

Levels Of DBS and Training Required for Church Officer Roles

Guidance updated in line with [Safeguarding Learning and Development Framework | The Church of England](#)

Key	(Please note that no one under 16yrs can be classed as a church officer and therefore no training or DBS will be carried out)
Red Text	Roles that can be recorded through the Safeguarding Hub Level 3
Y	Category always applies
Blank	Category never applies
O	Category is optional and can be made at a local level
R	Category is optional but is recommended as Best Practice

Church Officer Role	Child Workforce	Adult Workforce	Barring Needed	Basic DBS	Enhanced DBS	Training	Basic Module	Foundation Module	Leadership Module	Domestic Abuse Awareness	Safer Recruitment	PSO Induction	Senior Leadership Training
Bishops, Archdeacons, Deans and senior Diocesan or Cathedral staff (Directors and Heads of Dpt).	Y	Y	Y		Y		Y	Y	Y	Y	Y		Y
All Licensed Clergy, including those in training or retired with PtO, LLMs and those training to be LLMs (N.B. Please note that the local arrangement in S&N Diocese is that all clergy are trained to the same level).	Y	Y	Y		Y		Y	Y	Y	Y	Y		
Authorised Lay Ministers, Lay Chaplains, Street Pastors.	Y	Y			Y		Y	Y	O	Y	O		

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DSA/DSO, Assistant DSA, Cathedral Safeguarding Officer.	Y	Y	Y		Y		Y	Y	Y	Y	Y		Y	
DSAP Members							Y	Y	Y	R				
Parish Safeguarding Officers (including Deputy/Assistant Parish Safeguarding Officers) and Cathedral Safeguarding Coordinators.	Y	Y			Y		Y	Y	Y	Y	Y	Y		
Parish or Cathedral Lead and Deputy Recruiters, DBS Administrators.				R			Y	Y		R	Y	R		
Church or Cathedral Wardens.	Y	Y			Y		Y	Y	Y	R	O			
Deputy/Assistant Wardens.	Y	Y			Y		Y	Y	R	R	O			
PCC Members where the PCC is a Children's or Vulnerable Adult Charity	Y	Y			Y		Y	Y		R				

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PCC members where the parish is NOT a child or vulnerable adult charity.				Y			Y	Y		R			
Safeguarding Lead on PCC (where the PSO is <u>NOT</u> a member of the PCC). DBS as per all PCC members dependent on charity status.							Y	Y		Y		R	
PCC Treasurers, PCC Secretaries (where they are not an elected member of the PCC)				O			Y						
Foundation School Governor who has <u>NO</u> other Church Officer roles (if they hold other roles follow the directions for that other role over the Foundation Governor. Foundation Governors <u>MUST</u> complete the school's safeguarding training and present a copy of their certificate to the Director of the Board of Education within 6mths of being appointed.	Y				Y					O	O		
Cathedral Chapter Members (on completion of Charitable status).	Y	Y			Y		Y	Y		R			
Paid Children, Families and Youth Workers, DST Caseworkers, and Board of Education staff who have contact with children.	Y		Y		Y		Y	Y	Y	Y	R		

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Children's Work Leaders (those who manage staff/volunteers).	Y				Y		Y	Y	Y	Y	Y		
Children's Work helpers (paid or voluntary who do <u>not</u> manage any staff or volunteers).	Y				Y		Y	Y		Y			
Leaders working with Vulnerable Adults (paid or voluntary) where there is regulated activity cited within the Role Description (e.g. Night Shelter Project staff), those who manage the staff and volunteers who undertake work with adults.		Y	Y		Y		Y	Y	Y	Y	Y		
Helpers working with Vulnerable Adults (paid or voluntary) who have regulated activity within their role description.		Y	Y		Y		Y	Y		Y			
Leaders and Helpers working with adults who <u>DO NOT</u> have regulated activity as part of their role description.				Y			Y	Y	R	R			
Pastoral Assistants and Home Visitors (where role includes regulated activity)	Y	Y	Y		Y	Y	Y		Y				

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All Tower Captains of major towers and or with district or Guild roles.	Y		Y		Y		Y	Y	Y	Y	O		
Tower Captains of small towers and Bell Ringers who train children (u18yrs) to ring, and Sacristy Assistants who train children (u18yrs).	Y				Y		Y	Y	O	R			
Link Persons and Support Persons, Church Safety Plan Supervisors (all appointed by the DST), and Eucharist administrators Licensed by the bishop to give communion by extension in homes.	Y	Y			Y		Y	Y		R			
Choir / Music Grp Leader with children (u18yrs).	Y				Y		Y	Y		Y	O		
Organists with adult-only choir or no choir.					O		Y	Y		R			
Cathedral Lay Clerks and adult Choristers who teach children (u18yrs).	Y		Y		Y		Y	Y		Y			
Cathedral Lay Clerks and adult Choristers who DO NOT teach children.					O		Y						

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Office Administrators who have role descriptions where contact with the public is a main duty.				O			Y	Y						
Vergers, Keyholders, Caretakers and Church Welcomers/Sidespersons, catering/hospitality.				O			Y	Y						
Reading the lessons, prayers, sound desk technicians, giving out hymn books, Eucharist assistants in church only (* no safeguarding training required if u16yrs, 16-18yrs with parental consent)				O			* Y							
Young helpers under 16 years of age.							O							
Young helpers 16-18 years of age.							R	O						
Volunteers who set up and set down for events.							Y							
Holiday club Leaders (Children).	Y		Y		Y	Y	Y	O	Y	R				
Holiday Club Leaders (Adult).		Y			Y	Y	Y		R					

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Holiday Club helpers (Children)	Y				Y		Y	Y		Y			
Holiday Club helpers (Adult).				O			Y	Y		R			
House/Home Grp Leaders.				R			Y	Y		R			
House/Home Grp Leaders for under-18s	Y				Y		Y	Y		Y			
PCC/Chapter approved or organised drivers.	Y	Y	Y		Y		Y	Y		Y			
Anglican volunteer in Ecumenical projects (e.g. Churches Together events or Food Banks) working with children.				Y			Y	Y		Y			
Volunteers who do not expect to meet the public as part of their duties (Flower arrangers, Cleaners, Embroidery workers, etc)				O			Y						

Notes

- For all other roles please contact the DST before appointing so that the level of DBS check (if any) and training requirements can be agreed upon.
- There are additional training requirements for specific roles such as the Link Person of Church Safety Plan Supervisors, but these are specific to the case rather than the role.
- Where a Basic DBS check is required the application fee will be re-charged to the parish.
- If an applicant already has another DBS through the diocese this can be used so long as it is for the same workforce and is at the same of a higher level of check.
- Where someone has a DBS for another role, they must complete any outstanding training requirements for the additional role if greater.

Document Audit

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