

D. MANAGING STAFF, CHURCH MEMBERS AND VOLUNTEERS

1. ROLE DEFINITION

Confusion over roles, responsibilities and accountability is the very framework within which child abuse can occur and be perpetuated. Therefore, the church must ensure that everyone who works with children and adults at risk has a clear understanding of their role, responsibilities and to whom they are accountable. This requires background checks to be completed for ALL credentialed and affiliated leaders of the church annually.

Persons requested to be church officers will be presented with a copy of their proposed role description and access to the Safeguarding policy document. Their acceptance must involve signing an agreement form indicating that they have read and understood the policy and job role.

A copy of the signed role with their DBS/PVG (Scotland)/AccessNI/NVB number on it is to be kept by the Disclosure Clerk (see [Appendix 4: Sample Role Description](#)). A full set of sample role descriptions will be made available to each Disclosure Clerk by the Conference Secretariat.

2. ACCOUNTABILITY

There is the need for good lines of accountability to keep children safe, thus the following measures are necessary.

- (a) Each Responsible Person must meet with their team of workers/committee on a regular basis (at least once a quarter) to:
 - (i) Review and plan the work for their particular activity area.
 - (ii) Provide an opportunity for team members to raise any concerns regarding any child or young person and highlight any observations. However, the reporting of any concerns should not be delayed until this meeting.
- (b) Keep minutes of each meeting. Where situations of suspected abuse are being discussed the minutes should be detailed with a clear decision regarding future action. Copies of the minutes must be shared with the local pastor who is then responsible for passing relevant information to the appropriate Conference departmental director or Mission sponsor.
- (c) Inform team members which person will take over responsibility when particular individuals are absent.
- (d) Every individual is to act to safeguard children and adults at risk by following the safeguarding and child protection procedures. While staff and volunteers have specific obligations to protect the vulnerable, safeguarding is everybody's responsibility.

3. MANAGEMENT OF WORKERS

As Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers and volunteers should be issued with the code of conduct. (see [Appendix 2: Code of Conduct](#)).

4. MANAGING INDIVIDUALS IN TRANSIT

From time-to-time individuals will move from churches across conferences/missions and even internationally. As such it is important that local Churches fulfil the requirements to inform the receiving district. This pertains to individuals with a criminal conviction for a safeguarding offence and those who have known safeguarding concerns.

If a member who is the subject of a safeguarding concern moves to another congregation, church leaders must exercise their best judgement whether to inform the receiving church where there is no substantive evidence or specific allegation. While there is no legal obligation, where a safeguarding lead becomes aware that someone who poses a risk to others moves churches, the receiving church can be encouraged to contact the safeguarding lead of their previous church to ask for relevant details of the concern in order to protect vulnerable groups in the church they are attending. This is the preferred procedure so that the receiving church isn't informed unnecessarily should the person not end up going to that church. It is good safeguarding practice to share relevant and proportional safeguarding information. It is important to implement measures to minimise anonymity to create transparent mechanisms of communication. Such decisions are to be managed sensitively and do not require discussion by the church board.

Calls for employed or lay individuals to provide ministerial services must be processed through a service request whether the call is within the territory of the British Union or international. Service requests are approved by officers at various administrative levels be that Conference/Mission and/or Union level within the UK and higher organisations for international requests.