

Guidance on determining the correct level of DBS check and the requisite safeguarding training for Church and Circuit roles

EXPLANATORY NOTES

Please use these explanatory notes in conjunction with the chart below to identify the correct level of DBS check and Methodist Safeguarding Training required for each role.

To use the chart please choose the most appropriate generic role from the first column by checking the examples of specific church roles (in column 2) and the key role descriptors which determine DBS eligibility (in column 3). The correct DDC role identified in column 3 will then automatically ensure that the DBS check is conducted at the correct level as per column 4. Where a basic level DBS check is recommended, please consider the level of responsibility and supervision locally to determine whether a DBS check should be requested.

Where a person has more than one role working with both children and adults, please use the following guidance to choose the correct DDC role:

If a weekly Youth Group Leader/Assistant or Support Groups Leader/Assistant (with responsibility for supervising children) also works with adults requiring an enhanced check **choose Child and YP (Regulated) and Adult (Non-regulated) worker or Child and YP (Regulated) and Adult (Non-regulated) volunteer** to undertake the correct level of check for both roles.

If a monthly Youth Group Leader/Assistant also works with adults requiring an enhanced check **choose Children Young People Vulnerable Adults Volunteer or Children Young People Vulnerable Adults Worker** to undertake the correct level of check for both roles.

For any other combined roles please speak to the Regional Officer for Safeguarding for advice.

If any trustee requiring an enhanced check has already satisfactorily completed and has a valid Methodist DBS check for a role requiring an enhanced level check then they will not need to complete a further check for their trustee role.

A line manager of any role is eligible for the same level of DBS check that applies to the role that they are line managing.

The level of training required for each of the generic roles is based on the guidance in the Safeguarding Policy, Procedures and Guidance for the Methodist Church (July 2023) section 5.5 and Appendix 9 Safeguarding Training Attendance List. Any training in brackets is advisory based on District Policy.

The Methodist Church
Northampton District

Generic Role	Examples of Specific Church Roles	Key role descriptors which determine DBS eligibility (DDC role)	Level of DBS	Training Required
Youth Group Leader/Assistant (weekly or more or overnight)	Sunday School and Junior Church Leadership Children's Worker Youth Worker Children or Young Persons Coordinator Music Group Leadership Choir Leadership (including assistants)	Teaching, training, instructing or caring for/supervising children U18 on more than 3 days a month or overnight between 2am and 6am Applies to people that are leading groups for children and young people (<u>and all assistant leaders</u>) who meet this descriptor Choose Children Young People church paid worker (Reg Activity) or Children Young People church volunteer (Regulated Activity)	Enhanced with Children's barred list	Foundation Module & Advanced Module
Youth Group Leader/Assistant (monthly or less with no overnight)	Sunday School and Junior Church Leadership Youth Worker Music Group Leadership Choir Leadership (leaders and assistants)	Teaching, training, instructing or caring for/supervising children U18 for 3 days or less a month Applies to people that are leading or assisting with groups for children and young people less frequently Choose Children Young People church paid worker or Children Young People church volunteer	Enhanced	Foundation Module
Support Groups Leader/Assistant (with responsibility for supervising children)	Mums and Tots Messy Church Community Activities	To provide support to parents/carers WITH caring for or supervisory responsibility for children U18 on more than 3 days per month (or overnight) Choose Children Young People church paid worker (Reg Activity) or Children Young People church volunteer (Regulated Activity)	Enhanced with Children's barred list	Foundation Module & Advanced Module
Support Groups Facilitator or Assistant	Mums and Tots Messy Church Community Activities	To provide support to parents/carers WITH NO caring for or supervisory responsibility for children U18 Choose Church Administrator	Basic (recommended)	Foundation Module (Advanced Module)
Adult Group Leader	Supervisory roles in focused or targeted adult sessions/activities e.g. Dementia Only Cafés/Sessions	Working directly with adults who ARE wholly or mainly in receipt of a health or social care service on more than 3 times per month and/or overnight and unsupervised Choose Vulnerable Adults worker or Vulnerable Adults volunteer	Enhanced	Foundation Module & Advanced Module

