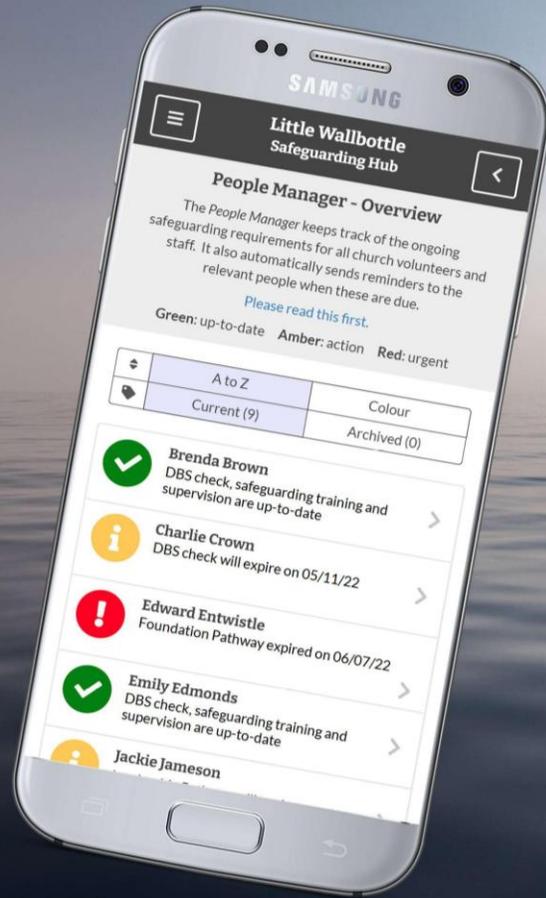


The creators of *Safeguarding Dashboards* present

# Safeguarding Hubs

for safer recruitment and people management



clearly  
simpler

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# SAFEGUARDING HUBS

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## Safeguarding Hub invitation for - Chichester Demo

Emma Lambert is inviting you to be a **Hub Owner** of the Safeguarding Hub for - **Chichester Demo**. [Read more](#)

Please select one of the following options...

Accept this invitation

[Decline this invitation](#)

[Decline this invitation ...and never send me another](#)

This invitation will expire after 14 days, but an early response would be much appreciated. It is linked to your email address, so please don't forward it to anyone else.

**ACCEPT YOUR INVITATION.**

**YOU WILL ACCESS YOUR  
SAFEGUARDING HUB  
THROUGH THE SAME  
LOGIN AS YOUR PARISH  
DASHBOARD**

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The Hub is FOR  
your parish,

You can decide

- What features you use
  - Who can access it
  - What information you share with the diocese
-

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# Safeguarding Hubs Service Agreement



## **ACCEPT THE SERVICE AGREEMENT**

This agreement is between the Data Controller (Clearly Simpler Ltd) and your PCC

- Specifies what data is kept and who are the authorised users
- Non-personal data will be shared with the diocese for statistics

[Read More](#)

[More information on the Hub and GDPR](#)

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## Allowing the diocese to view your Hub



This is optional and could be used for the following purposes

- To provide system support
- To provide safeguarding advice
- To audit safeguarding records

Legal basis: A parish can help the Bishop to fulfil this obligation by allowing the Diocesan Safeguarding Team to view their Hub.

*The Diocesan Bishop has a legal obligation to: "Ensure that the diocese has arrangements in place to monitor and support safeguarding arrangements in parishes."*

*Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance, page 11*

- This feature can be turned on (and off) by the Hub Owner:
  - Go to **Hub Settings** at the bottom of the page
  - Select **Data Sharing**
  - Answer the question, "Allow your Diocesan Safeguarding Team to view this Hub?"
-



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### HUB OWNER

- view and edit all Hub records.
- Acting on behalf of the PCC, a Hub Owner can also:
  - Invite other people to be authorised users of the Hub (and change their permissions).
  - Change the Hub settings that determine how the Hub works, and how data might be shared with other people or systems. A Hub Owner can be added or removed at any time.

### HUB ADMINISTRATORS

- can view and edit all Hub records.

### HUB VIEWERS

- can view all Hub records, but they can't edit them.

[Link to Role of Hub Owner](#)

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## HUB FEATURES

Tracking DBS and  
Training Records

Role Description and  
Person Spec

Safer Recruitment  
Tracker

The **Role Creator** clarifies DBS and training requirements, and it can create Role Descriptions and Person Specifications.

