

Role Description - DBS Lead Recruiter

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

The Lead Recruiter has a key role to play in the Safer Recruitment process by ensuring that DBS Checks are requested when necessary and are processed in an efficient and timely fashion.

Each Parochial Church Council (PCC) should appoint a Lead Recruiter who will ensure that this process is completed. They may also appoint additional Evidence Checkers to support the Lead Recruiter.

This is a voluntary role responsible to

(Parish priest / Church Safeguarding Officer)

Main Responsibilities

- 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 CCPAS/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 CCPAS/Thirtyone:Eight and/or the Disclosure and Barring Service that will impact on the way applications are completed, by reading the updates sent by the Diocesan Safeguarding Team.
- 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.
- When stepping down from the role, to ensure that all information is passed on to either the new post holder (if appointed) or the parish priest, and that the Diocesan Safeguarding Team is notified that you will no longer be Lead Recruiter.

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
- Be willing to take responsibility for the DBS process in your parish, working together with any additional Evidence Checkers, the Church Safeguarding Officer and/or parish priest
- 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 by contacting CCPAS and/or the Diocesan Safeguarding Team
- Be willing to attend training on the use of the E-Bulk system as necessary