



DIOCESE OF  
**YORK**



# CCPAS Disclosure Service

## Diocese of York Scheme

Contact your dedicated

Account Manager

Jill Raggett on

0303 003 11 11 Ext 2204

[accountmanager@ccpas.co.uk](mailto:accountmanager@ccpas.co.uk)

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CCPAS, PO Box 133,  
Swanley, Kent, BR8 7UQ.  
Tel: 0303 003 11 11  
Email: [disclosure@ccpas.co.uk](mailto:disclosure@ccpas.co.uk)  
Web: [www.ccpas.co.uk](http://www.ccpas.co.uk)

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**CCPAS**   
setting standards in safeguarding

## Contents

CCPAS – Who Are We?	page 2
Introduction	page 2
What is a Disclosure	page 3
How the Appointment Process Should Work	page 4
Can I Accept a Disclosure from Another Organisation?	page 6
Payments and Charges	page 7
How to Register	page 7
Appendix 1 – Registration Form	page 8
Appendix 2 – New Recruiter Appointment Form	page 10

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## Bishop's Foreword

Jesus said: "I have come that you may have life and have it abundantly". In order to be a place where that life can be experienced and where everyone is enabled to flourish, we need to make sure that our churches provide a safe environment for all with whom we minister. Our care and compassion alongside our attention to all that might inhibit human flourishing are marks of the welcome of the kingdom of God. As part of this, it is imperative that our Churches follow safeguarding procedures as set out by the House of Bishops Guidance and the Church of England policies. DBS checks form part of this important process – I therefore commend to you the opportunity to complete these checks online whilst recognising that DBS checks do not negate our responsibility for ongoing care and watchfulness.

In all that we do and in our care for all in our communities, may the Church be known as a place that is both welcoming and safe, and where the transforming life of Christ is encountered by everyone.

The Archbishop of York, Dr John Sentamu

## CCPAS – Who Are We?

CCPAS (the Churches' Child Protection Advisory Service) is the only independent Christian charity providing professional advice, training, support and resources in all areas of safeguarding children and vulnerable adults. Organisations who register with the CCPAS Disclosure Service have access to a wide range of support services including a 24 hour helpline (0303 003 11 11) staffed by qualified and experienced social workers and counsellors and includes an 'out of office hours' service for emergencies.

## Introduction

Criminal records checks are available to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society.

The government agency set up to administer these checks is the Disclosure and Barring Service (DBS). The DBS's aim is to help employers in England and Wales make safer recruitment decisions. A number of roles, especially those involving children or vulnerable adults, are entitled to a criminal record check. The DBS enables many organisations to access these checks as part of good recruitment practice.

The DBS's role is to help protect children and vulnerable adults by providing a first-class service to support organisations recruiting people into positions of trust. Applications for criminal record checks have to be made through a Registered Body. Many organisations require DBS checks for their workers but do not qualify to apply to become a Registered Body in their own right, however checks are possible through another agency known as an umbrella organisation appointed by the DBS.

CCPAS is one such umbrella organisation. CCPAS also help users reach appropriate decisions where offences or concerns are revealed by a disclosure check. CCPAS' disclosure services are open to all organisations whose workers qualify for a DBS check.

CCPAS has created a bespoke membership scheme specifically tailored to suit the needs and demands of the Diocese of York. Direct benefits of this scheme are that the Diocese enjoys reduced rates, direct access to named Account Managers, assistance with policies, training and access to the members area within our web site.

We are committed to working within the security procedures laid down in the DBS Code of Practice and the Police Act 1997. Working within this framework we will only disclose information received about an individual to named Recruiters, or appropriate persons involved in the recruitment process within the Diocese of York in conjunction with its parishes and organisations.

We are available to provide impartial advice in individual circumstances, although the decision on whether or not to appoint someone is a matter for the Diocese of York. CCPAS is a professional Safeguarding Agency and this advice will be provided by experienced child protection workers at CCPAS.

In registering with the CCPAS Disclosure Service your Parish has agreed to follow the procedures contained in this guide. This includes following safe recruitment policies and procedures and complying with policies laid down by the Disclosure and Barring Service, including their Code of Practice, Equal Opportunities policies and those relating to the handling of criminal records information. We cannot stress enough that the DBS expectations have the force of law. If DBS policies are not complied with, applicants might have a valid case for formal complaint.

Throughout this document reference will be made to the Lead Recruiter role. Please note that this is a CCPAS term and it will usually be performed by the Safeguarding Coordinator/DBS verifier.

