



## Thirtyone: eight / Diocese of Exeter New DBS Recruiter Registration Form

Please complete in **BLOCK CAPITALS** and email to [dbs@exeter.anglican.org](mailto:dbs@exeter.anglican.org) or alternatively you can post the form to Rebecca Lane, Diocesan Administrator – Safeguarding and DBS, The Palace Gatehouse, Palace Gate, Exeter, EX1 1HX.

### 1. Parish details

Parish Name: \_\_\_\_\_

Church Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

### 2. New Recruiter Details:

Please tick **ONE** box:  Lead Recruiter  Additional Recruiter

Mr/Mrs/Miss/Ms/other: \_\_\_\_\_ Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_

Date of birth \_\_\_\_\_ Telephone / Mobile Number: \_\_\_\_\_

Email: \_\_\_\_\_

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

If this is for a Lead Recruiter will the current Lead Recruiter remain as an Additional Recruiter? **YES/NO**

Please, include the details of any Recruiters to be removed from the system:

**Do not complete - for Diocese of Exeter use only.**

Parish Code 9461 A \_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

*Registration Form continued...*

### 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 thirtyone:eight 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 thirtyone:eight Statement of Fair Processing and the E-Bulk Recruiter Agreement Form (<https://thirtyoneeight.org/statement-of-fair-processing/>). We as an organisation agree to abide by the terms and conditions set out in these documents in accordance with the DBS Code of Practice and by UK data protection legislation and GDPR

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

**New Recruiter Signature:**

Print name:

Date:

**Parish Priest Signature:**

Print name:

Date: