

A short guide to Safeguarding and the steps to take as a volunteer

Many thanks to all Volunteers at La Cote for the invaluable roles they take on

Safeguarding is an integral part of volunteering and our Church life.

For your help and information the Safeguarding team has set out a short guide to the formalities of safeguarding processes (clearance and training) and an approximation of how long this should take. Don't hesitate to get in touch with Liz Martinez, Cate Bichara or Christine Warren, your safeguarding team, for any questions you may have.

safeguarding@lacotechurch.ch

They will explain which clearances and trainings you will need to do for the role you are taking on and when these need to be renewed.

What do I have to do as a volunteer for Safeguarding checks and how long should it take?

1. Fill in a Confidential declaration form (10 minutes to complete)

<https://europe.anglican.org/downloads/safeguarding/2019/confidential-declaration-form-cdf.pdf>

Please return by email to safeguarding@lacotechurch.ch

Or in person to a Safeguarding officer at a church service

2. Police checks as follows:

Regular volunteers – All countries lived in for more than one month since the age of 16

Occasional volunteers – Their country of residence plus countries visited for more than six months in the last ten years

The safeguarding team will help you through this and if necessary contact the Diocesan safeguarding team in London on your behalf for help with any difficulties.

For European countries these should not take more than an hour of your time

Other countries can be looked at on a case-by-case basis.

Who does Safeguarding Training and do I have to do this?

All volunteers must complete the online basic awareness course (C0) approximately 50 minutes.

For those working with children, the vulnerable and the prayer ministry they must also complete the online foundation course (C1) approximately 90 minutes.

Leadership roles: Wardens, Safeguarding officers, Youth leader, the Sunday Cub leader must complete basic awareness (C0) the foundation course (C1) and the leadership course (C2) by completing a workbook before attending two online Zoom trainings with the Diocesan Safeguarding trainers.

For information please consult the Diocesan Online training website or ask help from the Safeguarding team

<https://safeguardingtraining.cofeportal.org/>

What do I do if I have already completed clearance and training?

Renew your clearance and training every three years

Fill in a Confidential declaration renewal form (10 minutes to complete)

<https://europe.anglican.org/downloads/safeguarding/2019/confidential-renewal-form-crf.pdf>

Complete a further police check for the country you live in if you have not moved or spent time abroad.

Re-do appropriate training from the highest level i.e not always from the start.

What can you expect from the safeguarding Team?

Help, support, approachability, kindness, confidentiality

safeguarding@lacotechurch.ch

How can you help the safeguarding team to do their job?

Engage in dialogue with them – ask any questions you have

Answer emails – even if it is to say you are busy and will send a longer reply later

Trust in the safeguarding process