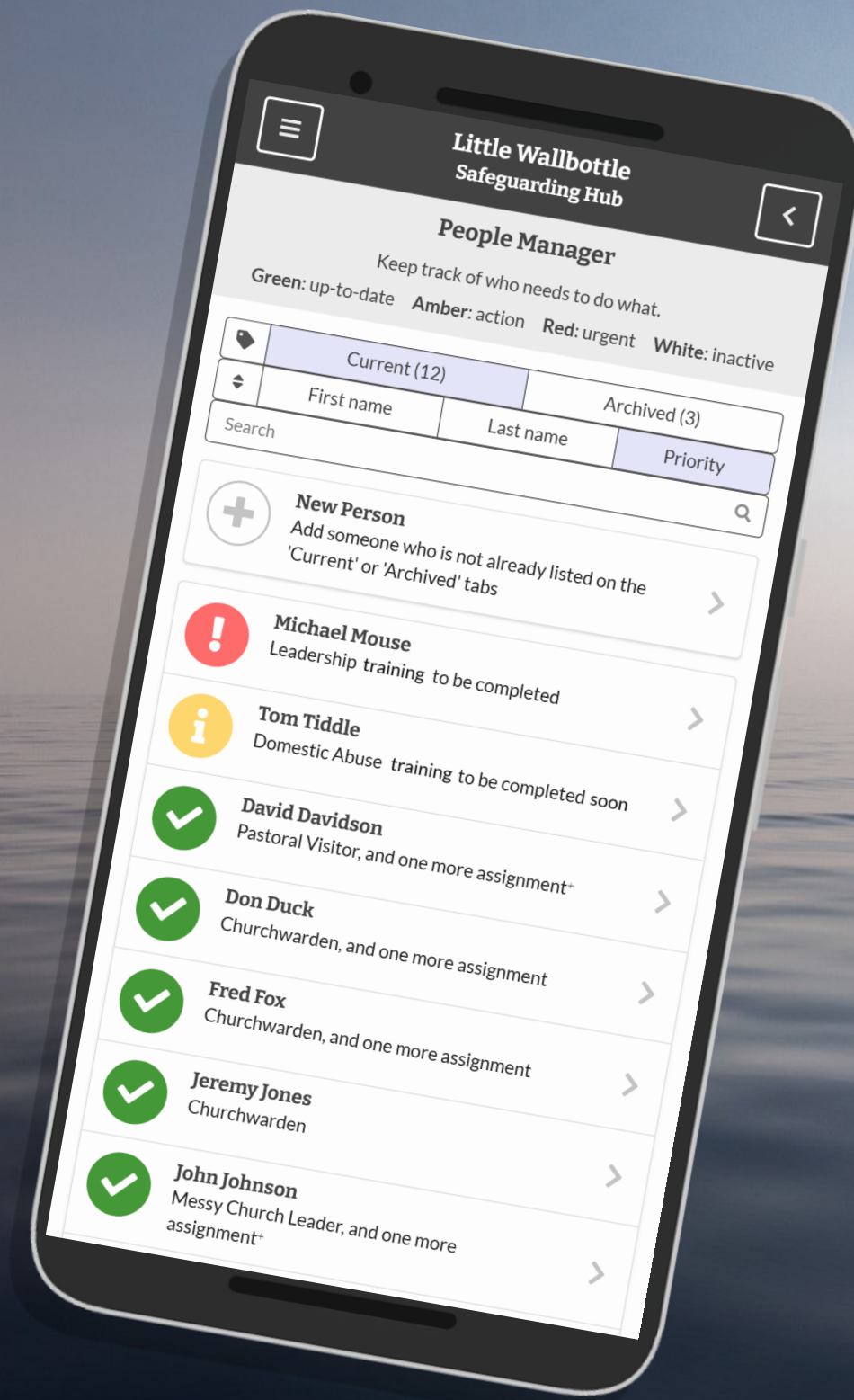


Safeguarding Hubs

for safer recruitment and people management



clearly
simpler

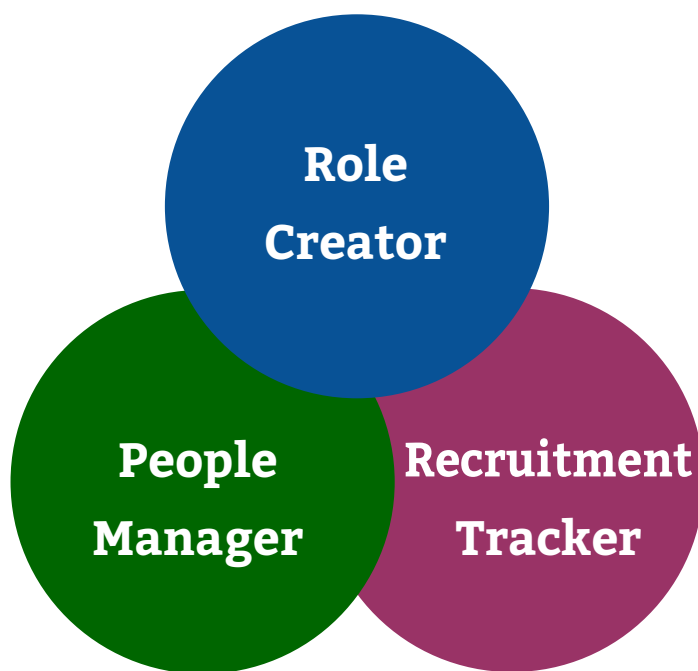
the providers of *Safeguarding Dashboards*

Safeguarding Hubs

for safer recruitment and people management

Safeguarding Hubs are making parishes safer by helping them to meet the Church of England's safeguarding requirements. They are fully integrated with *Safeguarding Dashboards*, which are now being used in over 10,000 parishes.

The Church of England updated its [Safer Recruitment and People Management Guidance](#) in 2021. It includes mandatory requirements for parishes that came into force on 4 January 2022.



Safeguarding Hubs are helping parishes with safer recruitment and people management.

Parishes can choose to use one, two or all three of these tools. Future tools will also help parishes with other areas of safeguarding.

Safeguarding Hubs work equally well on a mobile phone, tablet or computer - and no information is stored on the local device.

Role Creator

The *Role Creator* clarifies safeguarding requirements, and it can create *Role Descriptions* and *Person Specifications*. It has a range of templates that are easy to customise.

People Manager

The *People Manager* keeps track of who is doing what, and it automatically sends reminders when something needs to be done. It monitors DBS checks, safeguarding training and supervision sessions.

Recruitment Tracker

The *Recruitment Tracker* oversees the safer recruitment of new volunteers and creates *Volunteer Agreements*. Signed agreements are automatically archived for future reference.

Role Creator

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

Each Hub starts with four default roles:

- Parish Safeguarding Officer
- Churchwarden
- PCC Member
- DBS Administrator

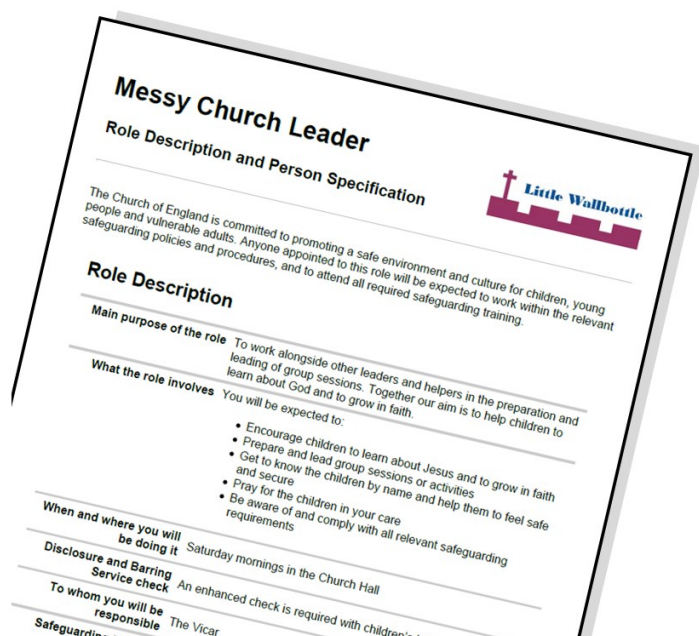
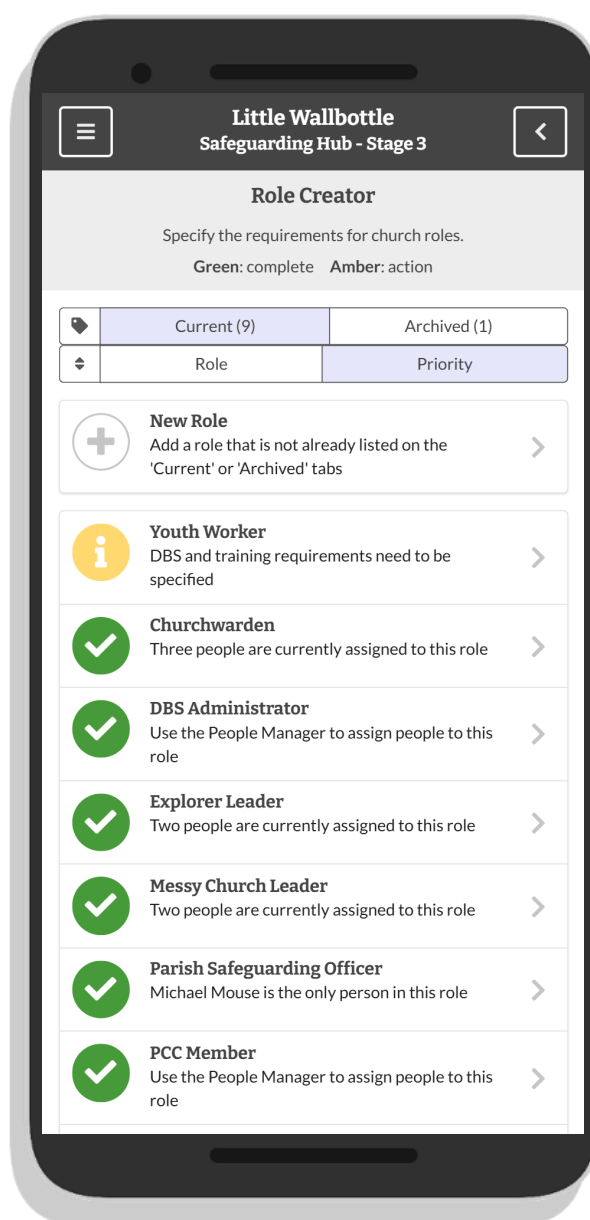
A parish can then add other church roles that involve substantial contact with children or vulnerable adults.

The *Role Creator* helps a parish to comply with national safeguarding requirements by:

- Clarifying the type of DBS check and safeguarding training that is needed for each role.
- Providing a range of templates that can be used to create *Role Descriptions and Person Specifications*

An overview page (see the screenshot) shows the status of all church roles:

- **Green** lights for roles that contain all the required information
- **Amber** lights for roles that are missing some information



A *Role Description and Person Specification* is mandatory for any church role that involves substantial contact with children or vulnerable adults.

The *Role Creator* has a library of high-quality templates that can be easily customised for the parish.

People Manager

The *People Manager* keeps track of who is doing what, and it automatically sends reminders when something needs to be done.

