



## St Andrew's Church, Oxford

### Obtaining DBS Disclosures

Review date May 2018

1. The Diocese will operate in compliance with the DBS Code of Practice and other guidance; it has the requisite policies in place. It will provide for the parish procedures, guidance and a policy which the parish will need to adopt.
2. It has been agreed with the Diocese of Oxford that DBS Checks will be obtained through the Churches' Agency for Safeguarding (CAS). The Diocese of Oxford has become an Associate member of CAS.
3. There is an administration charge of £10.50 per volunteer application levied by CAS (plus the DBS fee for any paid posts of £54.50).
4. The Diocese will assess the relevance of any Disclosure information and if necessary carry out a risk assessment. It will assist the parish in dealing with any situation where the Disclosure information could affect appointment.
5. The parish will comply with the DBS's Code of Practice. It will also operate in compliance with Diocesan policies, procedures and guidance.
6. The parish will assess positions for both paid staff and volunteers and determine if a Disclosure is required and, if so, at what level.
7. The parish will check the person's identity before submitting a Disclosure application form, as set out in Diocesan procedures.
8. The parish will protect Disclosure information as required by law.
9. The parish will refer to the Diocese any complaints regarding the Disclosure process, or the accuracy of Disclosure information, so that appropriate action can be taken.

Eve Robins is the "Safeguarding Officer" (see associated job description)

Andrea West is the "Children's Advocate" (see associated job description)

Ministry Leaders are the '**Recruiter**' in line with the recruitment process (present at the appointing interviews of candidates, overseeing the formal process of appointment, responsible for ensuring that the formal processes are completed, and acting as a point of liaison between the parish and the diocese).

It has been agreed that church-approved ID verifiers for DBS purposes ('**Verifiers**') are; Jules Hodges, Lesley Dentry, Roger Watts, Jess Casey and Andrea West.