment.

5. New - The Vetting and Barring scheme

5. a) Purpose of the scheme

The scheme aims to avoid harm or risk of harm to children and vulnerable adults within specific contexts (called 'regulated activities') and achieves this by preventing those deemed unsuitable to work from gaining access via their work.

5. b) Registration with the Independent Safeguarding Authority

All those working with children and young people or vulnerable adults will be required to be registered with the scheme in order to be able to take up such roles, or within 5 years from implementation continuing in their role. This is a legal obligation.

From the relevant implementation dates within the 5-year 'roll out' it will be a criminal offence to employ anyone in a regulated activity who is not registered.

5 c) How it complements CRB checks?

Criminal Records Bureau certificates will still be required in order for a decision as to suitability for a particular role in the church to be ascertained. The ISA registration certificate will simply show whether someone is suitable based upon whether they are barred from the relevant workforce or not and is one stage in the recruitment process. The ISA will bar unsuitable people based upon a

range of relevant, tested information and evidence. They will also risk assess this. Suitability for a particular role is also based upon a wide range of other recruitment checks and CRB checks which potentially show a wider criminal history will still need to be part of this assessment. There is a wide range of criminal offences which do not lead to barring but which may be relevant to an individual's proposed role, e.g. offences of drink driving, drug abuse or violence to adults.

5. d) Who needs to be registered and when?

It is likely that for the first year the only people required to register will be those who are new workers or volunteers. The exact form of the roll out period is yet to be announced. The total period for registration is five years from October 2009, with those who have the 'youngest' CRB checks registering last.

The roll out will be made clear to Methodist volunteers and appointees etc. according to the recommended plan from the CRB (who are administering the new system) and to ensure that all those who require registration are enabled to do so in a gradual and orderly way so as not to overload the systems at either the Churches' Agency for Safeguarding (the RB) or at CRB level.

5. e) Responsibilities of applicants – re. Registration

It is the employee's (volunteer or paid) responsibility to obtain registration when this is required. However, the voluntary sector including the Churches recognise the importance of encouraging and enabling volunteers and appointees as far as possible with this process. ISA registration is potentially for life; however there will be a mechanism for de-registering for someone who wishes this.

It will be illegal for someone to work without registration if they are new in post or once the period for the roll out has been completed. Under this scheme it is a criminal offence for someone who is barred from working with children, young people or vulnerable adults to apply for such work as a volunteer or employee.

5. f) Responsibilities of employers – re. Registration

'Employer' refers to those who recruit employees or volunteers. Under this scheme it will be illegal to employ someone who has been barred or not to check whether they have been barred by requiring registration of each person who works with children, young people or vulnerable adults.

The system for updating employers will mean that the employer will need to ensure that the applicant's application via the Registered Body (RB) clearly states who is employing them and contact details. Subsequently, it will be possible to check ISA status on line and to register an interest for updating. The updating will only cover a person's barred status, and if the individual seeks a new position involving regulated activity a new enhanced Criminal Records Bureau Disclosure will be required.

5. g) Responsibility for referrals

Employers bodies and those who recruit volunteers will be responsible for making referrals where someone is disciplined or leaves the role before a disciplinary hearing where there has been harm or risk of harm to a child, a young person or vulnerable adult. This is a mandatory requirement and we will need to decide the most appropriate person who is responsible for making the referrals at different levels of the church, with access to appropriate specialist advice. The Local Authority Designated Officer will also be able to assist with such decisions. Specific guidance on this is promised.

Revisions to current guidance continued

6. Criminal Records Bureau

The relevant sections in *Safeguarding* 2003 and on the web will need substantial amendment and revision since they are out of date. They will also need to explain the interface between ISA registration and CRB checks (unless this is already explained in the new material summarised above).

It may still be advisable to obtain CRB checks for some positions where the applicant is already ISA registered, as some convictions (e.g. for driving offences, where the role involves driving children or vulnerable adults, or other alcohol or drugs and some more minor violent offences) might make a person unsuitable for a position even if they did not lead to an ISA bar. ISA registration is for life.

