FLOW CHART: The DBS disclosure process

Post (paid or voluntary) is assessed as regulated activity by the PCC: is a DBS disclosure required?

Application is informed the post is conditional on a satisfactory DBS disclosure

Applicant applies for DBS disclosure online through the online system

Application form and Confidential Declaration completed by applicant

The Lead Recruiter checks the application form and verifies proofs of identification. The Parish takes responsibility for any information given to them and files the self-declaration in parish records, to be cross referenced later, if a blemish appears on the DBS certificate

DBS sends disclosure certificate directly to the applicant. Thirtyone:eight send an electronic notification to the Diocesan Safeguarding Adviser and the Lead Recruiter

If DBS disclosure is unblemished (no information)

The PCC makes the appointment

If DBS disclosure is blemished

The Diocesan Safeguarding Adviser (DSA) is notified by Thirtyone:eight. The DSA contacts the Incumbent/applicant for more information to assess risk with the Safeguarding Executive Committee. A face to face meeting may be required between the DSA & applicant

If the Safeguarding Executive Committee’s advice is that there is nothing to hinder the person working in the position applied for, the parish is informed

If the Safeguarding Executive Committee’s advice is that the person should not be working in the position applied for, or limits set, the DSA contacts the Incumbent of the parish and the PSO.

The DSA immediately informs the Incumbent and the PSO that the applicant is barred and must not work in regulated activity

The PCC follows advice and does not appoint/sets limits recommended

The PCC does not appoint/ceases any current regulated activity immediately

If person is on barred list

Thirtyone:eight informs the DSA

The DSA immediately informs the Incumbent and the PSO that the applicant is barred and must not work in regulated activity

The PCC follows advice and does not appoint/sets limits recommended

The PCC does not appoint/ceases any current regulated activity immediately

The applicant has right of appeal to the Bishops Safeguarding Advisory Panel (BSAP)

The applicant has no right of appeal to the Bishops Safeguarding Advisory Panel, but may make representations to the DBS if not already done so