

## **CHURCH OFFICER ROLES REQUIRING DBS DISCLOSURE CHECK - GUIDE**

**This is a guide only. Please check with PCC job description roles and responsibilities.**

All DBS checks follow an assessment and job description by the PCC and are renewed every 5 years by the PDO. PCCs also need to assess whether an Enhanced or Basic Disclosure is required in respect of other positions – such as sacristans, vergers, side-persons, church/church hall cleaners and kitchen staff. The decision will depend on circumstances, supervisory arrangements and degree of contact and whether the activity meets the definition of ‘regulated activity’. See supporting documents.

<b>POSITION APPLIED FOR:</b> (Stipendiary/Non stipendiary) <b>VA=Vulnerable Adult Workforce</b> <b>C = Child Workforce</b> <b>BOTH = VA &amp; Child Workforce</b>	<b>ENHANCED DISCLOSURE</b>	<b>With Barring Check</b>	<b>BASIC DISCLOSURE</b>
Churchwarden – (Bishops office requirement)	VA & C	NO	NO
PSO-VA or Child or BOTH/Protection Co-ordinator /Advocate (Depending on level of responsibilities)	BOTH/ VA or C	YES	NO
Parish Disclosure Officer /admin	NO	NO	YES
Lay Worker -Leader (Depending on level of responsibilities) -Helper	BOTH/ VA or C as above	C-Yes VA-NO NO	NO
Ministry Team Leader	BOTH		NO
Worship Leader	BOTH		NO
Sunday School Leader/Child Supervisor	C	YES	NO
Sunday Teacher/Helper	C	NO	
Youth Worker/Leader	C	YES	NO
Youth Worker/Helper		NO	
Crèche Leader/Supervisor	C	YES	NO
Crèche Assistant/Helper	C	NO	
Organist/choir leader – for child choir or musicians – for vulnerable adult Choir or musicians	C VA	YES NO	NO
Head Server – if children in the serving team	C	YES	NO
Other Adult Servers –one other adult other than leader to supervise the children (if children in the team)	C	NO	
Tower Captain – for child ringers	C	YES	NO
Ringling Master – for child ringers	C	YES	
Bell Ringing Trainers – for child ringers	C	YES	
Other Adult Bell Ringers – one other adult other than leader to supervise the children (each parish needs to risk assess their particular tower circumstances and require checks as appropriate) (Roles as above) – for vulnerable adult ringers	C VA	NO	
Leaders of camps/residential events	C	YES	NO
Assistants/Helpers at camps/residential events	C	YES	
Father Christmas/Elves/Helpers – (Advised to use church members that already hold a Child with Barring DBS certificate)	No	NO	NO
Pastoral visiting teams	VA	NO	NO
Age/disability related group leaders/helpers	VA	NO	NO
If dealing with finances or advising on financial affairs	VA	YES	
Advice and counselling team- Leader depending on level of responsibilities - Helpers	BOTH/ VA or C as above	C-YES VA-NO NO	NO
Administrative or Accountant/Financial Roles			YES
Photographic or IT roles- ADMIN	NO	NO	YES
If holding Child responsibilities/role in job description	YES	YES	NO

DISCLAIMER: ALL OF THESE DOCUMENTS ARE INDICATIVE AND NOT EXHAUSTIVE AS THERE WILL BE LOCAL VARIATIONS IN APPROACHES, TITLES AND ROLES. PLEASE REFER TO Church of England WEB SITE FOR MORE INFORMATION REGARDING ELEGIBILITY:

Link to C of E Practice Guidance Safer Recruitment Appendix 7 & Appendix 8 :

[https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer\\_recruitment\\_practice\\_guidance\\_2016.pdf](https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2016.pdf)

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