**DBS Checks for PCC Members (Trustees)**

The Charities Commission considers that all Church of England parishes are charities and therefore PCC members are classed as charity trustees.

Church of England Safer Recruitment guidance states: Appropriate checks should be carried out after the relevant individual is elected to his/her post. It should be made clear to all nominees prior to any election that all appointments will be subject to appropriate checks.

Therefore once PCC members have been elected to their role and they should complete the following:

1. Apply for a DBS check (see information below relating to Additional DBS information)
2. If they have not already done so complete Basic online Safeguarding Training, in addition the Diocese also recommends completing online Foundation Safeguarding Training which can be completed by logging into the Church of England Safeguarding Portal – [Safeguarding Training Portal (cofeportal.org)](https://safeguardingtraining.cofeportal.org/)

What check is appropriate will depend on the status of the PCC.

* If the PCC **does not** sponsor or approve work with children/vulnerable adults neither the churchwardens nor the PCC members would be eligible for any form of DBS check.
* If the PCC, as a charity, **sponsors and approves**, in its own name, work with children or vulnerable adults, then all PCC members (including the churchwardens, as ex officio members of the PCC), will be eligible for a DBS check (an enhanced criminal record check without barring information). It is not a requirement to check all members of the PCC. The decision about who to check on a PCC is left to local determination and will depend on the specific circumstances.

See [Appendix 8](https://www.churchofengland.org/sites/default/files/2017-11/Church%20of%20England%20role%20%20%28Appendix%208%29%20-%20Safer%20Recruitment.pdf) of the Safer Recruitment Practice Guidance for more information.

In addition, you must check that they are eligible to serve as charity trustees (i.e. are not disqualified under charity law), and that HMRC would regard them as ‘Fit and Proper Persons’. This can be done by asking trustees to complete a ‘Trustee Eligibility and Fit and Proper Persons Declaration’. To download the form and for further details on Trusteeship please visit the Parish Resources website: <https://www.parishresources.org.uk/pccs/trusteeship/>

**Additional DBS information:**

When applying for a DBS check for a PCC Trustee the following applies:

* Role description is PCC Trustee
* Level of check is: Enhanced
* Workforce is: Child and Adult

When asked are you entitled to know if this applicant is barred from working with children answer no and the same applies to the question relating to adults as the role of a trustees does not carry out regulated activity with children and adults they only oversee the work on behalf of the PCC

* You do not need to DBS check readers or clergy as PCC members, they already have the correct level of DBS check
* A PCC member who already has a current DBS check for a role in your church that is enhanced and covers both children and adults **does not** need an additional check as a PCC trustee
* If a PCC member has a current DBS check for a role in your church which is not enhanced or does notcover both children and vulnerable adults then **they will need** an additional DBS check as a PCC trustee
* If someone had a DBS check from an organisation outside the church these **are not** portable so therefore a new DBS check as a PCC Trustee would be required. However if someone subscribes to the Disclosure and Barring update service then we can use this route to check their DBS status however their current DBS certificate must be for the same level as a PCC trustee – enhanced without barring and for child and adult workforce. For further details on the update service see the following link: <https://www.gov.uk/dbs-update-service>