## **What is a Disclosure?**

A Disclosure is a document containing information held by the police and government departments that provides details of a person's criminal record, including convictions, reprimands and warnings held on the Police National Computer (PNC). It can also contain details from lists and other information held by the Disclosure and Barring Service (DBS) as well as information held by local police forces.

A Disclosure, therefore, enables organisations to check the background of a job applicant (paid or voluntary) to ensure they do not have a history that makes them unsuitable to work with children or vulnerable adults. A Disclosure is an essential element of the appointment process within any church or organisation, forming part of a structured recruitment policy that should include interviewing, checking of references, staff supervision, training and ongoing support.

The person(s) within the Parish/Benefice handling Disclosures is called the Lead Recruiter and the CCPAS Disclosure Unit will usually correspond with this person. The role of the Lead Recruiter is one of trust and requires a high degree of honesty and integrity. The Lead Recruiter will be privy to highly confidential and potentially

sensitive information and we do therefore require that the role is filled by someone with the highest principles.

### **Appointing Additional Recruiters**

In addition to the Lead Recruiter, there could be at least one other Recruiter appointed within the church/organisation to assist the Lead Recruiter with checking ID. This is very helpful so that we always have a point of contact if the Lead Recruiter is unavailable; or if a relative of theirs needs checking. To do this you can either give their details when you initially register with us on the Registration form (Appendix 1); or at a later date you will need to complete a 'New Recruiter Appointment Form' (Appendix 2).

### **Enhanced Disclosure**

An Enhanced Disclosure should be applied for where the appointment involves a substantial degree of contact with children or vulnerable adults, including unsupervised activities such as teaching, supervising, training or providing advice/guidance on well-being. (This applies to most people working with, or responsible for, children in a church situation, including Sunday School Teachers, Youth Workers, the Church Leader, Pastor, Minister, Vicar). In a very small number of cases the police may choose to use common law powers to provide information directly to employers in cases where this is necessary, for example, to prevent crime or harm to others.

### **Checks for Parishes/Benefices**

Most checks carried out by CCPAS in the Diocese of York membership scheme are for Parish/Benefice workers/volunteers who are appointed by the Parishes in the Diocese of York. Because of the nature of the appointment and Church requirements for Diocesan involvement, CCPAS would regard the Diocese of York as being directly involved in the recruitment process and therefore the Diocese of York will have access to Disclosure results - ie. whether the Disclosure was clear or blemished. By using the CCPAS disclosure service Parishes/Benefices are in agreement with this.

## **How the Appointment Process Should Work**

The appointment process should not operate in isolation from a working safeguarding policy or government guidance around adult safeguarding, prepared in accordance with the principles contained in the official government guidelines and national church and diocesan policy and practice guidance. In particular please refer to the safer recruitment practice guidance available on the diocesan website. See also the CCPAS publication 'Safe and Secure' manual.

CCPAS require the Diocese of York to appoint a person(s) within the Parish/Benefice to deal with disclosures (known as the Lead Recruiter). They will be authorised by the Diocese and previously known as the DBS Verifier. This may be the same person as the Parish Safeguarding Representative and they will usually be the main point of contact between CCPAS and the Diocese of York.

If you work within a united/joint benefice or cluster then there is no need to register each parish separately - you can join under one record with one Lead Recruiter and additional Recruiters who can assist with checking ID.

Those who have responsibility for the recruitment of workers must understand that

a criminal records check is only part (albeit an essential one) of a safe recruitment process. This process is crucial in preventing unsuitable or dangerous individuals gaining access to vulnerable groups. It includes the completion of a job application/ registration form, self declaration form, an interview, taking up references and a criminal records check as well as the applicant's agreement to abide by the organisation's safeguarding policy.

Operating a safer recruitment policy sends a powerful message to parents, children, visitors, as well as those intent on harm, that safeguarding is taken seriously in the organisation.

It is important to stress to applicants that having a criminal record should not necessarily bar the person from being appointed unless children or vulnerable adults would be put at risk. The scope of a criminal records check must be explained to the applicant, including the fact that strict confidentiality is observed. Information relating to the Rehabilitation of Offenders and Safe Storage policies should be made available for applicants to see. Importantly, individuals should also be asked to complete a Confidential Declaration Form before a check is applied for. This gives a person the opportunity to discuss any past issues which could emerge in a check. In such circumstances advice can be given on whether or not information would prevent someone working with children or vulnerable adults. Also, later on where there is a 'blemished' disclosure, the information given by the applicant in a self-declaration can in some cases help in determining the outcome (for example, in assessing their honesty).

