

EXAMPLE ROLE OUTLINE: PARISH IDENTITY VERIFIER

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 _____

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
- Working 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
- The promotion of social justice, social responsibility and respect for others
- 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.

Role	Parish Identity Verifier
Responsible to	Incumbent / Parish Safeguarding Co-ordinator
Key Responsibilities of the Role (tasks to be undertaken)	
<p>Role</p> <ul style="list-style-type: none"> • Set up an account to process Disclosure & Barring Service applications with Churches Child Protection Advisory Service (CCPAS). Guidance on how to do this is sent to the Parish Identity Verifier following registration • Email the organisation reference number, code, internet link, title of the role applied for and E-Bulk Guide for Applicants to the individual applying for a Disclosure & Barring Service Check • Obtain signed, written consent for a criminal record check and permission for the Archdeacons and/or Bishop’s Safeguarding Advisers to have access to the application from the applicant – consent is included on the Personal Details Form or the parish can use its own form • Verify the applicants identity in accordance with Disclosure & Barring Service guidelines (www.gov.uk/dbs) – see original documents, check photographic id face to face, check id documents against the online application form • Enter details of the identity verification online • Complete section Y online • Submit the online application by clicking ‘approve’ <p>Skills</p> <ul style="list-style-type: none"> • Good computer literacy • Good administrative skills • Ability to assist others in completing an online form <p>Knowledge</p> <ul style="list-style-type: none"> • Familiar with Disclosure & Barring Service Identity Verification Guidelines • Understanding of Churches Child Protection Advisory Service E-Bulk Birmingham Guidelines • Understanding of Church of England Recruitment Process, particularly Steps 6 and 9 	

Accountability

A Parish Identity Verifier should:

- be appointed by the Incumbent / Priest-in-charge
- be approved by the PCC
- be notified to the Safeguarding Support Officer at The Church of England - Birmingham

Any arrangements for induction, training & support

Attend Safer Recruitment training

Any practical arrangements relevant to the role (e.g. process for paying expenses, times role should be carried out, provision of equipment)

Role to be reviewed *(insert date)*

Annually

The role is eligible for a criminal record check which is renewable every five years

No