

WHAT ARE THE CHANGES TO SAFER RECRUITMENT AND THE DBS?

General

All DBS checks should be updated every 5 years.

When applying for any DBS check, it is essential to provide specific details of that person's individual responsibilities and role functions on the DBS information checklist (which is included with the application form). This will allow the Diocesan DBS Administrator to ensure that the correct level of checking is carried out.

Confidential Declaration Forms

Anyone applying for a new position of trust (Children or Vulnerable adults) in the church must also complete a Confidential Declaration form.

Anyone who is due to have their 5 yearly DBS check/update, in any position of trust is also required to complete a Confidential Declaration form.

It is the responsibility of the individual (in a position of trust) to notify the church, and to complete an updated Confidential Declaration form, should there be any change to information submitted on the originally completed form linked to their application or renewal.

Eligibility Changes

- 1) Any member of Clergy and or a Reader moving within the Diocese (to any new post, or changing from active to retired or back again) does not need to have a fresh DBS; their existing DBS (within 5 years of issue) is acceptable.
Any member of Clergy and or a Reader coming from outside the Diocese into a new post or PTO, will however require a fresh DBS.
- 2) Anyone who has already had a DBS check done within their parish does not now require a new check if they move to a new parish, provided that the original DBS check was appropriate to that post/position, and is within date of issue (5 years).
Anyone who has a check done for a role outside the church needs to have subscribed for the DBS Update Service at the time their certificate was issued if they wish to use it for a similar role in the church.
- 3) Transport of people: Anyone driving children or vulnerable adults (on behalf of the Church) to any location for any purpose now needs to have a DBS check at Enhanced level for working with Children and/or Adults as appropriate.

- 4) Pastoral home visitors: Anyone visiting a vulnerable adult in their own home on behalf of the Church at any pastoral level now requires an Enhanced DBS check. This includes all those administering home communion, and all pastoral visiting teams.

- 5) PCC Members: In any church where there are regular children and/or vulnerable adult activities of any kind or duration, every member of the PCC now requires an Enhanced DBS check. (Reason: This is because PCC members are identified as trustees of a children's or vulnerable adults' charity (by definition) and therefore the check is required by the Charities Commission. It is also recommended by Ecclesiastical Insurance company.)
PCC members are only eligible for an Enhanced DBS check if the parish meets the children and/or vulnerable adults criteria (i.e any work undertaken with PCC oversight and endorsement related to Children and/or Vulnerable Adults). This applies where there are any activities specifically for children and/or families, and/or for vulnerable adults under the umbrella of the PCC. A (non-exhaustive) list of included activities is below. If in any doubt, please contact the DBS Administrator.

- 6) Recognised Parish Assistants: All RPAs now require an Enhanced (as a minimum) DBS check. Those who work more regularly with children, or who are more involved in the personal support of vulnerable adults, will require an Enhanced with Barring DBS check.

- 7) The Recruitment of Ex-offenders Church of England policy will be updated, and reflected in the Diocesan policy. This will be sent out with all DBS forms going forwards.

Note

Any of the following activities in a church/parish make its PCC members eligible for a DBS check. Please note that this list is not exhaustive - any regular children's or vulnerable adults' activities give eligibility. If in any doubt, please contact the DBS Administrator.

Sunday School, children's group, youth group, toddler group, Messy Church, holiday club, luncheon club for the elderly/vulnerable, church organised transport for vulnerable adults, pastoral visiting/outreach, home communion (where administered by someone other than Clergy).