#### **A check is one part of a safer recruitment process**

Taking up a criminal records check is the last stage of an appointment process. You must follow the safer recruitment process for the Church of England and Methodist Church of Britain. This is also described in more detail in our 'Safe and Secure' manual and our 'Help, I want to recruit workers safely' booklet.

In summary, therefore, you will have:

- Explained to the applicant at an early stage that the position is subject to a criminal records check, the scope of such checks, and the policies in place which can be inspected. They are therefore assured that the matter will be dealt with confidentially and efficiently.
- A job application form/registration form and self-declaration form will have been completed.
- The applicant has been interviewed and satisfactory references received.
- Those responsible for the appointment have decided that on the basis of the above the person is appointable, subject to a DBS check.

As the final stage in the appointment process, the person can now be asked to make an application for a criminal records disclosure. An online form (E-Bulk) is supplied by CCPAS.

Once this has been completed, the form will be processed by the Lead Recruiter who will check evidence of identity from original documentation, complete the Recruiter's section on the E-Bulk form and send it electronically to CCPAS. Detailed advice on this procedure is contained in the *CCPAS E-Bulk Guides for Recruiters and Applicants* - these will be sent to you once your Registration Form has been processed (Appendix 1).

The Counter-Signatory at CCPAS checks and authorises the Disclosure application and then forwards it electronically to the DBS. Once processed, a paper certificate will be issued by the DBS to the job applicant and an electronic result to CCPAS, the Parish/Benefice Lead Recruiter and the Diocese.

From the E-Bulk system the Parish Lead Recruiter and the Diocese will be able to ascertain whether the disclosure is clear or blemished; although they will not be aware of the information contained on the blemished disclosure. It is a Diocesan requirement that ALL blemished disclosures are posted by the applicant in an envelope marked 'confidential' to The DBS Administrator, Bishopthorpe Palace, Bishopthorpe, York, YO23 2GE. **Photocopies of blemished disclosure certificates are not acceptable.** The applicant must not be appointed until the Diocese has given its approval.

**Please note that these procedures are followed whether the applicant is a paid worker or a volunteer.**

Full details of the safer recruitment process can be found in the Safer Recruitment Policy for the Church of England and Methodist Church of Britain and also in our publication 'Help, I Want to Recruit Workers Safely' <http://www.ccpas.co.uk/Documents/Help-RecruitSafely.pdf>

### **Re-checks**

Workers can be re-checked at any time if there is a concern, or routinely every five years unless they have registered for the DBS Update Service, which means you can regularly check their certificate for further information (see below). Parishes will appreciate that a check is effectively out of date as soon as it is issued. In any event, it is only as good as the information on which it was based and the adequacy of the identity checks etc.

## **Can I Accept a Disclosure from Another Organisation?**

The only way certificates are portable from one role to another is via the DBS Update Service. Any applicant whose certificate is issued on or after 17th June 2013 can subscribe to this service and take their certificate with them from role to role where the same level and type of check are required; although they must register within 19 days of the certificate's issue date. The status can be regularly checked by the employer so there will be no further need to apply for fresh disclosures when renewing them. With the individual's permission, employers can go online for a free and instant check to find out whether the certificate is still up to date. If there is any new information revealed then the Recruiter MUST contact the Diocesan Safeguarding Advisor at the Diocese of York for further guidance.

For further details see the CCPAS document in our members area: [www.ccpas.co.uk/members/Documents/DBSUpdateService.pdf](http://www.ccpas.co.uk/members/Documents/DBSUpdateService.pdf)

## Payments and Charges

York Diocese makes payment to CCPAS on behalf of your Parish/Benefice for all DBS Checks you process direct so there is no cost to your church.

## How to Register

To register for the Diocese of York Disclosure Service Scheme your Parish should:

1. Agree to formally adopt a policy on the fair treatment of all applicants and the handling and safe keeping of information [www.ccpas.co.uk/Disclosure/HandlingStorage.pdf](http://www.ccpas.co.uk/Disclosure/HandlingStorage.pdf) and agree to work within the DBS Code of Practice <https://www.gov.uk/government/publications/dbs-code-of-practice>. These documents should be kept securely. We accept that an organisation may still be working on these documents at the point application is made to join the CCPAS service. However, these documents must have been formally adopted and available to applicants before the Lead Recruiter begins to process checks for workers.
2. Complete and return the *CCPAS/Diocese of York Disclosure Registration Form* (found on Appendix 1 of this document). Send the completed Registration Form to Becci Richardson, Diocese of York, Bishopthorpe Palace, Bishopthorpe, York, YO23 2GE.

