

Quick Guide to DBS (Criminal record) checking

DBS On-Line Service

All parishes and benefices should have registered to use the on-line service for accessing criminal records checks of volunteers or paid staff working with children, young people and vulnerable adults. This is now the only way to access these checks, and is a key part of the PCC and incumbent's responsibility in ensuring that the church has a safe recruitment process. Each parish/benefice needs a Lead Recruiter who has access to a computer to process the checks.

Declaration Forms

Either the diocese Confidential Declaration Form, or the CCPAS Self-Declaration Form, can be used for applicants to declare if they have any reason why they should not do the role being applied for. These should be retained securely in the parish.

Paper Disclosures

The Lead Recruiter in each church / benefice must make sure that they have seen the disclosure, which will be sent to the applicant only. Once it is seen, the applicant can start/continue their work. We **do not** require copies of any disclosures applied for through CCPAS and the on-line system.

Who can be checked?

The DBS Eligibility for Church Workers document has been produced by CCPAS, and is available as a download from the Diocese website on the Safeguarding page. The 'Lead Recruiter' is responsible for deciding on what check is appropriate for whom. All active clergy and Readers are checked, and this is organised by the diocese. Each church / benefice should check:

- Church wardens, once they have been elected
- RLMs, but only if their work is frequent or intensive with children/young people or vulnerable adults
- Pastoral workers, but only if they work with vulnerable adults as defined by DBS guidelines
- Children's / youth workers, but only if they work regularly, are the key leaders, or work potentially unsupervised
- Organists / choir leaders, but only if the choir includes anyone under 18
- Bell-ringing leaders, but only if the bell-ringing team includes anyone under 18
- Key Leaders of Messy Church / Parent and Toddlers, etc

Questions and Queries

If you have a Safeguarding issue that needs to be reported on to statutory agencies, contact Donna Bernard-Carlin on 0115 960 3010

If the Lead Recruiter has problems filling in the on-line forms you can call CCPAS or contact Gill Wahlers at the diocese (01636 817249) who will do all they can to help.

If you are concerned about who is eligible for a check or any questions about the initial registration process CCPAS may be able to help. Once the church is registered, ring CCPAS (Tel : 0845 120 45 49 Ext 204), or send an e-mail query to Nick Harding at

dbs@southwell.anglican.org

Safer recruitment

Please remember to always follow a safe recruitment process as outlined in the Standard Safeguarding training. The House of Bishops full guidance on safer recruitment can be found at <https://www.churchofengland.org/media/2254766/safeguarding%20practice%20guidance-%20safer%20recruitment.pdf>

Records and Renewals

Please remember that you and the parish/benefice is responsible for all records of who has and requires DBS checks, and their renewals. We **do not** send renewal reminders, so it may be worth every parish double-checking that no-one is currently due for renewal. Renewals should be done every **three** years.

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