**Purpose of Role**

To be the link between the DBS disclosure service 31:8, the Diocesan Safeguarding Team, the Parish Safeguarding Officers and Local Safeguarding Lead/Recruiter.

(This is a new role and as such may be subject to change as new initiatives emerge and develop over time).

**Responsibilities:**

**General**

* Take your own journey with God seriously.
* Take responsibility for your own health and safety.
* Comply with Diocesan safeguarding policy.
* Undertake any training as required.
* Comply with General Data Protection Regulations.

**Specific**

* Be the main contact for the Disclosure Service 31:8 for any queries on or for completed DBS checks. Inform Parish Safeguarding Officers & Local Safeguarding Leads/Recruiter of DBS check outcomes and submitted applications.
* Work closely with the Diocesan Safeguarding team on any queries, to clarify safeguarding roles and processes including developments with regards to completing DBS checks.
* Keep a log of all Churches/Worshipping Communities DBS checks and their progression. Inform recruiters accordingly, e.g. if an application has been submitted and needs I
* Complete DBS checks online on the Parish disclosure account when required.
* Send online links to those who need to complete a DBS check including 31:8 guidance, login details, role details, request to be informed once application is completed.
* Check the identity of all applicants by examining suitable documents as laid out by the Disclosure & Barring Service.

* Upload this relevant information online to 31:8 including completing section Y and if necessary, amend the application form (with the applicant’s consent).

* Approve and send the applications to 31:8.
* If a volunteer fails their application process or their DBS check or is unwilling to carry out a DBS check, inform the Parish Safeguarding Officer and Local Safeguarding Lead/Recruiter to let them know they are unable to volunteer for whichever group.
* You will be a good communicator, able to maintain confidentiality, have good attention to detail and be computer literate.
* Comply with Church of England safeguarding policy.
* Undertake basic and foundation online safeguarding training and any other training as required.
* Use appropriate software to appropriately and securely store data relating to safeguarding and to communicate with people responsible.
* This role involves working with a team of people and is part of one of the Lead Recruiters roles in the Parish Safeguarding Team.

**(If required this role could be done by a volunteer who will have a deanery email address and access to Parish Safer Recruitment, DBS and training records)**