

SUGGESTED LEVELS OF CONFIDENTIAL DECLARATION AND DBS CHECK (March 2025)

Role	Confidential Declaration Form S=Short L=Long	DBS Eligible	Level of check	Home based work	Notes
Bellringer	YS	N	Unless in a supervisory/teaching role with under 18s - see Bellringing Instructor	N	
Bellringing Instructor / Trainer	YL	Y	Enhanced plus Barring for children ONLY if supervising/teaching under 18s or supervising those who do	N	
CAP Befriender	YL	Y	Enhanced for adults, possibly including Barring depending on role - see flowchart on CCPAS Recruiter Guide	N	
CAP Centre Manager	YL	Y	Enhanced plus Barring for adults	N	
CAP Debt Counsellor	YL	Y	Enhanced plus Barring for adults	N	
Caretaker / Premises Manager	YS	N	Only eligible for Enhanced DBS if role involves working in a school, or in a church hall during OFSTED regulated activities (e.g. playgroup), in which case, Enhanced plus Barring for children. Consider Basic	N/A	
Chalice Bearer	N	N	N/A	N/A	
Childcare Practitioner	YL	Y	Enhanced plus Barring for children	If appropriate	
Children's Worker	YL	Y	Enhanced as a minimum, plus Barring for children if supervising others, or working frequently (see below), unsupervised, or overnight	If appropriate	
Choir Chaperone (for choirs with under 18s)	YL	Y	Enhanced as a minimum, plus Barring for children if supervising others, or working frequently (see below), unsupervised, or overnight	If appropriate	
Choir Master	YL	Y	Enhanced plus Barring for children ONLY if the choir includes under 18s	If appropriate	
Choir Member	N	N	Eligible only if acting as Chaperone - see above	N/A	
Churchwarden (in a church with regular children's/vulnerable adults' work)	YL	Y	Enhanced for children and adults. Barring may be needed for children and/or adults if the person is also doing some of the work themselves.	N	
Coffee/tea servers	N	N	N/A	N/A	
Counsellor	YL	Y	If working with adults only, then Enhanced for adults. If working with children then Enhanced plus Barring for children (or a combination of both, if doing both groups - i.e. Enhanced for children and adults plus Barring for children).	If appropriate	
Creche Worker	YL	Y	Enhanced as a minimum, plus Barring for children if supervising others, or working frequently (see below), unsupervised, or overnight	If appropriate	
Debt Advisor	YL	Y	Enhanced plus Barring for adults	N	
Director of Music	YL	Y	Enhanced plus Barring for children ONLY if the choir includes under 18s	If appropriate	
Driver of Adults at risk	YL	Y	Enhanced for adults ONLY if working frequently (see below). Barring for adults needed if they are being driven to a health care appointment	N	
Driver of Children	YL	Y	Enhanced plus Barring for children	N	
Evangelist	YL	Y	Enhanced for children and adults as a minimum. If also licensed clergy then Barring for children and adults is also required	If appropriate	
Flower Arranger	N	N	N/A	N/A	
Foodbank Worker	YS	N	N/A	N/A	
Head Server	YL	Y	Enhanced plus Barring for children ONLY if supervising/teaching under 18s	N/A	
Home Communion Visitor	YL	Y	Enhanced for adults ONLY if working frequently (see below). Barring for adults needed if they are providing personal care/help with money/driving to a healthcare appointment	N	
Home Visitor	YL	Y	Enhanced for adults ONLY if working frequently (see below). Barring for adults needed if they are providing personal care/help with money/driving to a healthcare appointment	N	
Homeless Shelter Worker	YL	Y	Enhanced for children and adults as a minimum. Depending on role may also need Barring. DBS check NOT needed if only serving food/refreshments or having a friendly chat.	N	
Junior Church Helper / Leader	YL	Y	Enhanced as a minimum, plus Barring for children if supervising others, or working frequently (see below), unsupervised, or overnight	If appropriate	
Night Shelter Worker	YL	Y	Enhanced for children and adults as a minimum. Depending on role may also need Barring. DBS check NOT needed if only serving food/refreshments or having a friendly chat.	N	
Nursery Manager / Worker	YL	Y	Enhanced plus Barring for children	If appropriate	
Organist	YL	Y	Enhanced plus Barring for children ONLY if the choir includes under 18s or giving personal tuition. Otherwise consider Basic.	If appropriate	
Overseas Children's Worker	YL	Y	Enhanced plus Barring for children	N	

Parent and Toddler Group Helper	YS	N	Unless they are supervising children's activities, in which case Enhanced for children	N/A	
Parent and Toddler Group Leader	YL	Y	Enhanced plus Barring for children	If appropriate	
Parish Administrator	YS	N	N/A	N/A	
Parish Safeguarding Officer/Representative	YL	Y	Enhanced plus Barring for children and adults	If appropriate	
Pastoral Assistant	YL	Y	Enhanced for adults. Barring for adults needed if they are providing personal care/help with money/driving to a healthcare appointment. Otherwise consider Basic.	N	
Pastoral Team Member / Visitor / Worker	YL	y	Enhanced for adults ONLY if working frequently (see below). Barring for adults needed if they are providing personal care/help with money/driving to a healthcare appointment. Otherwise consider basic.	N	
PCC member (in a church with regular children's/vulnerable adults' work)	YL	Y	Enhanced for children and adults. Barring may be needed for children and/or adults if the person is also doing some of the work themselves.	N	
Prayer Team Member	YS	N	Only eligible if praying unsupervised with children, in which case Enhanced plus Barring for children is needed	N/A	
Sacristan	N	N	May be eligible if also working as a server with children - see below	N/A	
Server / Communion Administrator	YS	Y	Enhanced plus Barring for children ONLY if supervising/teaching under 18s. Othrewise consider Basic.	N/A	
Steward / Sidesperson	YS	N	Only eligible if role is specific to working with children	N/A	
Sunday School Helper / Assistant	YL	Y	Enhanced as a minimum, plus Barring for children if supervising others, or working frequently (see below), unsupervised, or overnight	If appropriate	
Sunday School Teacher / Leader	YL	Y	Enhanced plus Barring for children	If appropriate	
Support Worker	YL	Y	Enhanced plus Barring for children and adults	If appropriate	
Tower Captain	YL	Y	Enhanced plus Barring for children ONLY if supervising/teaching under 18s or supervising those who do	N	
Treasurer	YS	N	Unless they are part of the PCC, in which case follow those guidelines	N/A	
Trustee (for a charity with regular children's/vulnerable adults' work)	YL	Y	Enhanced for children and adults. Barring may be needed for children and/or adults if the person is also doing some of the work themselves.	N	
Trustee (for a charity without regular children's/vulnerable adults' work)	YS	N	Consider Basic.	N/A	
Verger	YS	N	Only eligible for DBS if role involves working in a school, or in a church hall during OFSTED regulated activities (e.g. playgroup)	N/A	
Welcomer	YS	N	Only eligible if role is specific to working with children	N/A	
Worship Leader	YS	N	Only eligible if role is specific to working with children	N/A	
Youth Camp Worker	YL	Y	Enhanced plus Barring for children	N	
Youth Worker	YL	Y	Enhanced as a minimum, plus Barring for children if supervising others, or working frequently (see below), unsupervised, or overnight	If appropriate	

Definition	
Frequently	More than once a week, or more than 4 times in a 30 day period

Note: These are suggested levels only which do not necessarily take into account any local requirements context specific factors such as physical layout of premises or other factors which may need to be taken into account. For further guidance refer to the diocesan safeguarding team.