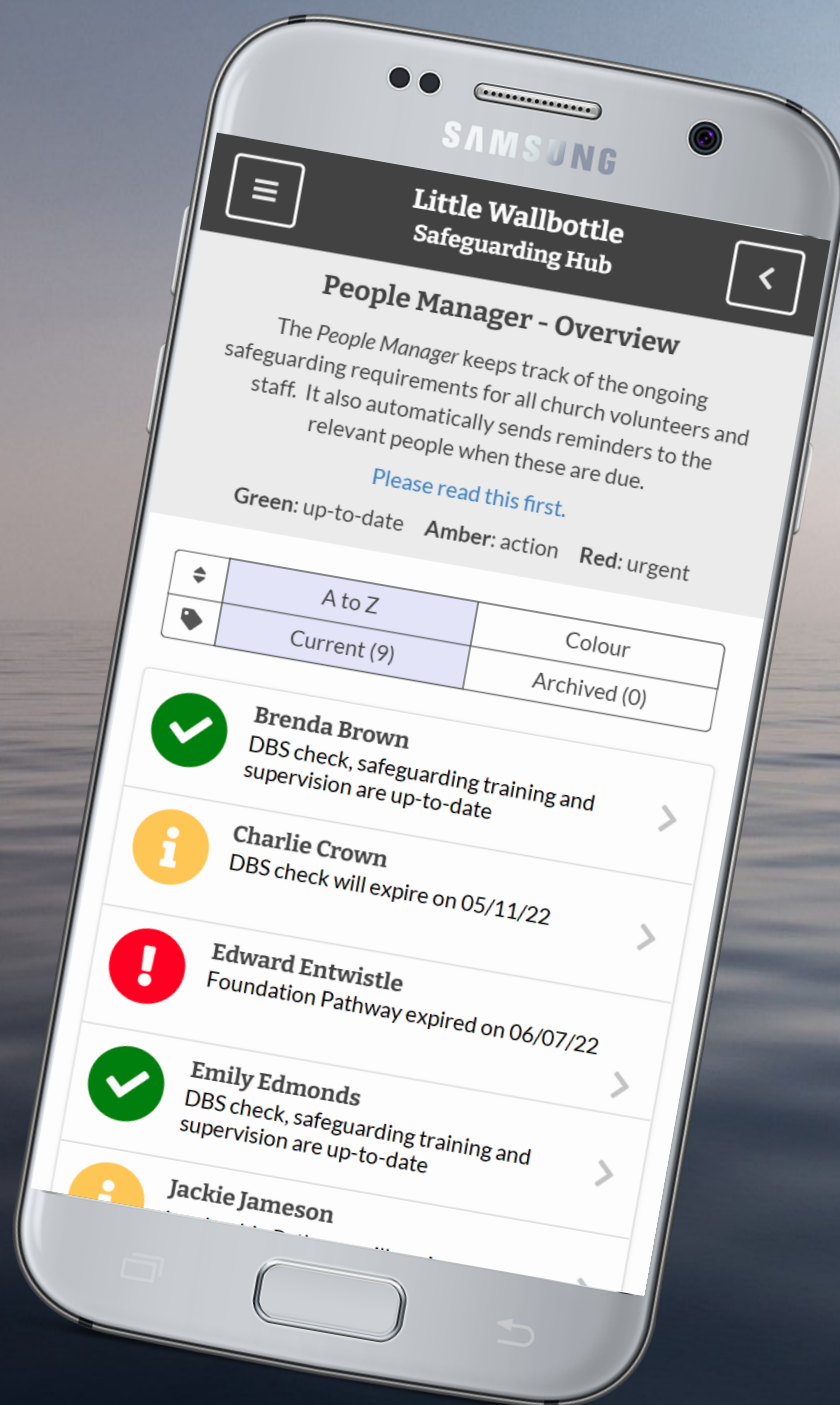The creators of *Safeguarding Dashboards* present

Safeguarding Hubs

for safer recruitment and people management

Little Wallbottle
Safeguarding Hub

People Manager - Overview

The People Manager keeps track of the ongoing safeguarding requirements for all church volunteers and staff. It also automatically sends reminders to the relevant people when these are due.

Please read this first.

Green: up-to-date   Amber: action   Red: urgent

A to Z	
Current (9)	Colour
	Archived (0)

Brenda Brown
DBS check, safeguarding training and supervision are up-to-date

Charlie Crown
DBS check will expire on 05/11/22

Edward Entwistle
Foundation Pathway expired on 06/07/22

Emily Edmonds
DBS check, safeguarding training and supervision are up-to-date

**Jackie Jameson**

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.

Role Creator

People Manager

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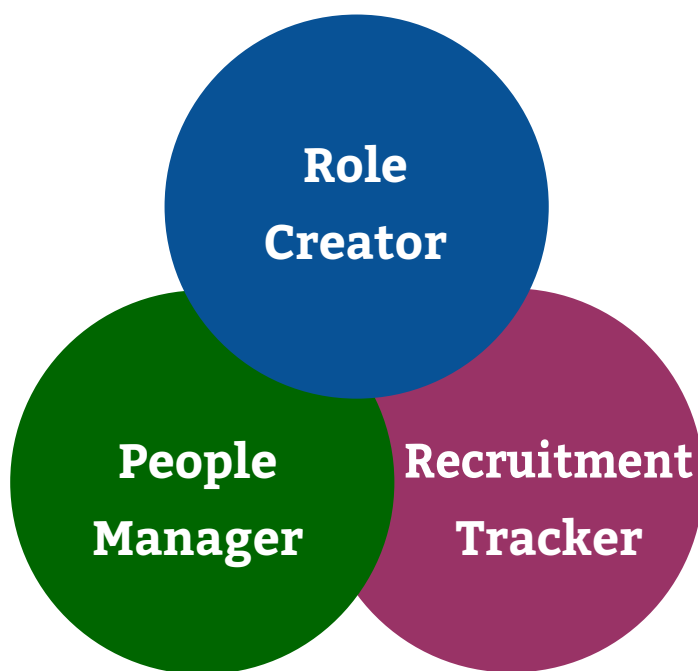
Safeguarding Hubs has three modules that help parishes to meet the mandatory requirements for safer recruitment and people management.

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

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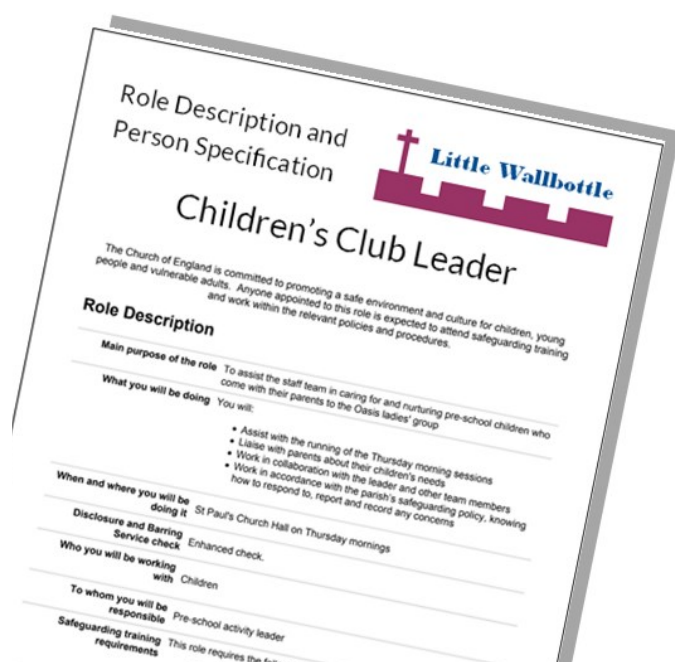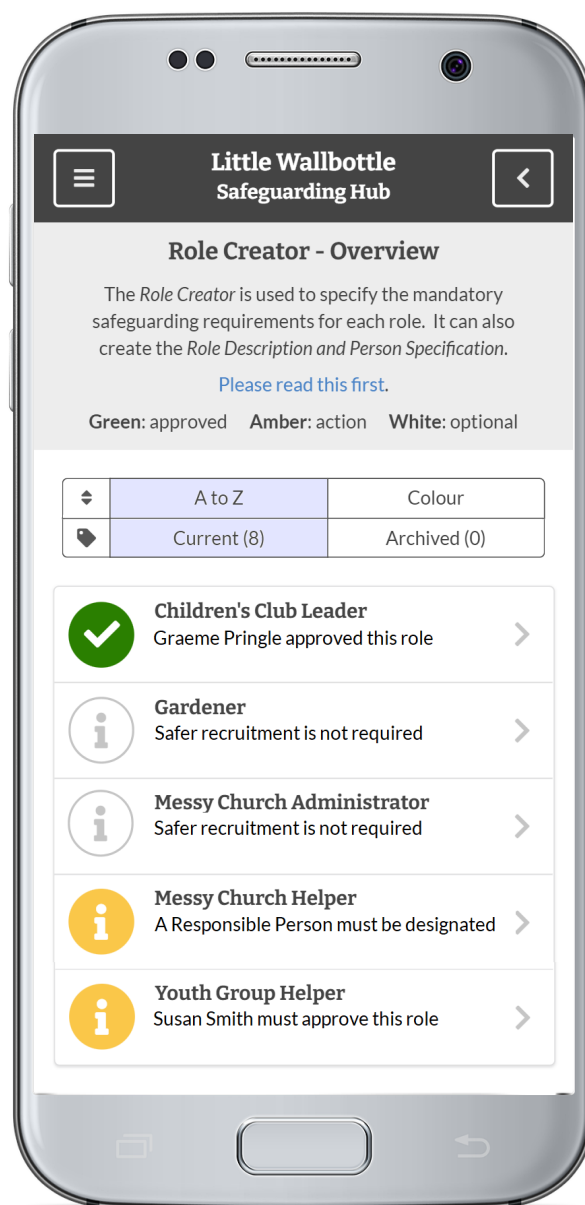
A *Role Description and Person Specification* is mandatory for roles that must be safely recruited, and optional for other roles.

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.

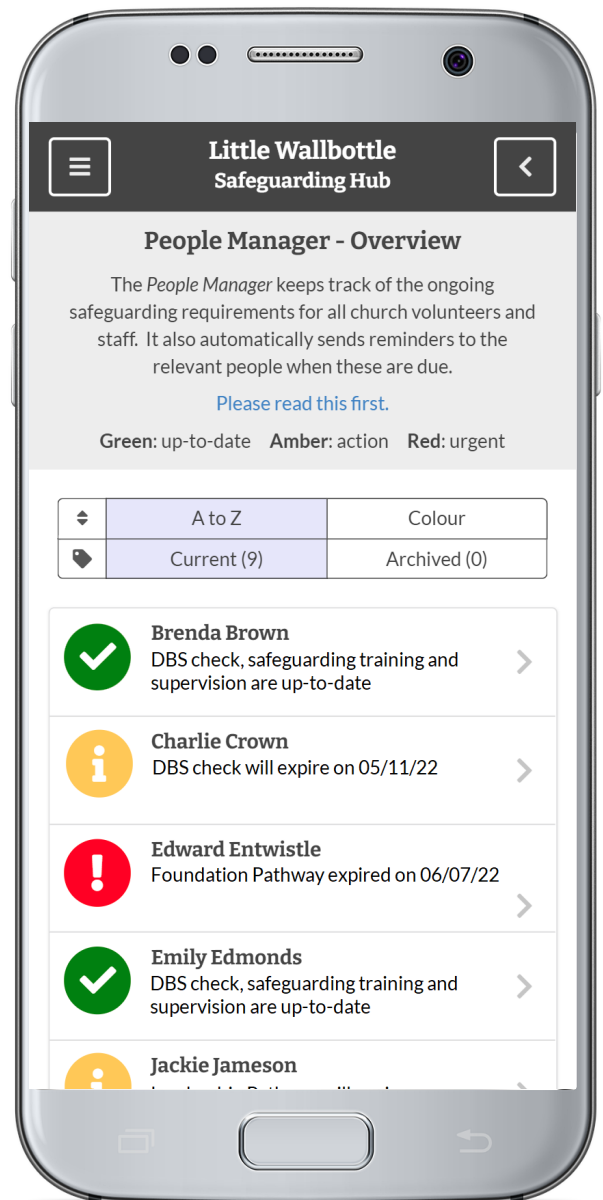It helps a parish to meet the national mandatory safeguarding requirements by:

- 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.