N.B. Some of the following are for both schemes

6. a) Method for obtaining a CRB certificate and ISA Registration

This section will need revision to explain the process for applying for ISA registration – this will be done by submitting an application form through Churches' Agency for Safeguarding (CAS), to the CRB. CAS will need to ensure that the applicant's identity is verified in the same way as for a CRB check.

6. b) Registered Body

This section will need to be expanded to refer to the additional role of CAS in processing applications for ISA registration. There may also be a role for CAS in enabling the 'employer' to be swiftly updated if the ISA are referred relevant information which may bar someone while they are still in post.

6. c) Unclear¹ Disclosures and Barring or Auto-barring

This section will need amendment to explain how the ISA barring process will work. Certain convictions will, as from the date when the ISA began to take barring decisions (20th January 2009), result in an automatic bar on the individual working with children and/or vulnerable adults. In some cases the individual will be entitled to make representations before the final decision to bar is made.

Where there are less serious convictions and/or other relevant information, ISA will operate a 'structured judgement process' (similar to a risk assessment) whereby they will assess the risk posed by the individual and then make a decision whether or not to bar. In such cases there is a right of representation. Offences committed up to 20th January 2009, may result in barring under the ISA's discretionary powers, but will not be auto-barred. For people who are not barred, who will be the great majority, it will remain the employer's duty to assess the relevance of any convictions, cautions or other information supplied.

Referrals to the ISA can take place from 20th January 2009 and information is already available on the ISA web site on this.

6. e) Fees for ISA registration and CRB checks

In this section reference will need to be made to the one-off ISA registration fee of £64 for paid employees. There is no fee for volunteers. It may be helpful to include in this section specific guidance on the position of ordinands in training (who are not considered to be volunteers while they are benefiting from subsidised training).

Those who apply for ISA registration as volunteers and subsequently as paid staff will be invoiced for the fee. It is our intention that unless the registration as a volunteer is urgent that someone who also requires this for paid employment or appointments do this *before* their voluntary status is also registered.

6. f) Priorities in seeking disclosures

If not already covered in the new sections on ISA registration, we will need to explain here the phasing provisions for the registration requirements, whereby those applying for new posts, and those who have never had a CRB check, will be prioritised, with other posts phased in over four years from 2010, depending on the date of the holder's most recent CRB check.

¹ Or 'blemished' disclosures, i.e. disclosure certificates with offence information or other matters which may affect someone's suitability for a particular role.

6. g) Frequency of CRB Disclosures in relation to ISA check and Portability issues

These sections will need amendment – under the new monitoring scheme those ‘employers’ (which includes those responsible for the appointment and management of volunteers) who have registered an interest in an individual will be advised if the ISA status of that individual changes. So CRB renewal and portability issues become less acute.

[A simple way of dealing with the portability issue is simply to seek a reference from the other employer to confirm that the individual continues to be in good standing with that employer.]

7. Responsibilities at local church, circuit and district levels

7. a) How churches and circuits need to respond?

- revising the church and circuit policy and good practice statements to include ISA registration as a requirement for new people in role and others at later dates according to the roll out programme.
- ensuring those who work with children, young people and vulnerable adults as appropriate apply for ISA registration at the right time, according to the ‘roll out’
- ensure that the persons appointed to verify application forms or to ensure compliance with the scheme understand their responsibilities.
- require key people to attend training (including ISA registration/ disclosure application verifiers)

7. b) How Districts need to respond?

- revising district guidance,
- updating recruitment of offenders policies in accordance with the requirements of the Safeguarding Vulnerable Groups Act 2006
- providing specialist advice and support for referrals,
- ensure that the persons appointed to verify application forms or to ensure compliance with the scheme understand their responsibilities.
- ensure that key staff are trained (including ISA registration/ disclosure application verifiers) and that training in churches and circuits is supported adequately.

7. c) What can be expected from the Connexion?

- New guidance and new forms from CAS
- Regular communication and updates from the Safeguarding office
- Regional ‘road show’ briefings which are being planned currently
- Oversight of the application process for vetting and barring status (CRB and ISA combined process) together with the Churches’ Agency for Safeguarding
- Regular consultations with CRB, ISA and relevant government departments.