The Diocese will authorise your form, then CCPAS will confirm registration via email enclosing the E-Bulk Guides for Recruiters and Applicants. From then on the Parish can use the CCPAS Disclosure Service to carry out criminal records checks for workers.

**CCPAS / Diocese of York Disclosure Registration Form**

Please complete in **BLOCK CAPITALS & BLACK INK** and return in an envelope to Becci Richardson, Diocese of York, Bishopthorpe Palace, Bishopthorpe, York, YO23 2GE.

**1. Parish/benefice/cluster details**

Parish/benefice/cluster Name: \_\_\_\_\_

Contact Address (this must be the address where contact can be made with the Lead Recruiter and where post can be securely received)

\_\_\_\_\_

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

Tel no: \_\_\_\_\_

Parish Address: (if different from above):

\_\_\_\_\_

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

Tel no: \_\_\_\_\_

**2. Parish/benefice/cluster Lead Recruiter Details:**

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

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

Date of birth: \_\_\_\_\_ Phone Day: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

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

**Additional Recruiter Details (Please complete if you require an additional Recruiter to assist you with ID checking):**

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

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

Date of birth \_\_\_\_\_ Day-time Tel no: \_\_\_\_\_

Mobile Tel no: \_\_\_\_\_

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

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

*Registration Form continued...*

### 3. Statement by Parish

This organisation is responsible for appointing individuals that have regular contact with children and/ or vulnerable adults. In registering with the CCPAS Disclosure Service, we agree to comply with all the requirements 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](http://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: \_\_\_\_\_  
*(Lead Recruiter)*

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Additional Recruiter if applicable)*

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Incumbent)*

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

<b>CCPAS USE ONLY</b>		DATE RECEIVED	
REC EMAIL ON SERVS		ORG SET-UP ON EBULK	
APPLICANT MANAGER SET UP		REC APPROVAL EMAIL SENT	
ORGANISATION PASSWORD		ADDITIONAL RECRUITER ADDED	
YORK HQ ADVSD (CC'D EMAIL)		CHECKED	

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

Authorised Person:

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

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

## New Recruiter Appointment Form

**PLEASE NOTE:** THIS FORM (SECTIONS A-C) **MUST ONLY BE COMPLETED** ONCE THE ORIGINAL LEAD RECRUITER HAS HAD THEIR REGISTRATION CONFIRMED BY CCPAS

Send the completed form: Becci Richardson, Diocese of York, Bishopthorpe Palace, Bishopthorpe, York, YO23 2GE.

### SECTION A: ORGANISATION DETAILS

Membership No: \_\_\_\_\_ Parish/united benefice/cluster name: \_\_\_\_\_

Contact Address (this must be the address of the Parish where contact can be made with the Lead Recruiter from now onwards. Please enter even if unchanged):

\_\_\_\_\_

\_\_\_\_\_

### SECTION B: NEW RECRUITER DETAILS

Please tick one box :  Lead Recruiter  Recruiter

Mr/Mrs/Miss/Ms/Revd/Other: \_\_\_\_\_ Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Email: \_\_\_\_\_ *(An email address is essential)*

Day-time tel no: \_\_\_\_\_ Mobile No: \_\_\_\_\_

If this form is for a new Lead Recruiter will the current Lead Recruiter still remain as a Deputy Recruiter? Y/N

If 'No' please confirm the email to be deleted from our records: \_\_\_\_\_

I confirm that we will continue to follow the correct recruitment procedure (as detailed in the CCPAS/Diocese of York document) and we will comply with the DBS Code of Practice. We confirm that we have read the CCPAS Statement of Fair Processing and the E-Bulk Recruiter Agreement Form [www.ccpas.co.uk/Disclosure/FairProcessing.pdf](http://www.ccpas.co.uk/Disclosure/FairProcessing.pdf). We 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.

New Recruiters Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION C: INCUMBENT AND DIOCESE OF YORK AUTHORISED PERSON DECLARATION

The following needs to be signed by the current incumbent and the authorised person from the Diocese of York:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Print name: \_\_\_\_\_  
*(Incumbent)*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Print name: \_\_\_\_\_  
*Diocesan authorised signatory*

CCPAS USE ONLY			
DATE ____ / ____ / ____			
SIG CHECK		REC ACC SENT	
ADD CHECK		DIOCESE CC'D	
EBULK SET-UP		CHECKED	