

DIOCESE OF DURHAM

CHECKLIST OF POSTS FOR DISCLOSURE AND BARRING SERVICE

This checklist contains the advice of the Diocesan Safeguarding Management Group about whether people holding or applying for posts in Parishes should normally be asked to apply for clearance relating to care of children and/or vulnerable adults. The following is a summary of the types of roles for which Parish checks are now understood to be possible:

1. people who regularly teach, train, instruct, care for or supervise children, or provide advice or guidance on well-being of children, or are solely in charge of children (including providing transport)
2. people who regularly care for, train or supervise vulnerable adults (including help with money or shopping), or are solely in charge of vulnerable adults (including providing transport)

PCCs are responsible for identifying those people who may need to be checked. Taking into account local knowledge about working with children and vulnerable adults, they may be able to justify a different conclusion from what is advised below for a specific post. However all applications need to be approved in the Diocesan Office to ensure that they are within the legal powers. If there is someone in the Parish whose post is not shown in the list with a “Yes”, but who nevertheless falls within the summary above, please seek advice from the Diocesan Office. **All applications must now be accompanied by a completed DBS Information Checklist**

The posts include both volunteers and paid workers. The Disclosure and Barring Service (DBS) is committed to providing free-of-charge Disclosures checks for all applications that meet the definition of a volunteer, as set out in the Police Act 1997 (Criminal Records) Regulations 2002, specifically:

“Any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not themselves or a close relative”.

Where it is not clear, please tell us if the person is not a volunteer.

Eligibility for a DBS Check

Recent changes in the law have made decisions about who is eligible for a DBS check more complex than before and this is now related to the nature of the role and regularity of contact that someone might have with children, young people or vulnerable adults. There are now two kinds of enhanced DBS checks, an enhanced check with a check against the barring lists and an enhanced check without a check against the barring lists. The nature of the role and the regularity of contact will determine what kind of check if any, can legally be carried out. In order to do this we will need the DBS Information Checklist completed on every occasion or this will delay the process.

PLEASE NOTE: According to current guidelines the role of **Authorised Pastoral Assistant** can only be checked for working with vulnerable adults, not children. Please be aware that if an APA is carrying out other roles in the parish for which clearance for working with children may be required, this must be made clear on the DBS Information Checklist which is submitted with the application.

If your APA is currently carrying out a role in the parish with children for which DBS clearance may be required, please check their Disclosure certificate to ensure the correct checks are in place.

Role/Post	Children	Vulnerable Adults
Sunday School Teacher	Yes	No
Children's Workers	Yes	No
Youth Workers	Yes	No
Helpers with Creche or Toddlers Group or Messy Church	Yes	No
Churchwardens	See note 1	See note 1
Deputy Churchwardens	See note 1	See note 1
PCC Secretary and members	No	No
Parish Administrator	See note 1	See note 1
Treasurer, Gift Aid Secretary, LOGO	No	No
Licensed Readers	Checked directly by the diocese	Checked directly by the diocese
Sidespeople	No	No
Lesson Readers	No	No
Intercessors	No	No
Servers (If they supervise Children or young people)	Yes	No
Eucharistic Ministers (administering the chalice in church)	No	No
Stewards or Guides for visitors	See note 2	See note 2
Caretakers or cleaners	See note 3	See note 3
Vergers	No	No
Organist/ Musical Director/Choir Leader	See note 4	No
Worship/Music Group Leader	See note 4	No
Bellringing Captain or Leader	See note 4	No
Authorised Pastoral Assistants	No	Checked directly by the diocese
Pastoral Visitors and members of visiting teams	No	Yes
Baptism Visitors	No	No
Home Communion Ministers	No	Yes
Transport Providers (Drivers)	See note 5	See note 5
Parish Safeguarding Officer	Yes	Yes
Line managers of workers with children, young people or vulnerable adults	Yes	Yes

Role/Post	Children	Vulnerable Adults
Local Funeral Ministers	No	Yes

Notes

1. People in these roles will not normally require a check unless there are additional activities falling within the summary definition in the introduction. Please consult the Diocesan Office.
2. Only if the person carrying out this role comes into regular and substantial contact with children or vulnerable adults. Please consult the diocesan office.
3. These roles will only require a check if there is responsibility for children or vulnerable adults; most likely relating to children's groups. Please consult the Diocesan Office.
4. Only necessary if the choir, music/worship group or bellringing team includes children.
5. Only if transport is given to children or to vulnerable adults on behalf of the church – eg. through a transport team with a rota.

If you feel that you have a role that is not mentioned below and wish to consider a DBS check then please consult the Diocesan Office.

January 2016