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

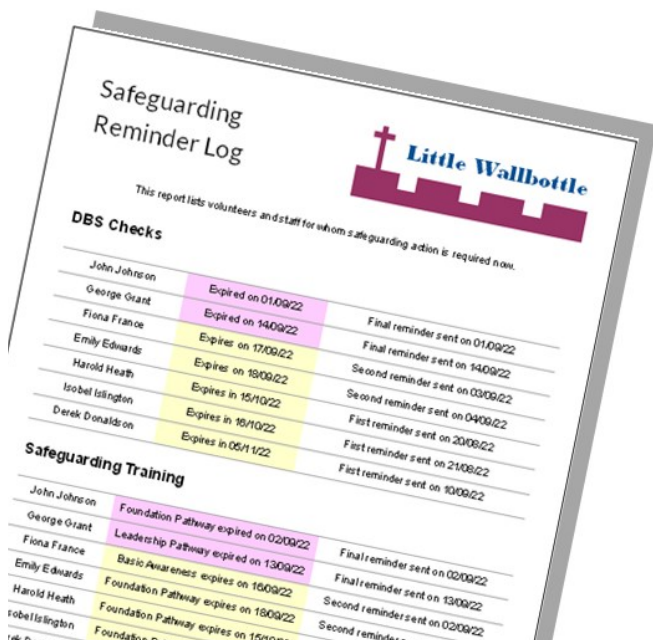
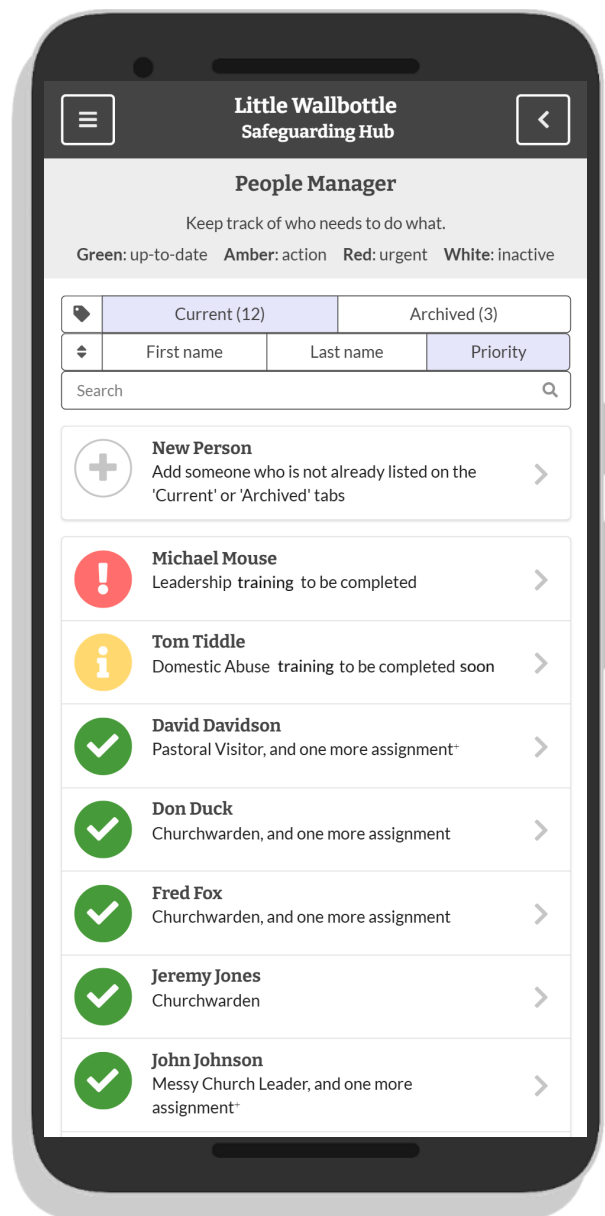
- Keeping track of DBS checks
- Keeping track of safeguarding training
- Keeping track of ongoing supervision
- Sending reminders to the relevant people when any of the above are due

Existing volunteers and employees can be immediately added to the *People Manager*. The *Recruitment Tracker* will then add new volunteers once they have been safely recruited (see page 5).