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.

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
- **Red** lights for applications that have stalled

Simply select an application to see further details.
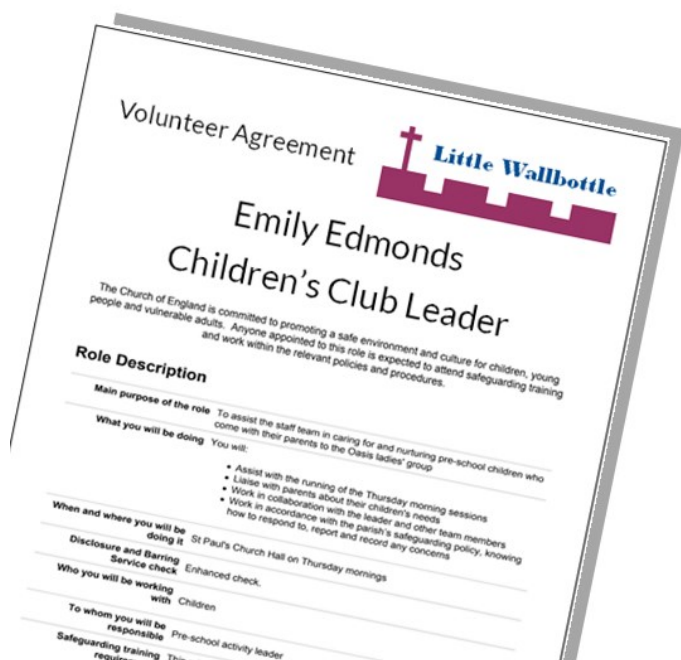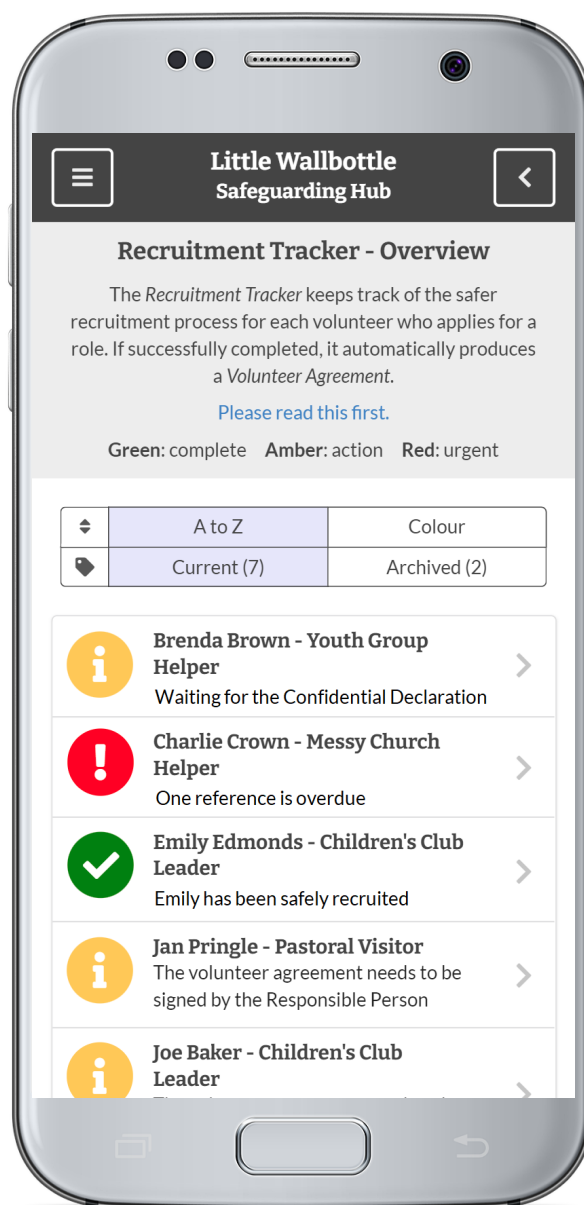
A *Volunteer Agreement* is mandatory for roles that must be safely recruited.

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*.