

Chaplaincy of Aquitaine – Safeguarding Roles Checklist - May 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 if you have any questions or if your role isn't on the list below.

NB: SOME TRAINING IS NOW RECOMMENDED AND NOT OBLIGATORY - SHOWN BY A RED 'R'

KEY:

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

02 = Confidential Declaration Form **03** = Full Safeguarding Check (including extrait 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 *	C	✓	x	✓	x	x	x
Congregational Worship Leader	D	✓	✓	✓	✓	✓	✓
Chaplaincy Council member*	C	✓	x	✓	✓	x	R
Local committee member*	C	✓	x	✓	✓	x	R
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	R
Driver of Adults/Children (official role)*	C	✓	✓	✓	✓	x	R
Home Fellowship/Small Group Leader	C	✓	✓	✓	✓	x	R
Pastoral visitor – <i>Part of a worship centre pastoral scheme/group, or on behalf of the church* (The Pastoral/Care Team Leader needs to do Leadership)</i>	C	✓	✓	✓	✓	x	✓
**Chalice Bearer – comes up from the congregation to assist priest with distribution of communion and then returns.	C	✓	x	x	x	x	x
**Sacristan – 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
**Server – 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
**Lay person distributing home communions - NB these people must be trained and authorised to do this role as well as safeguarded.	C	✓	✓	✓	✓	x	✓

****** These four Holy Communion related roles require training (very simple, done by Rev. Liz Morris or other Chaplaincy clergy). **Chalice Bearer and Lay person distributing home communion** also needs authorisation via the Chaplain

*These roles have been changed since the previous list was produced in January 2026