Each Hub starts with four default roles:

- Parish Safeguarding Officer
- Churchwarden
- PCC Member
- Lead Recruiter

A parish can then add other church roles

### Role Creator

Specify the requirements for church roles.  
Green: complete Amber: action

 Current (9) Archived (0) 

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 **New Role**  
Add a role that is not already listed on the 'Current' or 'Archived' tabs

---

 **Children's Church Volunteer**  
Two people are currently assigned to this role

---

 **Churchwarden**  
Use the People Manager to assign people to this role

---

 **Lead Recruiter**  
Use the People Manager to assign people to this role

**People Manager**  
Keep track of who needs to do what.  
Green: up-to-date Amber: action Red: urgent White: inactive

Current (12) Archived (3)

First name	Last name	Priority
------------	-----------	----------

Search

**New Person**  
Add someone who is not already listed on the 'Current' or 'Archived' tabs

**Michael Mouse**  
Leadership training to be completed

**Tom Tiddle**  
Domestic Abuse training to be completed soon

**David Davidson**  
Pastoral Visitor, and one more assignment\*

Existing employees and volunteers can be added to the **People Manager**

An overview page shows the current status of volunteers and employees:

- Green lights where no action is needed
- Amber lights where DBS checks or safeguarding training will soon expire (3 months beforehand)
- Red lights where DBS checks or safeguarding training has already expired

**Recruitment Tracker**

[Watch our tutorial video about the Recruitment Tracker.](#)

Green was successful – Amber for action – Black was not successful

	Current (3)	Archived (2)	
	Name	Role	Priority
	<b>New Application</b>	Start the recruitment process for a new volunteer >	
	<b>Don Duck - DBS Administrator</b>	The applicant needs to be interviewed >	
	<b>Don Duck - Parish Safeguarding Officer</b>	The applicant needs to complete a Confidential Declaration Form >	
	<b>Julie Andrews - Messy Church Leader</b>	The applicant needs to sign a Volunteer Agreement >	

The **Recruitment Tracker** oversees the safer recruitment of new volunteers and creates Volunteer Agreements.

It helps a parish to comply with national safeguarding requirements by:

- Keeping track of the safer recruitment process for each applicant
- Retaining evidence that each mandatory step has been completed (or the reason why not)
- Automatically creating the Volunteer Agreement, which must be signed by the volunteer
- Archiving a signed copy of the agreement for future reference



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## SEND REMINDERS

It can remind people when:

- A new DBS check is required
- Safeguarding training needs to be undertaken or refreshed
- Other safeguarding actions are required

A Safeguarding Hub will only send reminders to people who have given their consent.

An authorised Hub User can request consent by:

- Finding the person in the People Manager
- Selecting Safeguarding Reminders
- Entering their email address

The Safeguarding Hub will immediately send the person an invitation to receive safeguarding reminders.

- If the invitation is accepted, the Hub will store their email address.

Stopping safeguarding reminders

- Every safeguarding reminder has two links in the footer:
- Unsubscribe - This will delete the person's email address
- Change email address - This will enable a new email address to replace the current one

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### Safeguarding Reminder Log

This report lists volunteers and staff for whom safeguarding action is required now.



DBS Checks		
John Johnson	Expired on 01/09/22	Final reminder sent on 01/09/22
George Grant	Expired on 14/09/22	Final reminder sent on 14/09/22
Fiona France	Expires on 17/09/22	Second reminder sent on 03/09/22
Emily Edwards	Expires on 19/09/22	Second reminder sent on 04/09/22
Harold Heath	Expires in 15/10/22	First reminder sent on 21/08/22
Isobel Islington	Expires in 16/10/22	First reminder sent on 21/08/22
Derek Donaldson	Expires in 05/11/22	First reminder sent on 10/09/22

Safeguarding Training		
John Johnson	Foundation Pathway expired on 02/09/22	Final reminder sent on 02/09/22
George Grant	Leadership Pathway expired on 13/09/22	Final reminder sent on 13/09/22
Fiona France	Basic Awareness expires on 15/09/22	Second reminder sent on 02/09/22
Emily Edwards	Foundation Pathway expires on 15/09/22	Second reminder sent on 02/09/22
Harold Heath	Foundation Pathway expires on 15/09/22	Second reminder sent on 02/09/22
Isobel Islington	Foundation Pathway expires on 15/10/22	Second reminder sent on 02/09/22
Derek Donaldson	Foundation Pathway expires on 15/10/22	Second reminder sent on 02/09/22

### Volunteer Agreement

Julie Andrews  
Messy Church Leader



Reference A260003

The Church of England's Safer Recruitment and People Management Guidance states that:

- All volunteers must be issued with a Volunteer Agreement.
- All those appointed must receive written statements of responsibilities and procedures in relation to safeguarding, including the identity and responsibilities of those within the Church body with designated safeguarding responsibilities.
- Safe practice and the standards of conduct and behaviour expected.
- Other relevant procedures and documentation.
- All those appointed must sign a document to indicate that they have received, understood and agree to adhere to all the written statements identified above, as well as the role description for their position.

Additional text for the Diocese of Somewhere.

#### Role Description

**Main purpose of the role** To work alongside other leaders and helpers in the preparation and leading of group sessions. Together our aim is to help children to learn about God and to grow in faith.

**What the role involves** You will be expected to:

- Encourage children to learn about Jesus and to grow in faith
- Get to know the children by name and help them to feel safe and secure
- Pray for the children in your care
- Be aware of and comply with all relevant safeguarding requirements

### Messy Church Leader

Role Description and Person Specification



The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. Anyone appointed to this role will be expected to work within the relevant safeguarding policies and procedures, and to attend all required safeguarding training.

