**Safeguarding procedures for visiting priests**

If a Priest joining the diocese as a supply or a temporary replacement has an existing CSSA, DBS, providing:-

-that it is at the correct level i.e. Child and Adult Workforce, Enhanced,

 with barred child and adult checks.

-that it is current (obtained within the last three years) or has been” up

 loaded” online and the DBS number given to Safeguarding.

-that the paper or online DBS is “clear”.

-that the full role expected of the priest is covered by the DBS.

-that the certificate has been verified by the Safeguarding Coordinator

-that the priest provides proof that his safeguarding training is up to date

 and relevant.

he will be accepted without further safeguarding checks. If the placement is long term his DBS details will be transferred to the Menevia Diocese on the CSSA Data Base.

If the DBS held by the Priest does not meet all the above criteria a “TOS” Testimony of Suitability would be requested from the visiting priest’s superior plus a declaration that the priest has Faculties for Public Ministry. These items would be sent to the Vicar General and copied to the Safeguarding Office.

If no proof of training is available, he would be required to attend appropriate training and show proof before arriving.

If the Priest has a blemished DBS this will be reviewed in line with current safeguarding practices e.g. risk assessment, supervision etc. before accepting him into the Diocese.

A Priest joining Menevia from overseas without a recognised DBS would require an Overseas Criminal Record check, plus a “TOS” Testimony of Suitability and a declaration that the priest has Faculties for Public Ministry from his Bishop or Superior.

The overseas criminal record check must be carried out before the priest joins the diocese. The Safeguarding office will apply through the CSSA for this check to be made which if clear, providing the TOS and declaration of Faculties for Public Worship have been received, will permit the priest to join the diocese.

However, the priest will not be allowed to carry out regulated activities unless he has proof of being trained in Safeguarding. If this proof is not available, he MUST attend a safeguarding training course arranged by the diocese or pass appropriate Educare modules as listed below.

 Child Protection

              Safeguarding Adults

              Understanding Anxiety

              Mental Capacity

              Domestic Abuse

The priest will need to contact the Safeguarding Office for a link to Educare to enable access to the modules.

Copies of pass certificates for each module to be sent to Safeguarding Office for retention in the appropriate file.

The Testimony of Suitability will be for one year only (from date of issue) and must be passed immediately to the Vicar General (copy Safeguarding office) prior to confirmation of the appointment. After the appointment has been made the original TOS is retained by the Vicar General.

If the stay is planned for one year or longer, a DBS application will be made after six months.

The DBS application process will follow normal procedures and considerations as defined by the CSAS procedures.