

Chaplaincy Roles Checklist

November 2025



If your role does not involve work with children, young people and/or vulnerable adults when appointed but evolves to require work with children, young people and/or vulnerable adults, you must ensure that you obtain the appropriate level of safeguarding checks and training

KEY

01	Who is responsible for checking?	02	Confidential Declaration Form	05	Foundations (online)	<input checked="" type="checkbox"/>	Compulsory
D	Diocesan Safeguarding Team	03	Safeguarding Check	06	Leadership (virtual)	<input type="checkbox"/>	Not required
C	Chaplaincy	04	Basic Awareness (online)	07	Raising Awareness of Domestic Abuse (online)	<input type="checkbox"/>	Recommended

Role	Training						
	01	02	03	04	05	06	07
Assistant Safeguarding Officer	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assistant / Congregational Warden	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Caretaker / Premises Manager	C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chaplaincy Administrator	C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chaplaincy Council Member	C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	R
Chalice Bearer	C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's Helper/Worker (Incl. Creche, Sunday School, Youth Group)	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's Leader (Incl. Creche, Sunday School, Youth Group)	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Children's Worship Leader	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Choir Chaperone	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Choir Master / Music Leader / Director Of Music	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Choir or Music supervising children	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	R
Churchwarden	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clergy	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Congregational Worship Leader	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Driver of children / adults [Official Role]	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	R
Environment Link Officer	C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Role	O1	O2	O3	O4	O5	O6	O7
Eucharistic Minister	C	✓	✗	✓	✓	✗	✓
Eucharistic Minister with permission for home visits must be in a role for which a full safeguarding check has been completed	C	✓	✓	✓	✓	✗	✓
Lay Ministers	C	✓	✓	✓	✓	✓	✓
Lay Pastor	C	✓	✓	✓	✓	✓	✓
Ordinand	D	✓	✓	✓	✓	✓	✓
Pastoral Worker/Visitor	C	✓	✓	✓	✓	✗	✓
Planned Giving Secretary	C	✓	✗	✗	✗	✗	✗
Postulant	D	✓	✓	✓	✓	✓	✓
Prayer Ministry	C	✓	✗	✓	✓	✗	✓
Prayer Ministry unsupervised with children	C	✓	✓	✓	✓	✗	✓
Reader	D	✓	✓	✓	✓	✓	✓
Sacristan	C	✓	✗	✗	✗	✗	✗
Sacristan unsupervised with children	C	✓	✓	✓	✓	✗	✓
Safeguarding Officer	D	✓	✓	✓	✓	✓	✓
Safeguarding Trainer	D	✓	✓	✓	✓	✓	✓
Secretary	C	✓	✗	✓	✗	✗	✗
Server Leader (Head Server)	C	✓	✓	✓	✓	✗	✗
Server	C	✓	✗	✓	✗	✗	✗
Server supervising children	C	✓	✓	✓	✓	✓	R
Small Group Leader	C	✓	✓	✓	✓	✗	R
Spiritual Supervisor/Director	D	✓	✓	✓	✓	✓	✓
Steward/Sidesperson	C	✓	✗	✓	✗	✗	✗
Steward/Sidesperson supervising children	C	✓	✓	✓	✓	✗	R
Treasurer	C	✓	✗	✓	✗	✗	✗
Verger	C	✓	✗	✓	✓	✗	✗

Role	O1	O2	O3	O4	O5	O6	O7
Verger working with children and vulnerable adults (eg Pastoral Care)	C	✓	✓	✓	✓	✓	✗
Welcomer	C	✓	✗	✓	✗	✗	✗
Welcomer supervising children	C	✓	✓	✓	✓	✗	R
Youth Officer	C	✓	✓	✓	✓	✓	✓

Additional Information

- Safeguarding Check responsibility includes ensuring that the Confidential Declaration Form is completed, identifying any safeguarding check requirements and ensuring that the correct level of safeguarding training has been completed.
- Church of England Safeguarding Training from another Diocese these may be transferrable, so please provide the Diocesan Safeguarding Team with copies of certificates: europe.safeguarding@churchofengland.org
- Basic awareness training is mandatory for those ticked in this list, but can also be completed by anyone interested in safeguarding awareness and is recommended for everyone.
- Raising awareness of domestic abuse training is mandatory for those ticked in this list, but can also be completed by anyone interested in safeguarding awareness and is recommended for everyone.
- Online courses can be found on the church of england national safeguarding team's online learning portal: <https://safeguardingtraining.cofeportal.org/>