#### Role Description

**Main purpose of the role** To work alongside other leaders and helpers in the preparation and leading of group sessions. Together our aim is to help children to learn about God and to grow in faith.

**What the role involves** You will be expected to:

- Encourage children to learn about Jesus and to grow in faith
- Prepare and lead group sessions or activities
- Get to know the children by name and help them to feel safe and secure
- Pray for the children in your care
- Be aware of and comply with all relevant safeguarding requirements

**When and where you will be doing it** Saturday mornings in the Church Hall

**Disclosure and Barring Service check** An enhanced check is required with children's names

**To whom you will be responsible** The Vicar

**Safeguarding training**

# REPORTS

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# INTEGRATION WITH THIRTYONE:EIGHT

- Once their email address has been added to their record, you can request a new DBS check



- After you specify what level of check is needed, Thirtyone:eight sends an invitation to the individual to start a new DBS check
- You will still need to do the ID check and Section Y as normal
- Once DBS has been issued, the hub record will automatically be updated with certificate information





### Hub Settings

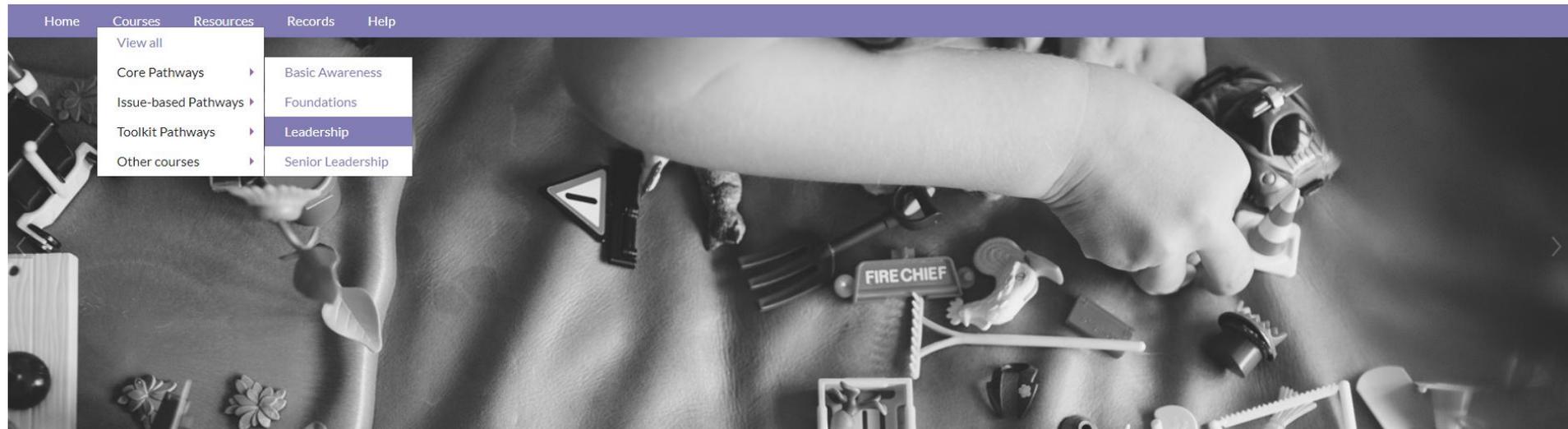
Only a Hub Owner can change how this Hub works.

- Hub Features**  
Choose which optional features of the hub to use
- Service Agreement**  
The Service Agreement was accepted on 31st August, 2025
- Data Sharing**  
Control how personal data can be shared outside of your parish
- Dashboard Connection**  
The connection to the Safeguarding Dashboard was established/renewed on 14th December 2025
- Reviews and Reports**  
Safeguarding is regularly reviewed and reported upon.
- Church Roles**  
Three urgent actions need to be completed, and one more action needs to be completed soon

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# INTEGRATION WITH PARISH DASHBOARD

Coming Soon



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# INTEGRATION WITH TRAINING PORTAL

## Coming Soon

## Current roles

Role	Status	Total Number of Assignments	With DBS Nearly Overdue	With DBS Overdue	With Training Nearly Overdue	With Training Overdue	F
Church Treasurer	✓	2	0	0	0	1	
Churchwarden	✓	2	0	0	0	2	
Happy Hands Leader	✓	1	0	0	0	1	
Happy Hands Team Member	✓	7	0	1	0	5	
Lay Reader	i	1	0	0	0	0	
Parish Safeguarding Officer	✓	1	0	0	0	1	
Pastoral Visiting	✓	0	0	0	0	0	
Pastoral Visiting Leader	✓	1	0	1	0	1	
PCC Member	✓	14	1	1	1	3	
Worship Leader	✓	1	1	0	0	1	

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# DIOCESE VIEW OF A PARISH