

Local Ministry Partners Safeguarding Procedures

Scripture Union and the Local Ministry Partner (LMP) must be in agreement with the Safeguarding statements on the Statement of Intent (Partnership Agreement document). As Ministry Partners of Scripture Union, both partners will seek to up-hold these values in all that they do and will ensure that all new members of the Ministry Partner, staff or volunteers have sight of the safeguarding policy before being appointed.

Safeguarding Principles

- ⇒ The LMP must agree to Disclosures being requested for staff and volunteers, and agree to work within the DBS Code of Practice and Scripture Union's Safeguarding policy (The code of Practice is available on the DBS website <https://www.gov.uk/government/organisations/disclosure-and-barring-service> Scripture Union's Safeguarding policy is available from the LMP policy pages on the Scripture Union website.)
- ⇒ Prospective applicants (staff and volunteer) must be informed as part of the recruitment process - prior to completing any application form that the job will be subject to application for a Disclosure.
- ⇒ The LMP will abide strictly by the guidelines, including those on confidentiality, issued by the DBS and endorsed by Scripture Union.
- ⇒ The LMP will appoint a nominated Trustee/Director who will be the contact person with Scripture Union for all matters to do with the DBS and Disclosure information for all applicants.
- ⇒ The nominated Trustee/Director can be changed at any time and as good practice should be one of the interview and appointment panel.
- ⇒ The nominated Trustee/Director will have to accept that he/she may receive information which is so sensitive that it may only be shared with the Scripture Union Lead on Safeguarding or another member of the Scripture Union Safeguarding team and not with any other person.

Recruitment Guidelines

Scripture Union will need to be satisfied that as part of the recruitment and selection process that the LMP:

- uses an appropriate application form for staff and volunteers;
- asks for a declaration of any criminal record;
- requests written references using an appropriate form and letter;
- conducts an 'open' interview process taking into account all appropriate requirements;
- makes the offer of appointment to the person best suited for the role.

Further details on safe requirement and DBS application procedures can be found in the Scripture Union Safeguarding Policy.

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DBS records

All LMP's must keep secure records of DBS checks and know when a renewal check needs to be completed for its staff and volunteers. Data that can and should be kept:

- the name of the subject, (minimum requirement)
- date of issue of a certificate (minimum requirement)
- the unique reference number of the certificate (minimum requirement)
- the position for which the certificate was requested
- the details of the recruitment decision taken

Note: SU Procedures are that all enhanced disclosures are renewed every 3 years. Scripture Union will activate this at the appropriate time, for each person for whom they have DBS records.