

CCPAS / Diocese of Exeter

DBS Evidence Checker Registration Form

Please complete in **BLOCK CAPITALS & BLACK INK** and return in an envelope to Phill Parker, Diocesan DBS Coordinator, The Old Deanery, The Cloisters, Exeter, EX1 1HS.

1. Parish details

Parish Name: _____

Church Address: _____

_____ Post code: _____

Tel no: _____

2. Parish Evidence Checker Details:

Mr/Mrs/Miss/Ms/other: _____ Surname: _____

Forenames: _____

Date of birth _____ Day-time Tel no: _____

Email: _____

This is essential and is needed for secure access to the online system.

Registration Form continued...

Do not complete - for Diocese of Exeter use only.

Parish Code 9461A _____

Authorised Person Name: _____

Date: ____ / ____ / ____

Signed: _____

3. Statement by Parish

This organisation is responsible for appointing individuals that have regular contact with children and/ or adults at risk. In registering with the CCPAS Disclosure Service, we agree to comply with all the requirements of the Diocese of Exeter and contained in the Disclosure and Barring Service Code of Practice and other DBS procedures and processes. In particular, we confirm that we have adopted policies for the recruitment of offenders and safe storage of information in line with DBS expectations. We will not communicate, disclose or make available all or any part of confidential information to any third party.

We confirm that we have read the CCPAS Statement of Fair Processing and the E-Bulk Recruiter Agreement Form (see www.ccpas.co.uk/Disclosure/FairProcessing.pdf). We as an organisation agree to abide by the terms and conditions set out in these documents in accordance with the Data Protection Act 1998 and the DBS Code of Practice.

We undertake to keep CCPAS informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations.

Signed: _____ Date: _____
Parish ID Evidence Checker

Print Name: _____

Signed: _____ Date: _____
Parish Priest

Print Name: _____

CCPAS USE ONLY	
DATE RECEIVED	
ORG SET UP ON EBULK - WITH dbs@exeter.anglican.org	
ORGANISATION PASSWORD - EXETER9461	
ID CHECKER SET UP	
APPROVAL EMAIL SENT WITH EVIDENCE CHECKER & APPLICANTS GUIDE	
SUPER USERS SET UP	
EXETER DIOCESE ADVISED	
DETAILS ENTERED ON SPREADSHEET	
CHECKED	