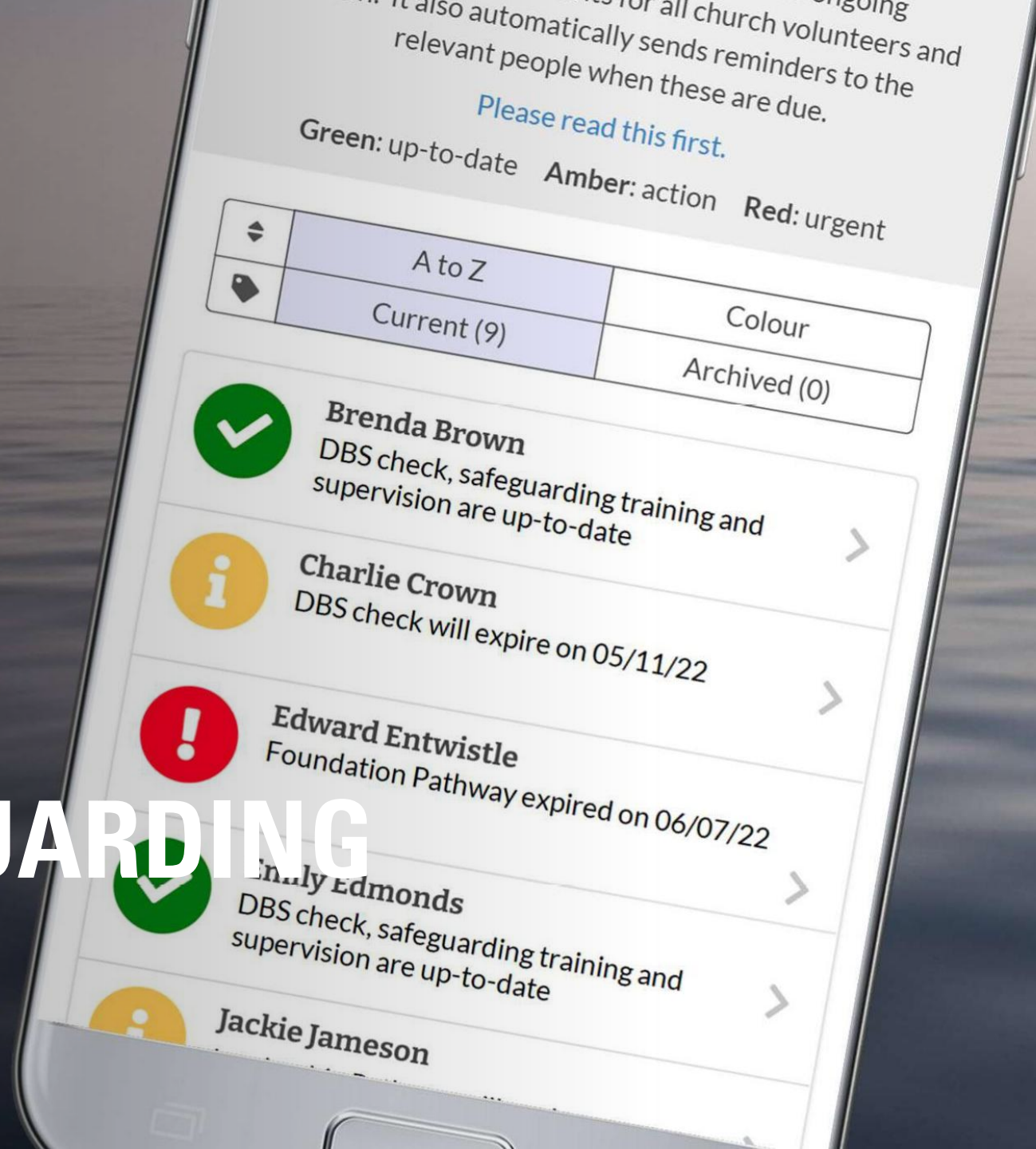


SAFEGUARDING HUBS



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

The Hub is an optional
tool for your parish

You can decide

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

... or more options



Authorised Users

People who are authorised to use this Hub



Hub Settings

Only a Hub Owner can change how this Hub works

FIRST STEPS

At the bottom of the home page,
click on Hub Settings

- Accept Service Agreement
 - Data Sharing
 - Dashboard Connection
 - Hub Security
-



GDPR
GENERAL DATA PROTECTION REGULATION

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

<https://www.safeguardinghubs.org.uk/parishes/data-protection/>

ALLOWING YOUR 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."

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?"





