

# Chaplaincy of Aquitaine – Safeguarding Roles Checklist - January 2026

**Thank you for supporting safeguarding in our Chaplaincy, helping to keep everybody safe.**

This list shows those roles in the Chaplaincy and local congregations that have safeguarding requirements.

Please email the Chaplaincy Safeguarding Officers (CSO) **Ainslie Green and Dave Knight**:

[safeguarding@churchinaquitaine.org](mailto:safeguarding@churchinaquitaine.org) if you have any questions or if your role isn't on the list below.

## KEY:

**01** = Who is responsible for checking? **C** = Chaplaincy **D** = Diocesan Safeguarding Team

**02** = Confidential Declaration Form **03** = Safeguarding Check (including extract 3).

**04** = Basic Awareness (online) **05** = Foundations (online)

**06** = Leadership (via zoom) **07** = Raising Awareness of Domestic Abuse (online)

ROLE	01	02	03	04	05	06	07
Chaplain, Clergy, Lay Readers, Chaplaincy Wardens, Safeguarding Officers	D	✓	✓	✓	✓	✓	✓
Local warden/ team leader	D	✓	✓	✓	✓	✓	✓
Chaplaincy administrator ( <i>undertaking safeguarding records &amp; data protection</i> )	C	✓	✓	✓	✓	✓	✓
Congregational Worship Leader	D	✓	✓	✓	✓	✓	✓
Chaplaincy Council member	C	✓	X	✓	✓	X	✓
Local committee member	C	✓	X	✓	✓	X	✓
Environmental Link Officer	C	✓	X	X	X	X	X
Local Safeguarding Contact	C	✓	✓	✓	✓	✓	✓
Children's helper (Inc. Creche, Sunday School, Youth Group)	C	✓	✓	✓	✓	X	X
Children's Leader (Inc. Creche, Sunday School, Youth Group)	C	✓	✓	✓	✓	✓	X
Choir Master / Music Group Leader / Director of Music	C	✓	✓	✓	✓	✓	X
Prayer Ministry	C	✓	X	✓	✓	X	✓
Sides person	C	✓	X	✓	X	X	X
Welcomer	C	✓	X	✓	X	X	X
Welcomer supervising children	C	✓	✓	✓	✓	X	X
Driver of Adults/Children (official role)	C	✓	✓	✓	✓	X	X
Home Fellowship/Small Group Leader	C	✓	✓	✓	✓	X	X
Pastoral visitor – <i>Part of a worship centre pastoral scheme/group, or on behalf of the church</i>	C	✓	✓	✓	✓	✓	✓
<b>**Chalice Bearer</b> – comes up from the congregation to assist priest with distribution of communion and then returns.	C	✓	X	X	X	X	X
<b>**Sacristan</b> – prepares the altar and all the things needed for communion and clears away after the service. They may order communion supplies	C	✓	X	X	X	X	X
<b>**Server</b> – helps the priest during the service with communion preparations and ablutions. They often remain in the chancel for the whole service.	C	✓	X	✓	X	X	X
<b>**Lay person distributing home communions</b> - NB these people must be trained and authorised to do this role as well as safeguarded.	C	✓	✓	✓	✓	X	✓
<p><b>**</b> These four Holy Communion related roles require training (very simple, done by Rev. Liz Morris or other Chaplaincy clergy). <b>Chalice Bearer</b> and <b>Lay person distributing home communion</b> also needs authorisation via the Chaplain</p>							