

Statement of policy in respect of Disclosures from the Disclosure and Barring Service when using the facility offered by the Bishop of Worcester in his corporate capacity as an Umbrella Body registered with the Disclosure and Barring Service (DBS).

- I. The Parish of is committed to complying with the DBS Code of Practice and committed to the fair and sensitive use of Disclosure information, and where an applicant feels that this has not happened an appeal process will be available, details of which can be obtained in writing from the PCC Secretary or from the Diocesan Secretary, The Old Palace, Deansway, Worcester WR1 2JE.
- II. The Parish of is committed to the recognition of each individual's abilities, skills, experience and qualifications and will take every step to ensure that these are given appropriate weight and consideration in the appointment or recruitment process.
- III. The Parish of will ensure that each paid post or volunteer position is assessed for the appropriateness of a DBS Disclosure, that any advertisement or other indication of a paid post or volunteer position will indicate the level of Disclosure to be sought, and that any offer of a paid post or volunteer position will be subject to the receipt of satisfactory Disclosure information. Every change in role or responsibilities will be regarded as a new post for DBS Disclosure, in line with recommendation from the House of Bishops.
- IV. The Parish of will request candidates for a paid post or volunteer position to submit in writing any convictions or other disqualifying behaviour that might be revealed in the Disclosure process in order to assist the recruitment decision process. This information will only be taken into account when relevant to the post in question. It should be submitted in an envelope clearly marked 'Private and Confidential' and handed to the person specifically identified for this purpose in the recruitment process.
- V. The Parish of is committed to encouraging the re-submission of applications for Disclosure in respect of all paid employees and volunteers for whom this is appropriate as part of its ongoing strategy for the protection of children and vulnerable adults, in line with recommendations from the House of Bishops.
- VI. The Parish of is committed to the safe storage and disposal of disclosure outcome information in line with guidance from the Diocesan Office. Its policy is attached.

Appeals and complaints procedure

Every effort is made to ensure that all recruitment decisions involving Disclosure information are made sensitively and fairly. Should an applicant for a paid post or volunteer position feel that this has not happened in their case the matter can be referred to the Diocesan Secretary, The Old Palace, Deansway, Worcester WR1 2JE who will instigate an independent assessment of the issues in question.

The applicant should submit the appeal or complaint in writing within 6 months of the Disclosure, stating their name and address, the nature of the complaint or appeal, the date of the Disclosure document concerned, the identity of the person or appointing body responsible for making the appointment to the paid post or volunteer position, and any other relevant information.

Signed (on behalf of the appointing body)

Date

(A signed copy of the policy should be returned to the Diocesan Administrator for DBS)