

VESTRY

FOR THE SAFEGUARDING OFFICER

Safeguarding & Children Guide

DBS tracking, casework, training and secure child check-in — kept confidential.

Screens from the live demo, "St Aidan's Parish" · demo.vestry.shire-tech.co.uk

Who can see this

Safeguarding, casework and children's data are restricted by **role** — only the people you designate (Safeguarding, Vicar/Lead, Office) can open these areas. They're kept deliberately separate from the general contact record, and access can be tightened further with permission groups.

Tracking DBS & renewals

The **Safeguarding** page lists everyone in a regulated role with their DBS status and renewal date. Vestry flags checks that are **expiring** or **overdue**, surfaces them on the dashboard, and can email reminders automatically — so nothing lapses unnoticed. This is ideal for meeting diocesan requirements.

How it connects

- Expiring/overdue DBS checks appear on the **Dashboard** 'needs attention' list.
- Reminder emails go out automatically as renewals approach.

The screenshot shows the 'Safeguarding & DBS' interface for St Aidan's Parish (Demo). It features a sidebar with navigation options like Dashboard, Calendar, Bookings, Rotas, Events, External contacts, Songs & CCLI, Sermons, Service planner, Contacts, Households, Follow-up, Groups, Attendance, Children, Pastoral, and Prayer requests. The main content area includes a notification about a live demo, a form to add a new record, and a table of existing records.

Safeguarding & DBS St Aidan's Parish (Demo)

You're exploring a **live demo** of Vestry — try anything you like; the sample data resets every few minutes. [Get Vestry for your church](#) —

DBS records [Cases & concerns](#) [Training](#)

□ 2 record(s) expired or expiring — chase renewals.

Person: Role:

DBS status: Valid Renewal date:

Safeguarding training complete

[Add record](#)

PERSON	ROLE	DBS	RENEWAL	TRAINING	
Aisha Khan	Youth leader	EXPIRING	Aug 2026	✓	Delete
Grace Owusu	Sunday Club	VALID	Oct 2027	✓	Delete
Hannah Reidy	Youth helper	IN PROGRESS	Jun 2027	—	Delete
Ruth Kerr	Sunday Club	VALID	Feb 2028	✓	Delete
Tom Bradshaw	Sound & AV	EXPIRED	May 2026	—	Delete

Feedback

Safeguarding — DBS status, renewals and training at a glance.

CASEWORK

Concerns, escalation & training

Log a safeguarding **case** with a category and severity, add dated notes as things develop, and escalate or record a **referral** when needed — giving you a clear, time-stamped trail. **Training records** track who has completed which course and when it expires.

Secure check-in / out

The **Children** area records who is in each group, their authorised **guardian**, and any **allergy or medical flags** for leaders. It's designed so children are matched to the right adult at collection, and ties in with your rota of DBS-checked leaders.

The screenshot shows the 'Children & Youth' section of the Vestry system. On the left is a dark sidebar with navigation options: Overview (Dashboard), Scheduling (Calendar, Bookings, Rotas, Events), External contacts, Worship (Songs & CCLI, Sermons, Service planner), and People & Care (Contacts, Households, Follow-up, Groups, Attendance, Children, Pastoral, Prayer requests). The main content area is titled 'Children & Youth' and includes a demo notice. Below this, it states '3 currently checked in.' and provides a form to check in a child. The form fields are: Child (empty), Guardian (empty), Group (filled with 'Splash (5-7)'), Parent/guardian phone (empty), and Notes (allergy/medical) (empty). There is a checkbox for 'Photo consent given' and a 'Check in' button. Below the form is a table of checked-in children:

CHILD	GROUP	GUARDIAN	NOTES	PHOTO	IN	
Baby Okonkwo	Crèche	Ada Okonkwo 07700 900400	—	✓	16:40	Check out
Ava Reidy	Bubbles (3-4)	Hannah Reidy 07700 900400	⚠ Peanut allergy	✓	16:40	Check out
Noah Patel	Climbers (8-11)	Ravi Patel 07700 900400	—	✓	16:40	Check out

Below the table, a note reads: 'Allergy/medical notes flag to leaders. Secure label printing + guardian-code matching is a later hardware/print step.' At the bottom right of the interface is a 'Feedback' button. The sidebar includes a 'Sign out' button for the user 'guest@demo'.

Children — secure check-in with guardian and allergy flags.