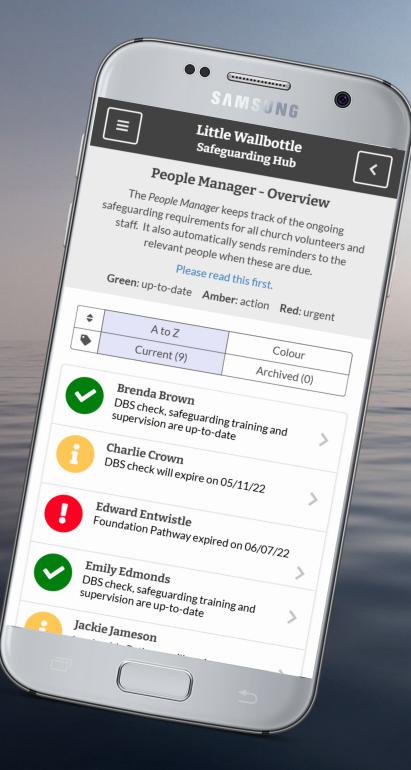
The creators of Safeguarding Dashboards present

Safeguarding Hubs

for safer recruitment and people management



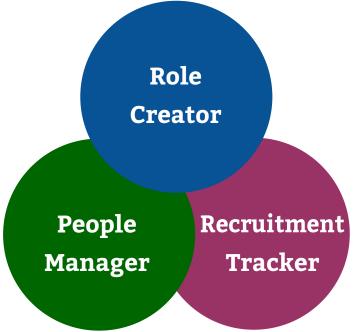
clearly simpler The creators of Safeguarding Dashboards present

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 5,000 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 in January 2022.



Safeguarding Hubs has three modules that help parishes to meet the mandatory requirements for safer recruitment and people management.

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

Safeguarding Hubs work equally well on a mobile phone, tablet or computer.

Role Creator

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

People Manager

The *People Manager* keeps track of ongoing safeguarding requirements and automatically sends reminders. It monitors DBS checks, safeguarding training and supervision sessions.

Recruitment Tracker

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

Role Creator

The Role Creator clarifies safeguarding requirements and creates Role Descriptions and Person Specifications.

It helps a parish to meet the national mandatory safeguarding requirements by:

- Clarifying what type of DBS check is required for each role (if any)
- Clarifying what safeguarding training is required for each role
- Providing a range of templates that can be customised for the Role Description and Person Specification
- Ensuring that all the above has been approved by the designated Responsible Person
- Creating paper or online adverts

Role Description and

Children's Club

Person Specification

As an option, the Role Creator can also be used for church roles that don't need to be safely recruited.

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

- Green lights for roles that have been approved by the designated Responsible Person
- Amber lights for roles that have not yet been approved
- White lights for roles that don't need to be safely recruited (optional)

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	Role Creator -	Overview	
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(1	Messy Church Ada Safer recruitment is		>
G	Messy Church Hel A Responsible Perso	per n must be designated	>
6	Youth Group Help Susan Smith must ap		>

A Role Description and Person Specification is mandatory for roles that must be safely recruited, and optional for other roles.

The Role Creator has a library of high-quality templates that can be easily customised for local use. A parish logo can also be added.

Once the role has been approved by the designated Responsible Person, the Role Creator also creates an advert that can be:

- Displayed on a church noticeboard
- Shared via a link to a public Adverts section on the your Safeguarding Hub
- Embedded in your parish website



People Manager

The People Manager keeps track of ongoing safeguarding requirements and automatically sends reminders.

It helps a parish to meet the national mandatory safeguarding requirements by:

- Keeping track of DBS renewals
- 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 staff can be immediately added to the People Manager. The Recruitment Tracker will also add a new volunteer when a Volunteer Agreement is signed.

An overview page (see the screenshot) shows the current status of volunteers and staff:

- Green lights where no action is needed
- Amber lights where DBS checks or safeguarding training will soon expire, or supervision is overdue
- **Red** lights where DBS checks or safeguarding training has already expired

The People Manager is also linked to the relevant lights in Safeguarding Dashboards. It means that a red light in the People Manager will automatically trigger a red light on the appropriate dashboard.

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First reminder sent on 21/08/22

Final reminder sent on 02/09/22

Final reminder sent on 13/08/22

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0	Edward Entwist Foundation Pathw	t le vay expired on 06/07/2	2
~	Emily Edmonds DBS check, safegu supervision are up	larding training and	>
	Jackie Jameson		

The People Manager automatically sends an email reminder to a church volunteer:

- Eight weeks before their DBS check expires
- Eight weeks before any safeguarding training expires

If no action is taken, a further reminder is sent two weeks before the expiry date - and a final reminder on the day of expiry.

The Responsible Person can choose to receive a copy of some or all of these reminders. They can also request a Safeguarding Reminder Log that lists any reminders that are still outstanding.



Safeguarding Reminder Log

DBS Checks

John Johnson

George Grant

Fiona France

Emily Edwards

Harold Heath

Isobel Islington

Safeguarding Training

Derek Donaldson

George Grant

iona France

Emily Edwards

Harold Heath

obellslington

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Expired on 01.09/22

Expired on 1409/22

Expires on 17/09/22

Expires on 18/09/22

Expires in 15/10/22

Expires in 18/10/22

Expires in 05/11/22

John Johnson Foundation Pathway expired on 020022

Leadership Pathway expired on 1309/22

Basic Awareness expires on 1609/22

Foundation Pathway expires on 1809/22

Recruitment Tracker

The Recruitment Tracker oversees safer recruitment and creates Volunteer Agreements.

It helps a parish to meet the national mandatory safeguarding requirements by:

- Keeping track of the safer recruitment process for each applicant
- Retaining evidence that each mandatory step has been completed
- Automatically creating the Volunteer Agreement, which must be signed by the volunteer and the designated Responsible Person
- 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 volunteers that have been successfully appointed-these will be automatically archived after two weeks
- Amber lights for applications that are progressing

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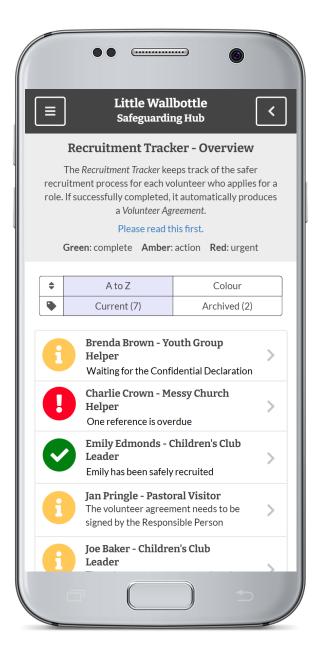
• Red lights for applications that have stalled

Simply select an application to see further details.

Emily Edmonds

Children's Club Leader

Volunteer Agreement



A Volunteer Agreement is mandatory for roles that must be safely recruited.

The Recruitment Tracker automatically creates a Volunteer Agreement containing relevant information about the role, 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 the volunteer is automatically added to he People Manager.

If the role subsequently changes, the Responsible Person has the option of requesting an updated version of the Volunteer Agreement.

