

# Safe Recruitment in the Chaplaincy of the Holy Spirit, Costa Blanca North - Safeguarding Requirements for Voluntary (non-remunerated) Roles

## Introduction

The process for **all** recruitment to the Chaplaincy requires that a suitable level of safeguarding checks and specified training is carried out, proportionate to the position held - this includes any member of a worship centre who acts as a minister with PTO (Permission to Officiate) or reader who is voted onto a chaplaincy role (worship centre representative, synod representative, standing committee membership (that is chair, secretary, treasurer and chaplaincy wardens)

The particular level of check required is that set by the **Church of England**, with additional checks to comply with Spanish legal requirements which have to be notified to the **Diocese in Europe Safeguarding Office** by the **Chaplaincy Safeguarding Officer (CSO)**

It is important for any voluntary individual to understand that this process is a **requirement, and that compliance with the requirements is time limited**

For each Chaplaincy, the **CSO** is required to ensure that these checks and training are accomplished within an approved timescale - the **CSO** is required to ensure that the training is carried out

Such checks and training can be seen as time-consuming and 'inconvenient' to the individuals concerned, often because they do not understand that they have to be made **before or very shortly after** the individual volunteers or is accepted for a post

**To be clear, if the training is not carried out within the timescale specified , the individual cannot hold that post** - the Chaplaincy Safeguarding Officer **will** advise and monitor progress

**Please do not volunteer for a job unless you are prepared to go through the safeguarding process**

## Safeguarding Checks

How these checks are made depends on who makes them, where they are and for how long a period of residence in the country the individual has

In the UK, a basic check (DBS) can be requested as required (normally by the Diocesan Safeguarding Office) on receipt of the confidential declaration form - if (and only if) an issue arises, further checks can be requested, and suitability for appointment will then be decided by the Diocese - advice is advisable from

<https://www.europe.anglican.org/resources/safeguarding-checks>

In respect of **Spain**, evidence equivalent to a DBS check and which contains a record of all criminal offences, must be obtained by the individual - it is a 'relatively' easy process, **but it is not free**

To have information available to issue these, a period of six months of residence in Spain is normal, and the Chaplaincy Safeguarding Officer will assist you with the process

Please note that residence in other countries may require a similar check, which may delay this process

**There are two documents to be obtained from the Ministry of Justice in Spain**

## **Certificado de Antecedentes Penales (Criminal Record Certificate)**

This certificate is the Spanish equivalent of the DBS standard certificate in the UK and is required from any adult working on behalf of the Church in any authoritative role with children, young people and/or vulnerable adults, and who has been resident in Spain for a total of six months or more since the age of 16 years. The requirement for this certificate has not changed and proof of possession is required by the Diocesan Safeguarding Team before taking up the role

## **Certificado Por Delitos De Naturaleza Sexual (Sexual Offences Certificate)**

This certificate is free of charge, and together with the Certificado de Antecedentes Penales, is more or less the same as a DBS enhanced certificate - for work in Spain with children and vulnerable adults it is compulsory

The two can be applied for together

The Chaplaincy Safeguarding Officer will explain the easiest process to get them - **please contact the CSO before beginning any application**

## **The following non-remunerated positions currently in this chaplaincy are**

**Clergy with permission to officiate**

**Licensed Reader**

**Standing Committee Chairman**

**Secretary**

**Treasurer**

**Chaplaincy Warden**

**Worship Centre Representative on Council**

**Server/ Chalice Bearer**

Please click on each link above to see the Safeguarding requirements set by the Diocese in Europe