

-DIOCESE OF-
LONDON

Role Description - DBS Evidence Checker

The Diocese of London is committed to ensuring that all vulnerable people within our diocese can flourish in a safe environment.

The DBS Evidence Checker has a key role to play in the Safer Recruitment process by assisting the DBS Lead Recruiter in ensuring that DBS checks are processed in an efficient and timely fashion.

Each Parochial Church Council (PCC) may appoint additional Evidence Checkers to support the Lead Recruiter.

This is a voluntary role responsible to _____
(Parish priest/Church Safeguarding Officer/DBS Lead Recruiter)

Main Responsibilities

- Support the DBS Lead Recruiter. This may include:
 - To distribute the required E-Bulk log-in details to those in the parish requiring a DBS Check, along with the Confidential Declaration Form if the applicant is starting a new role.
 - To ensure that the application is completed promptly via the E-Bulk system by the applicant, providing support to the applicant where necessary.
 - To verify the details entered on the system using the processes and documents specified in the 'Recruiter's Guide - E-Bulk System' document:
 - Verifying the Identification Documents of the applicant
 - Completing the Section Y (Eligibility) part of the application on behalf of the applicant
 - Approving and sending the form to Thirtyone:Eight
 - Monitoring the progress of the application submitted and keeping an accurate record of the outcome when it is received
 - To keep up-to-date with changes implemented by Thirtyone:Eight and/or the Disclosure and Barring Service that will impact on the way applications are completed.
 - To ensure that all confidential information is carefully handled throughout the process, disclosing information to the Diocesan Safeguarding Team where appropriate and necessary, and making sure records are kept accurately and held securely.

Preferred qualities/skills for the roles of Lead Recruiter:

- Be a regular member of the congregation or parish employee, ensuring that you will be available to liaise with those requiring DBS Checks in your parish/worshipping community
- Have adequate time to devote to the role
- Have an adequate level of computer skills required to use the E-Bulk system and maintain records of DBS checks undertaken in your parish
- Have a keen eye for detail
- Be discreet with confidential information
- Be willing to seek support if you are unclear about any part of the procedure.
- Be willing to attend training on the use of the E-Bulk system as necessary