N.B. More detail and guidance on all the above is intended. The Safeguarding Adviser together with other Church organisations have been requesting specific help and ‘faith sector’ guidance throughout the consultation process from the implementation teams in the DCSF and Home Office.

8. Other related work

- A.** Best practice in Safer Recruitment suggests that there needs to be a ‘whistle blowing policy’. This needs to be considered as part of this policy *or* as a piece of follow up work.
- B.** Support and training - Pearl Luxon, Safeguarding Advisor and Judith Egar, Church of England Legal Officer along with ecumenical colleagues are considering ways in which the Districts and Circuits can be supported in the implementation. A letter will be going to the Districts by mid-March with more information about preparations.
- C.** Consultations on increasing the number of verifiers for disclosure applications with appropriate skills (although requiring some additional training) with District Safeguarding teams took place in 2008. District Safeguarding teams consulted opted to include administrators and safeguarding contacts at all levels of Church life. (programme as outlined in Appendix 3)

9. Resolutions

Given the provisional and incomplete nature of the material and guidance coming from the Government at this stage we are asking the Methodist Council to agree the following: -

- a) to take note of the major implications of the impending legislation and the changes needed to our current policy and guidance in order for us to comply with the law and update our safer recruitment (Safeguarding) guidelines.
- b) the outline timetable for the ending of the current scheme and start of the new scheme - Appendices 1 and 2
- c) a facility for the appointment of new verifiers - either administrators (e.g. church and circuit) and/ or the safeguarding contact (at church, circuit, district levels)
- d) to authorise the necessary work on a fuller version of the new policy and guidance to go to Methodist Conference in July - subject to further scrutiny by SRC in May and related work in Law and Polity.
- d) should the additional guidance not be forthcoming in time for the May meeting, or for Conference papers due to yet further delays by the government departments or a change of implementation date, the Methodist Council will need to consider the matter again later in the year.

Pearl Luxon

Safeguarding Adviser – Governance Support Unit

APPENDIX 1

A draft table of implementation dates and actions needed

11 th /12 th March 2009	SRC considered the <i>outline</i> for Safer Recruitment policy and guidance.
By mid – March at the latest	Guidance on a suggested implementation timetable, briefing ‘road show’ dates arranged and distributed
19 th March	Law and Polity consider changes needed to Standing Orders
In mid-April	Final guidance from the relevant government departments and ISA
Also by April	Ecumenical FAQs will be ready from the Christian Forum for Safeguarding
3 rd /4 th April	An updated outline version of ‘Safer Recruitment’ to be presented to the Methodist Council. Other, more detailed information <i>may</i> be available from the Safeguarding Adviser at Council.
5 th May	Fuller version presented to SRC for scrutiny
End of April and May	Commence <i>five</i> regional ecumenical road shows. (<i>This will be designed for districts and circuits to adapt for their own use.</i>) They will be ecumenical
July 2009	Methodist Conference Paper <i>Safer Recruitment</i> – to be presented
July to September**	Preparations at Churches’ Agency for Safeguarding level and local levels - e.g. winding up the use of old CRB forms, final applications under the old scheme, training CAS staff, issuing new forms, start dates for accepting new forms, any software amendments needed <i>See letter to Ministers which went out February APPENDIX 2 and a summary below</i>
12 th October 2009	Current ‘go live’ date. The roll out programme commences <i>with new applicants</i> .

N.B. A summary of the timetable for Districts and Circuits see Appendix 2

APPENDIX 3

Methodist Districts – ‘Roll out’ for new Disclosure application Verifiers – *Draft*

March – September 2009

New verifiers may only be safeguarding coordinators and administrators at church, circuit or district levels who are registered on the Connexional database. Churches and Circuits are asked to approve and register new verifiers according to this programme and system outlined below. From September the Methodist Church and CAS will be able to use these roles in addition to Presbyters and Deacons for verifying Disclosure applications and CAS signing forms.

Important notes –

1. Circuits and churches are asked to ensure:

- Any new verifiers are recruited and trained in verifying crb forms or disclosure scotland forms.
- administrators understand that this may be one of their duties, if the church/ circuit agree a modification in job description and the administrator is in agreement to being entered on the national database for the purpose of being a verifier.
- safeguarding coordinators understand that their names will be on the connexional database for the purposes of verifying forms and receiving communications about safeguarding.
- In all cases the minister’s name should be entered on the CAS form (in the box named alternative contacts) as the one to receive any Disclosure information or Barring information.

