All Saints Church
Grayswood

Role description for DBS Validators

Role: To work alongside the Incumbent and Parish Safeguarding Co-ordinators, to obtain necessary Disclosure Barring Service checks (including verifying applications) and renew these appropriately.

Role Requirements:

This role must fulfil the Safer recruitment guidelines:

- *On application an appropriate interview or structured discussion will be held.*
- *Two suitable references will be obtained.*

To be: To be a person of integrity, called by God and approved by All Saints church, who serves in a gracious, Christ-like manner; and who treats each member of the parish with respect and dignity.

To do:

- Attend safeguarding training for DBS Validators as appropriate
- Liaise with the Diocesan Disclosure and Barring Service Lead on all issues regarding DBS (dbs@cofeguildford.org.uk)
- Maintain up-to-date database via the Parish Safeguarding Dashboard of all volunteers who hold current DBS
- Arrange for new volunteers to have DBS checks where appropriate
- Assist each person to complete the DBS application (currently via Matrix Watchdog Security) and verify any manual documents
- Advise incumbent of the outcome of the Certificate application and follow Diocesan guidance for blemished disclosures
- To meet at least annually with the Incumbent and others in the Safeguarding Team, for support and supervision
- To read, adhere to and promote the church's Safeguarding Policy and any other Policies of All Saints Church
- To read and adhere to the Church of England's Codes of Practice as per the **Safeguarding e-manual/ Parish Safeguarding Toolkit** and the **Safer Recruitment and People Management Code of Practice**

Reports to: The Incumbent

Agreement:

I agree to being a DBS Validator at All Saints Church, under the supervision of the incumbent. I agree to comply with all aspects of the All Saints Safeguarding Policy, including recruitment and training requirements; and all other church policies.

Name (print and sign):_____

Incumbent:_____

Date:_____