Example Role Outline: Parish DBS Administrator (/Parish Identity Verifier)

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Officer or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

* Treat individuals with respect
* Recognise and respect their abilities and potential for development
* Working in ways that meet and develop the personal, spiritual, social and pastoral needs
* Promote their rights to make their own decisions and choices, unless it is unsafe
* Ensure their welfare and safety
* The promotion of social justice, social responsibility and respect for others
* Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above or to the Police or Social Services in an emergency.

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| --- | --- |
| **Role** | Parish DBS Administrator /Identity Verifier |
| **Responsible to** | Parish Safeguarding Officer (PSO) / Incumbent |
| **Key Responsibilities of the Role (tasks to be undertaken)** | |
| |  | | --- | | CONSIDER IF THE WORKER IS SUPERVISED IN THEIR WORK OR UNSUPERVISED (SUPERVISES OTHERS) | | *As a volunteer:* | | Be familiar with safeguarding policies and receive information and updates from the Diocesan DBS Administrator  Seek to ensure that Safer Recruitment practice is followed, with the support of the diocese  Establish the true identity of the applicant for any role, through the examination of a range of documents as set out be the Disclosure and Barring Service (DBS)  Check and validate the information provided by the applicant on the application form  Ensure the application form is fully completed and the information it contains is accurate  Where e-bulk application is used, assist the applicant to complete their online application where necessary  Where e-bulk application is used, verify the applicant’s identity using the online process  Ensure the confidential and secure storage of all data whether in paper form or electronic (email)  Read and implement any other relevant PCC policies or guidelines | |  | | |
| |  | | --- | | **Any arrangements for induction, training & support** | |  | | |
| For example:   |  | | --- | | Attend specific diocesan PSO/DBS Administrator training session | | Attend Safer Recruitment training | | Safeguarding training every three years | |  | | |
| |  | | --- | | **Any practical arrangements relevant to the role** *(e.g. process for paying expenses, times role should be carried out, provision of equipment)* | | |
| CONSIDER FREQUENCY OF WORKING, SECURITY, PERSONAL SAFETY, HANDLING MONEY  For example:   |  | | --- | | Close liaison with the Diocesan DBS Administrator | |  | |  | | |
| |  | | --- | | **Role to be reviewed** *(insert date)* | |  |
| **The role is eligible for a criminal record (DBS) check which is renewable every five years** *(insert yes / no)* | No |
| **Level of criminal record (DBS) check which is required for this role** |  |