

Role description for DBS Validators

Role: To work alongside the Incumbent and Parish Safeguarding Co-ordinators, to obtain necessary Disclosure Barring Service checks (including verifying applications) and renew these appropriately.

Role Requirements:

To be: To be a person of integrity, called by God and approved by All Saints church, who serves in a gracious, Christ-like manner; and who treats each member of the parish with respect and dignity, as a unique individual created in the image of God.

To do:

- Attend safeguarding training for DBS Validators as appropriate
- Liaise with Julie Gadsby, Disclosure and Barring Service Manager on all issues regarding DBS
- Maintain up-to-date database of all volunteers who hold current DBS and check with Incumbent when needing renewal
- Maintain a file of current letters of Disclosure Outcomes
- Arrange for new volunteers to have DBS checks if the post requires this
- Assist each person to complete the DBS application and verify documents; and then send completed forms to Access Personal Checking Services Ltd
- Certificate is then returned to applicant and a letter of Disclosure outcome is sent to the Incumbent
- To send and update by e mail their contact details to the safeguarding team at Guildford Diocese. DBS Validators should contact Julie.gadsby@cofeguildford.org.uk
- To meet at least annually with the Incumbent and Safeguarding Co-ordinators, for support and supervision
- To read, adhere to and promote the church's Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy), including Safer Recruitment and Training requirements; and to adhere to all other policies of the church

Reports to: The Incumbent

Agreement:

I agree to being a DBS Validator at All Saints Church, under the supervision of the incumbent. I agree to comply with all aspects of the All Saints Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy), including recruitment and training requirements; and all other church policies.

Name (print and sign): _____

Incumbent: _____

Date: _____