Generic Role	Examples of Specific Church Roles	Key role descriptors which determine DBS eligibility (DDC role)	Level of DBS	Training Required
Adult Group Facilitator	Warm Spaces Luncheon Clubs and Cafés Community Cafés Dementia Friendly Cafés Food Banks House Group Leader Men's Shed Other themed activities/groups	Working with adults who ARE NOT wholly or mainly in receipt of a health or social care service on more than 3 times per month and/or overnight. Choose Church Administrator NOTE: this is also the appropriate generic role category for any support roles for adult groups (whether or not they are focused or targeted adult sessions) involving tasks such as serving teas or coffees, cooking food, handing out food in the food bank etc.	Basic (recommended)	Foundation Module (Advanced Module)
Safeguarding Officer	Safeguarding Officer Assistant Safeguarding Officer	May provide advice and guidance wholly or mainly to children in relation to their emotional, physical or educational wellbeing on 3 days or less a month Choose Church or Circuit Safeguarding Officer (volunteer) or Church or Circuit Safeguarding Officer (paid)	Enhanced	Foundation Module & Advanced Module
Pastoral or Lay Visitor (Adult in need)	Pastoral Visitor (Adult) Lay Visitor (Adult)	Providing advice or guidance to adults receiving a health and social care service on more than 3 days per month. Note: Providing friendship or companionship only is not sufficient for eligibility for an enhanced check. Choose Vulnerable Adults worker or Vulnerable Adults volunteer	Enhanced	Foundation Module (Advanced Module)
Pastoral or Lay Visitor (Adults)	Pastoral Visitor (Adult) Lay Visitor (Adult)	Providing advice or guidance to adults who are not receiving a health and social care service. Providing friendship or companionship to any adults. Choose Church Administrator	Basic (recommended)	Foundation Module

Generic Role	Examples of Specific Church Roles	Key role descriptors which determine DBS eligibility (DDC role)	Level of DBS	Training Required
Church Trustee ¹ (Church led regulated activity takes place)	Appointed Church Council Members including Church Council Secretary Treasurer Church Stewards	Responsible for governance in a Church that is an individual charity and provides regulated activity for children or adults Choose Charity Trustee	Enhanced	Foundation Module (Advanced Module)
Church Trustee ¹ (No Church led regulated activity takes place)	Appointed Church Council Members including Church Council Secretary Treasurer Church Stewards	Responsible for governance in a Church that is an individual charity and does not provide regulated activity for children or adults Choose Church Administrator	Basic (recommended)	Foundation Module
¹ For Circuit Trustees (Members of the Circuit Meeting) the same principles apply. The level required depends on whether the Circuit itself has Regulated Activity. It may be that the Circuit has Regulated Activity, and the church does not, or vice-versa. An Enhanced Check should be sought for anyone who is a trustee of either church or circuit undertaking Regulated Activity. The administration of checks will be at Circuit or Church level as is appropriate in the local context. The Circuit is always responsible for those people who hold no equivalent Church role.				
Other Stewards	Communion Steward Church Property Steward Sunday (only) Steward	Responsible for organising, planning or arrangements over a whole range of the Church's life and activity. For stewards who are not also a trustee. Choose Church Administrator	Basic (recommended)	Foundation Module (Advanced Module)
IT support or administrator	Online Worship Host Projectionist Webmaster Sound Technician AV Technician	Provides for IT, AV or web support for worship and activities/events with no direct interaction with children U18 or adults who are in receipt of a health or social care service Choose Church Administrator	Basic (recommended)	Foundation Module

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Generic Role	Examples of Specific Church Roles	Key role descriptors which determine DBS eligibility (DDC role)	Level of DBS	Training Required
Church Administrator	(Pastoral Committee Secretary) (Baptism Secretary) Church Booking Secretary Church Archivist DBS Document Checker Finance Officer/Admin	Carries out administrative duties only. Choose Church Administrator <u>Note:</u> The roles in brackets in some cases are not limited to administrative roles. Please use the guidance for pastoral visitors to identify the correct level of DBS and training if this is the case.	Basic (recommended)	Foundation Module
Premises Worker	Caretaker Premises Officer Cleaner	Involves duties related to the care and upkeep of Church premises with opportunity for contact with children or adults Choose Premises Worker or Caretaker (no subs contact or reg activit (as per DDC entry)	Basic (recommended)	Foundation Module
Levels pre-set by the Connexion under standing orders				
Local Preacher	Local Preacher (unless formally exempt)	Checks as prescribed by Standing Orders Choose Local Preacher or Worship Leader	Enhanced	Foundation Module & Advanced Module
Worship Leader	Worship Leader	Checks as prescribed by Standing Orders Choose Local Preacher or Worship Leader	Enhanced	Foundation Module & Advanced Module
Minister	Presbyter Deacon Supernumerary (unless formally exempt)	Checks as prescribed by Standing Orders Choose Minister (volunteer) or Minister (paid) or Supernumerary Minister (paid) or Supernumerary Minister (volunteer)	Working at Home Enhanced with child and adult barred lists	Foundation Module & Advanced Module