

## **Guide to Safeguarding Checks in the Chaplaincy of Aquitaine**

New applications for safeguarding checks and five year renewals must now be completed on the DBS (Disclosure and Barring Service) form. As I understand it not everyone will need to go through the actual check but this will bring the Chaplaincy more in line with Diocesan procedures. No further action needs to be taken as I will contact you if this needs to be checked by the DBS because of your role in the Chaplaincy. For those who are resident in England for some of the year a DBS check **less than five** years ago by your church there will be acceptable. The Caisier Judiciare Bulletin No. 3 – French police - check must be obtained by both new applicants and those renewing after five years. This can be done on line. Please see Step 3 in the Safeguarding section of the web site. Identity verification is needed by new applicants and the ‘Safeguarding Identity Check’ must be completed. The relevant documents must be checked in your area by your Safeguarding Officer/Checker or Local Warden. However, unless you have moved since your first check, five years ago, there is no need to repeat this.

Our own Safeguarding Agreement must be completed. This involves reading, noting and accepting the Safeguarding Policy of the Chaplaincy of Aquitaine as well as ticking your role(s) in your church. Level 1 training must also be completed by everyone as soon as possible and a copy of certificates forwarded to me either by post or email. This is an on line course in two parts: one for children and the other for adults and both must be completed. They will take about 20 – 30 minutes each to complete. They are straightforward with statements/questions to which you have to respond and can be accessed directly from <https://safeguardingtraining.cofeportal.org/>. Please note the Diocese is **Europe**, and to access the site you may need to set up a new email address with a password which needs to contain symbols such as % or \* for example. Please contact me - or go straight to Majean Stanley at the Diocesan Office [majejan.stanley@churchofengland.org](mailto:majejan.stanley@churchofengland.org) – if you have problems.

While everyone has to take the Level 1 on-line there are two further levels: Level 2, a morning or all day training, depending on your role, will be taking place at venues to be announced. Some will be local others will be offered to the Archdeaconry of France. All invitations will come through our Archdeacon, Meurig Williams. The forms and full information are available in the Safeguarding Area on the Chaplaincy web site. When completed please forward to me by scanning and emailing or posting. This may seem over the top but we have to be seen to be aware of who is working in our churches. The documents in the table below must be completed.

To be completed	First Check	Renewal
DBS form	Yes	Yes
Caisier Judiciare Bulletin No 3	Yes	Yes
Chaplaincy Safeguarding Agreement	Yes	Yes
Chaplaincy Identity Verification	Yes	No - unless a change of address since last check

Our thanks for your cooperation.  
Amy Owensmith, Administrator  
Chaplaincy of Aquitaine  
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