**Safer Electing Toolkit**

A key way of protecting children and adults from harm is to ensure the careful electing of those working with them. The House of Bishops’ Safeguarding Policy states, *‘The Church will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church’.* The below toolkit have been devised with the Safeguarding Team and parish clergy and PSOs to help ensure safer electing for all applicable roles.

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| The PCC and incumbent is responsible for the appointment of those working with children, young people and vulnerable adults, paid or unpaid and those members elected to provide governance and oversight.  Often the responsibility for safer recruitment and electing is delegated to the incumbent. All those involved in recruitment/ electing must be capable and competent, trained in safer recruitment and able to keep personal matters confidential. | |
| **Advertising of** APCM and the roles to be elected to.  Incumbent **Selection Discussion** with potential elected member. Role Description shared.  Post-election personal file for elected member created.  Completed template and Role Description saved to personal file. |  |
| **Role Description:** Construct/share a clear and accurate role description, which sets out what tasks and responsibilities the person will undertake.  This will include what level of DBS check and what level of safeguarding learning is required. |  |
| **Nomination Forms** completed and **Fit Person** form for Churchwardens completed/signed and saved to personal file. |  |
| **Confidential Declaration Form** Ask all elected members to complete a Confidential Declaration Form. Confidential Application Form saved to personal file. | [Confidential Declaration](https://www.newcastle.anglican.org/content/pages/documents/dd8da99ba50bee86c39f3aeb420e274b8d511b54.docx) |
| **DBS** applied for (if parish sponsors/approves work with children, young people and/or vulnerable adults).  Any blemished DBS checks or information of concern on the CDF must be risk assessed by the DSA. |  |
| PCC secretary applies for two **References** for elected member. |  |
| All returned **Checks Reviewed** by incumbent/PCC and saved in personal file. |  |
| **Induct; Train; Support** |  |
| * Link person in PCC offered to newly elected member. |  |
| * Incumbent/ newly elected member meet to discuss role (Selection Document completed if this was not done prior to the election) * Safeguarding Principles Document, (Parish Safeguarding Policy) and ‘What to Do If’ Guidance documents provided. | [Safeguarding Principles](https://www.newcastle.anglican.org/content/pages/documents/916a71b5384c9c97084a02d745cad15555eaeb63.docx)  [What to do if...](https://www.churchofengland.org/sites/default/files/2017-11/What%20to%20do%20if...%20%28Appendix%2011%29%20-%20Safer%20Recruitment.docx) |
| * Church Pastoral Aid Society: PCC Tonight Session attended within first 12 months (RECOMMENDED) | [Church Pastoral Aid Society](https://www.cpas.org.uk/) |
| * Church Warden Induction Completed within first 6/12 months |  |
| * Safeguarding Basic Awareness and Foundation online programmes completed within first 3month (hard copy of these programmes can be made available). | [Click here to register for safeguarding Basic and Foundation training](https://safeguardingtraining.cofeportal.org/) |
| * For Church Wardens : safeguarding leadership learning completed within first 6months | [Click here for information on Safeguarding Leadership Learning, including how to book](https://www.newcastle.anglican.org/safeguarding/safeguardingtraining/) |
| * Quarterly PCC meetings attended |  |
| * 6monthly review into post meeting with incumbent; review documentation completed and saved in personal file. |  |

**Safer Electing Checklist**

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| **Task** | **Completed By** | **Completed on** |
| * **Advertising of** APCM and the roles to be elected to. * Incumbent **Selection Discussion** with potential elected member. Role Description shared. * Post-election personal file for elected member created. * Completed template and Role Description saved to personal file. |  |  |
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