

PARISH DISCLOSURE OFFICER
JOB DESCRIPTION

The Parish Disclosure Officer (PDO) is the key link between the parish and the diocese regarding the administrative aspects of obtaining Disclosures from the Disclosure and Barring Service for all those who work with children and/or vulnerable adults.

The PDO's Key Tasks are to:-

- Liaise with the PCC and others responsible for recruitment in the parish to help assess which posts require a DBS Disclosure
- Liaise with the Diocesan Safeguarding Administrator as necessary and keep up to date with information and guidance issued via the Safeguarding Office
- Advise those in the parish who work with children and/or vulnerable adults (voluntary or paid) about the process for obtaining a DBS Disclosure
- Check identification documents of applicants on behalf of DBS registered Countersignatories within the diocesan Safeguarding team, in accordance with DBS regulations and diocesan guidelines
- Check all Disclosure applications are completed in accordance with DBS regulations and diocesan guidelines
- Maintain secure storage of any data relating to the DBS process (*note: such data to be kept to a minimum and stored under lock and key. Photocopies of Disclosures should not be retained by PDOs*).
- Maintain confidentiality in all aspects of the DBS Disclosure process.

Dual Appointment as Child Protection Co-ordinator and Disclosure Officer

Whilst some PCCs appoint a Parish Disclosure Officer as well as a Safeguarding Coordinator(s), in many parishes these roles are taken on by the same person. In such cases, it is important that the differences between the roles are understood, e.g. where they fit into diocesan safeguarding policy, how the roles inter-relate and with whom to liaise within Diocesan House, depending on whether the matter is concerned with the broader issues of Child or Adult Protection or DBS Disclosure specifically.

A separate Job Description for the post of Safeguarding Coordinator can be found in the Diocesan Safeguarding Guidelines "*Safeguarding Children and Vulnerable Adults from Harm*" (2015), copies of which can be obtained from Diocesan House or the Diocesan Website (www.canterburydiocese.org).

Safeguarding Office/DBS Helpdesk

Tel: 01227 459401

email: safeguarding@diocant.org