HUB SECURITY

This is optional for you to switch on if you would like Multi Factor Authentication.

Once switched on, all users will be required to enter a one-time security code when signing into the hub.

They will receive a new code by email each time they sign in.



Safeguarding Policy One action needs to be completed	>
Safeguarding Procedures The has approved and reviewed their safeguarding procedures.	>
Safeguarding Roles One urgent action needs to be completed	>
Training for Key Roles 2 actions need to be completed	>
Displayed Information Each building is displaying important safeguarding information.	>
Reviews and Reports Safeguarding is regularly reviewed and reported upon.	>



DASHBOARD CONNECTION

How will the connection be made?

The Hub Owner will

- Sign in to the Safeguarding Hub
- Go to Hub Settings (at the bottom of the Main Menu)
- Select Dashboard Connection
- Confirm that the Hub is up to date
- Confirm that the Dashboard is to be connected to the Hub
- Press Save

What will happen to the dashboard?

Once connected, the regular dashboard lights relating to DBS checks and safeguarding training will immediately disappear. Instead, this information will be displayed by a new set of 'automatic' dashboard lights that will be found under Church Roles. These new lights will automatically change colour in response to information in the Safeguarding Hub. It means that the dashboard will always display the latest information about DBS checks and safeguarding training.

Will this be reversible?

Yes. A Hub Owner will be able to disconnect their Dashboard and Hub at any time. However, once disconnected, the Dashboard Owner will again need to answer questions about DBS checks and safeguarding training.

AUTHORISED USERS

HUB OWNER

- View and edit all Hub records.
- 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.

HUB ADMINISTRATORS

- can view and edit all Hub records

HUB VIEWERS

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



HUB FEATURES

Tracking DBS and
Training Records

Role Description and
Person Spec

Safer Recruitment
Tracker

WHERE DO I START?

WHAT ARE YOUR CHURCH ROLES AND WHAT ARE THE DBS AND TRAINING REQUIREMENTS FOR EACH ROLE?

- Go to “Role Creator”
 - Enter DBS and training requirements for
 - Churchwarden
 - PCC Member
 - Parish Safeguarding Officer
 - DBS Administrator (you can change the name to Lead Recruiter) in role settings
 - Add other roles – this could be any role that has a training requirement or needs a DBS
 - Examples – Kids/Youth Workers, Pastoral Team, Choir Master
 - In “Role Settings” select additional features if you wish
 - Role Description and Person Specification creator
 - Safer Recruitment Tracker
-

ADD YOUR PEOPLE AND KEEP TRACK OF WHO NEEDS TO DO WHAT

- Go to “People Manager”
 - Click on “New Person” (Suggestion: Start with yourself!)
 - Add name
 - Add New Assignment (which mean their role)
 - You may need to do this more than once if they have multiple roles
 - Add DBS record (if applicable)
 - If they are on the Update Service, you can record when you did a status check
 - You can also request them to start a new DBS check
 - Add Training Records
 - Add their email address if you want them to be reminded of overdue training or start a new DBS check
-

Role Creator

Specify the requirements for church roles.

Green: complete Amber: action

 Current (9) Archived (0)



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* 

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
	New Application	Start the recruitment process for a new volunteer >	
	Don Duck - DBS Administrator	The applicant needs to be interviewed >	
	Don Duck - Parish Safeguarding Officer	The applicant needs to complete a Confidential Declaration Form >	
	Julie Andrews - Messy Church Leader	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

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

REPORTS

Training or DBS reports can be created by

- Going to People Manger

At the bottom of the page there is a reports section that you can select which report for download or email

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 history

To whom you will be responsible The Vicar

Safeguarding training

Safeguarding Reminder Log

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

DBS Checks

Name	Expires	Action
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 18/09/22	Second reminder sent on 04/09/22
Harold Heath	Expires in 15/10/22	First reminder sent on 20/09/22
Isobel Islington	Expires in 16/10/22	First reminder sent on 21/09/22
Derek Donaldson	Expires in 05/11/22	First reminder sent on 10/09/22

Safeguarding Training

Name	Expires	Action
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 16/09/22	Second reminder sent on 02/09/22
Emily Edwards	Foundation Pathway expires on 18/09/22	Second reminder sent on 02/09/22
Harold Heath	Foundation Pathway expires on 15/10/22	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 A2500003

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:
 - Policies 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 the role description for their position.

Additional text for the Diocese of Somewhere.

Role Description

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



Basic Awareness

Foundations

Leadership

Senior Leadership

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	

DIOCESE VIEW OF A PARISH