



Guidance for Disclosure applicants in the Diocese of Worcester

You are asked to apply for Disclosure from the Disclosure & Barring Service (DBS) because of the nature of the work you will be doing, which entitles the Church to ask questions about your entire criminal record ('exempted questions').

The full DBS Guidance for Disclosure applicants can be found at;

<https://www.gov.uk/government/publications/dbs-application-forms-guide-for-applicants>

The Bishop of Worcester has registered with DBS as what is known as an "Umbrella Body" and the Administrator for DBS & Safeguarding processes applications. In very rare instances involving enhanced level Disclosures, the local police may supply additional confidential information to the Administrator for DBS. Having a criminal record will not necessarily be a bar to obtaining a position.

The disclosure certificate will be sent to you directly from the DBS. Once you receive this you will need to make an appointment with your parish representative or the Administrator for DBS & Safeguarding so they can verify the information printed on the certificate. If the disclosure is free of additional information an outcome letter will be sent from the Administrator for DBS & Safeguarding to your employer/parish to inform them there is nothing to hinder the appointment. If there is additional information on the disclosure then a risk assessment will be carried out by the Diocesan Safeguarding Adviser. Once a risk assessment has been carried out a letter will be sent to your employer/parish to say one of three things - that the appointment be; (1) confirmed, (2) refused, (3) made subject to conditions. The employer/parish will not be given any details of the disclosed information without your permission. There is an appeals and complaints procedure, details of which are also available from the Diocesan Office or the Diocesan Administrator.

The Bishop of Worcester has registered status as an umbrella body with the Disclosure & Barring Service

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