

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 this volunteering. For your help and information here is a short guide to the formalities of safeguarding (clearance and training) and how long this should take. Don't hesitate to get in touch with Cate Bichara, Ever Gutierrez or Liz Martinez, your safeguarding team, for any questions you may have. safeguarding@lacotechurch.ch

What do I need to do if I have not been cleared and how long should it take?

Confidential declaration form (*10 minutes to complete*)

[017 Diocese SG Confidential Declaration Form.pdf \(anglican.org\)](#)

Send to safeguarding@lacotechurch.ch

Police checks

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

Checks are needed for – countries visited for more than six months in the last ten years

The safeguarding team will help you with this and, if necessary, contact the diocesan safeguarding team on your behalf for help with difficulties. Some countries can be complicated but these are looked at on a case-by-case basis.

If your police record is not completely clear this does not mean you cannot volunteer! This will be looked confidentially on a case-by-case basis.

Who does safeguarding training?

All volunteers - basic awareness (*50 minutes*)

Some specific roles – basic awareness (*50 minutes*) plus foundation (*90 minutes*)

Leadership roles – basic awareness (*50 minutes*) and foundation (*90 minutes*) and the leadership course which involves completing a workbook and attending two online trainings

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

What do I do if I have already been cleared?

Renew your clearance and training every three years

Confidential declaration renewal form (*10 minutes to complete*)

[https://www.europe.anglican.org/sites/default/files/2023-](https://www.europe.anglican.org/sites/default/files/2023-05/017%20Diocese%20SG%20Confidential%20Renewal%20Form.pdf)

[05/017%20Diocese%20SG%20Confidential%20Renewal%20Form.pdf](https://www.europe.anglican.org/sites/default/files/2023-05/017%20Diocese%20SG%20Confidential%20Renewal%20Form.pdf)

Police check for the country you live in if you have not moved

Re-do appropriate training

And that is all!

What can you expect from the safeguarding team?

Help, support, approachability, kindness, confidentiality, for clearance and also any issues 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

Follow the process

Trust in the safeguarding process