

Role Description:

Parish DBS Evidence Checker

Parish DBS Evidence Checkers work closely with the Parish Safeguarding Representative and the PCC to enable the DBS checking of volunteers and workers as part of the Safer Recruitment process. The role is assumed by the Parish Safeguarding Representative in many parishes, but it can be undertaken by any individual approved by the PCC, and there are many advantages to recruiting a team of DBS Verifiers for the benefice or mission community.

Parish DBS Evidence Checkers need access to the Internet and should have basic computer literacy (i.e. the ability to fill in online forms and send emails with attachments).

Duties/Responsibilities

- To be involved in the Safer Recruitment process and ensure that current Church of England Safer Recruitment policy and guidance is followed.
- To complete required training as provided by the Diocese of Exeter.
- Keep up to date with the latest Safer Recruitment guidance from the Diocesan Safeguarding Team and hold the latest versions of all related forms.
- To initiate DBS checks with eligible individuals as directed by the PCC or Parish Safeguarding Representative.
- Ensure that all individuals are given the opportunity to self-disclose prior to a DBS check using a Confidential Declaration form.
- Support applicants in their completion of the online application process.
- Perform the identity check for DBS applicants.
- Complete the Disclosure Cover Sheet and send it to the relevant Archdeacon's PA for processing.
- Complete the Parish Information Log for each applicant and pass it securely to the Parish Safeguarding Rep for their records.
- To maintain confidentiality regarding all personal details and any disclosure information received.
- Co-operate with the Parish Safeguarding Rep and the Diocesan Safeguarding Team if a non-clear disclosure is received.
- To ensure safe storage of all data and records related to safeguarding.

- To communicate to the Diocesan Safeguarding Team any safeguarding concern related to any minister, PCC member, volunteer or paid worker.

Responsible to (named contact for support and resolution of any difficulties):

[The Parish Safeguarding Rep] and through them to the Incumbent and the PCC.

Checks Required Prior to Appointment

- The role of Parish DBS Evidence Checker is not eligible for a DBS check.
- If the DBS evidence checker will be engaged in activities involving working with children or vulnerable adults, they should be checked in that other role.
- Their appointment should be approved by the PCC on the basis that the PCC have no concerns regarding the applicant’s conduct around children or vulnerable adults.

Safeguarding Responsibilities

In co-operation with the Incumbent, the PCC and the Parish Safeguarding Representative, to:

- Implement safe and healthy working practices
- Protect yourself if working alone (i.e. when carrying out identity checks)
- Listen to other workers and volunteers
- Tell the Parish Safeguarding Rep or clergy of any safeguarding concerns, however minor
- Attend Diocesan Safeguarding training at the appropriate level for the role
- Induct and train others

Safeguarding ‘Dos & Don’ts’ - Protecting others and protecting yourself

Do	Don’t
<ul style="list-style-type: none"> • Report all concerns about the safety or well-being of an individual to:- <ul style="list-style-type: none"> ○ the Incumbent ○ the Diocesan Safeguarding Team ○ the Statutory Agencies (when unable to contact the Diocesan Safeguarding Team regarding serious concerns) ○ the Police (where there is an immediate risk of harm to a person) • Carry out a personal risk assessment for lone working • Keep a written record of all incidents or disclosures (signed and dated) 	<ul style="list-style-type: none"> • Offer confidentiality when you have a duty to report all concerns for safety • Investigate disclosures; simply get clarification of details and report the information shared • Try to work in isolation; the Parish Safeguarding Rep, your clergy and the Diocesan Safeguarding Team are there to support you in handling any concerns