

**Parish DBS Administrator Role**

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 Parish Safeguarding Officer.

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
* Work 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
* Promote social justice, social responsibility and respect for others
* Maintain 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.

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| **Role** | Parish DBS Administrator  |
| **Responsible to** | Parish Safeguarding Officer |
| **Key Responsibilities of the Role (tasks to be undertaken)** |
| * Establishing he true identity of the applicant, through the examination of a range of identification documents as set out by the Disclosure & Barring Service (DBS) <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>
* Checking and validating the information provided by the applicant on the application form
* Ensuring the application form is fully completed and the information it contains is accurate.
* Enter details of the identity verification online
* Complete the ID verifier’s section online
* Submit the online application by clicking ‘submit’
* Pass the applicant’s disclosure certificate number and date, the date the disclosure is due for renewal to the PSO (notified by the Diocesan Safeguarding Officer)
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| **Any arrangements for induction, training & support** |
| Complete the following training:Safeguarding - Basis Awareness Safeguarding - Foundation * Safer Recruitment training – essential
* DBS workshop - essential

Additional information about all Safeguarding courses can be found on Safeguarding pages of the Ely Diocese website <https://www.elydiocese.org/safeguarding/safeguarding-training-and-development/> |
| **Any practical arrangements relevant to the role** (e,g, process for paying expenses, time role should be carried out, provision of equipment) |
| * Access to a secure computer
* Access to a secure e-mail address
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| **Role to be reviewed** *(insert date)* Annually |
| **The role is eligible for a criminal record check which is renewable every three years** | Yes – Basic DBS check |