An overview page (see the screenshot) 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
- **Red** lights where DBS checks or safeguarding training has already expired

A parish can also connect their *Safeguarding Hub* to their *Safeguarding Dashboard*. By doing so, a parish no longer needs to answer dashboard questions about DBS checks or training - instead, the dashboard automatically gets this information from the Hub.



The *People Manager* can send email notifications to authorised Hub users whenever a light turns amber or red.

Authorised Hub users can also download a printable list of DBS checks and safeguarding training that will soon expire (or is already overdue).

Automatic email notifications can be sent directly to the relevant volunteers, together with instructions about what they need to do.

Recruitment Tracker

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

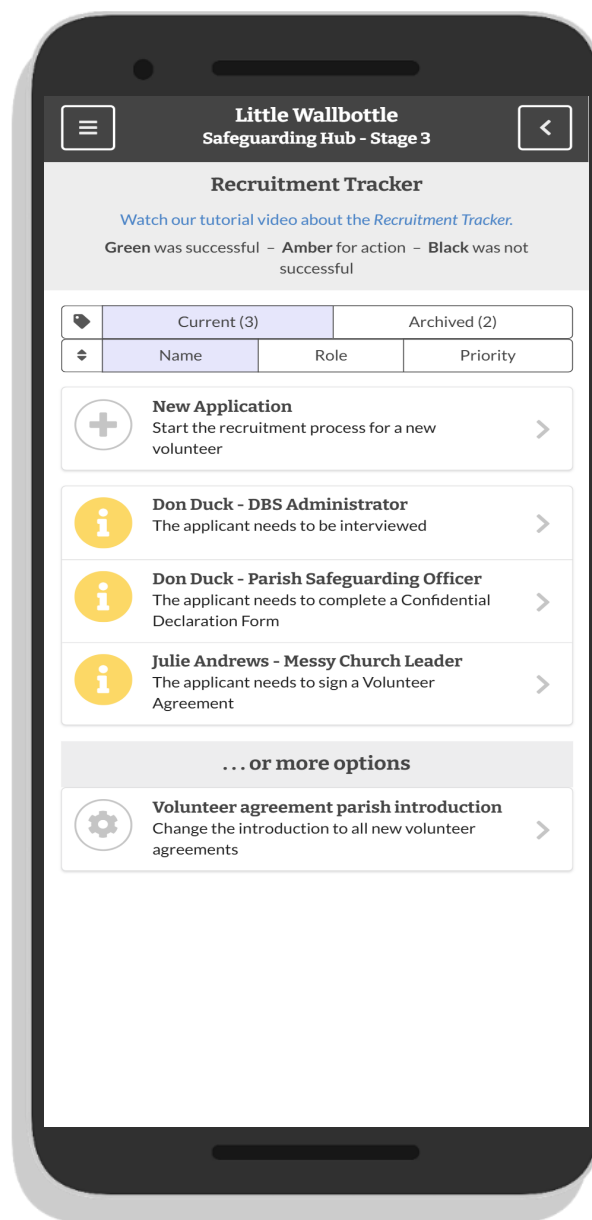
It helps a parish to comply with national safeguarding requirements by:

- 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

An overview page (see the screenshot) shows the current status of applications:

- **Green** lights for successful applications that have been archived
- **Amber** lights for applications that are in progress

Simply select an application to see further details.



Since January 2022, a *Volunteer Agreement* has been mandatory for any new appointments that involves substantial contact with children or vulnerable adults.

The *Recruitment Tracker* automatically creates a *Volunteer Agreement* containing relevant information about the role, safeguarding policies and the expected conduct of behaviour.

The volunteer can either sign a paper copy or an online copy of the agreement. Once signed, it is archived for future reference, and a new volunteer is automatically added to the *People Manager*.