2. It would be useful to have circuit/ church safeguarding registered on the Methodist Database whether or not your district has UK jurisdiction (where verifiers will be used for disclosure applications), and whether or not your District has decided to stay with the current verifier system.

3. If forms are sent in and the verifier is not registered on the Connexional database, this may count as an error with CAS as it will involve additional staff time to sort it out. This can be checked by referring to the Church, Circuit or District profiles at data.Methodist.org.uk

District	April and May	June and July	August and September	October and November	November and December
1.Cymru	Register verifiers/ safeguarding contacts on database ✓	Implementation		12 th October Vetting and Barring ‘go live’	Feedback
2.Wales	✓	Implementation		12 th October Vetting and Barring ‘go live’	Feedback
5. Birmingham	✓	Implementation		12 th October Vetting and Barring ‘go live’	Feedback
6. Bolton & Rochdale	✓	Implementation		12 th October Vetting and Barring ‘go live’	Feedback
7. Bristol	✓	Implementation		12 th October Vetting and Barring ‘go live’	Feedback
	✓	Implementation		12 th October Vetting and Barring	Feedback

9. Cumbria				'go live'	
10. Channel Islands		Register verifiers/ safeguarding contacts on database ✓	N/A See note 2 above re. Safeguarding Contacts	N/A see note 2 above re. Safeguarding contacts	Feedback
11. Chester & Stoke on Trent		✓	Implementation	12 th October Vetting and Barring 'go live'	Feedback
12. Cornwall		✓	Implementation	12 th October Vetting and Barring 'go live'	Feedback
13. Darlington		✓	Implementation	12 th October Vetting and Barring 'go live'	Feedback
14. East Anglia		✓	Implementation	12 th October Vetting and Barring 'go live'	Feedback
15. Isle of Man		✓	N/A See note 2 above	N/A See note 2 above	Feedback
16. Leeds			Register verifiers/ Safeguarding contacts on database ✓	Implementation 12 th October Vetting and Barring 'go live'	Feedback
17. Lincoln & Grimsby			✓	Implementation and 'go live'	Feedback
18. Liverpool			✓	Implementation and 'go live'	Feedback
19. Manchester & Stockport			✓	Implementation and 'go live'	Feedback
20. Newcastle			✓	Implementation and 'go live'	Feedback
21. North Lancashire			✓	Implementation and 'go live'	Feedback
22. Nottingham & Derby	Register verifiers on database ✓	Implementation		12 th October Vetting and Barring 'go live'	Feedback
23. Northampton	✓	Implementation		12 th October Vetting and Barring 'go live'	Feedback
24.				12 th October	Feedback

Plymouth & Exeter	√	Implementation		Vetting and Barring 'go live'	
25. Sheffield		Register verifiers on database √	Implementation	12th October Vetting and Barring 'go live'	Feedback
26. Southampton		√	Implementation	12th October Vetting and Barring 'go live'	Feedback
27. W Yorkshire		√	Implementation	12th October Vetting and Barring 'go live'	Feedback
28. Wolves & Shrewsbury			Register verifiers on database √	Implementation and 'go live'	Feedback
29. York & Hull			√	Implementation and 'go live'	Feedback
31. Scotland	Register verifiers on database √		<i>Implementation re. Disclosure Scotland/ CRBS applications</i>	<i>Also, whenever the Scotland V&B 'go live'</i>	Feedback
32. Shetland	√		<i>Implementation re. Disclosure Scotland/ CRBS applications</i>	<i>Whenever the Scotland V&B 'go live'</i>	Feedback
34. Bedfordshire, Essex & Hertfordshire		Register verifiers on database √	Implementation	12th October Vetting and Barring 'go live'	Feedback
35. London		√	Implementation	12th October Vetting and Barring 'go live'	Feedback
36. South-East	Register verifiers on database √	Implementation		12th October Vetting and Barring 'go live'	Feedback
TOTALS	12	11	8		