

## Safer recruitment practice guidance

### DBS Eligibility and related matters – Frequently Asked Questions – February 2017

Question	Answer
<p><b>Safer Recruitment Practice Guidance</b></p> <p>To Whom does the Safer Recruitment Practice Guidance apply?</p>	<p>The Guidance applies to all roles in the Church of England, senior clergy, as well as parish priests, and all those in other paid and voluntary roles. With so many roles the wording of the policy may not fit exactly in relation to a particular role but the principles should always be made to apply.</p> <p>This Guidance will apply to the whole of the provinces of Canterbury and York (including the Diocese in Europe subject to local variations/modifications). There is also an expectation that the Guidance will apply to the Channel Islands and Sodor and Man unless there is specific local legislation in a jurisdiction that would prevent adoption.</p> <p>Under section 5 of the Safeguarding and Clergy Discipline Measure 2016, all clergy authorised to officiate, churchwardens, licensed readers, lay workers and parochial church councils must pay “due regard” to the Guidance. A failure to do so may result in disciplinary proceedings where appropriate.</p> <p>A duty to have “due regard” means that a relevant person cannot disregard the Guidance and must follow it unless there are cogent reasons for not so doing.</p> <p>The Safeguarding and Clergy Discipline Measure 2016 applies to the whole of the provinces of Canterbury and York (including the Diocese in Europe subject to local variations/modifications), with the exception of the Channel Islands and Sodor and Man. In order to extend the 2016 Measure to the Channel Islands or Sodor and Man legislation will</p>

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	<p>need to be passed by the relevant island jurisdictions in accordance with section 12 of that Measure.</p> <p>See paragraph 1 – Introduction – Safer Recruitment Practice Guidance.</p>
<p><b>Eligibility</b></p> <p>Broadly, how do I assess whether a volunteer role at my church is eligible for a DBS check?</p>	<p>You need to ask yourself the following questions:-</p> <p><b>Children</b></p> <ul style="list-style-type: none"> <li>• Does the role mean that the relevant individual either supervised/unsupervised on a frequent/infrequent basis, teaches, trains, instructs, cares for or supervises children or provides advice/guidance on physical, emotional or educational well-being to children? If the answer is “no” – then there will be no eligibility for any form of enhanced check in relation to children.</li> </ul> <p><b>Adults</b></p> <ul style="list-style-type: none"> <li>• Does the role in question mean that the individual is carrying out one of the 6 categories of activity (i.e. health care, personal care, social work, assisting with cash, bills or shopping, assistance with affairs (e.g. under a Lasting Power of Attorney) or transportation)? If the answer is “no”, then it is not “regulated activity” in relation to adults and there is no eligibility for an enhanced check with barring information in relation to adults.</li> <li>• If not “regulated activity” in relation to adults, does the role mean that a person on, either a frequent, intensive or overnight basis, provides training, teaching, instruction, assistance, advice or guidance to an adult who receives a health or social care service (e.g. is in a care home or receives any form of care or assistance due to age, illness or disability) or a “specified activity” (e.g. in prison)? If the answer is “no” – then there will be no eligibility for an enhanced check without barring information in relation to adults.</li> </ul>

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	<p>Please note this is only a broad summary for full details you must refer to the Safer Recruitment Practice Guidance (in particular Appendix 7 and 8) and if necessary seek legal advice.</p> <p>Further advice can be found on the Government website - <a href="https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers">https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers</a>.</p>
<p><b>Readers</b></p> <p>Are readers eligible for a DBS check?</p>	<p>Yes all new readers are eligible for a DBS check. Both during training and once licensed, it is expected that new readers will be working with vulnerable groups (i.e. children/vulnerable adults) in some capacity.</p> <p>For all readers in post, (i.e. at renewal time), you need to consider the nature of their current duties (i.e. what the bishop has licensed them to do) to take account of any local variations to establish whether they are eligible for any form of DBS check.</p> <p>See paragraph 6.3 and Appendix 7 and 8 of the Safer Recruitment Practice Guidance.</p>
<p><b>Head Server</b></p> <p>Are Head Servers eligible for a DBS check?</p>	<p>No. Generally a “head server” would not be eligible for any form of DBS check.</p> <p>That said, if there is something in this particular head server’s duties that mean he/she is working with children/vulnerable adults, then he/she may be eligible for a DBS check. For instance, if the head server is “supervising children” and satisfies the frequency criteria and he/she is not supervised, then he/she may be engaging in regulated activity, (i.e. eligible for an enhanced check (with barring information)). Even if he/she fails the frequency test and/or is supervised there could be eligibility for an enhanced check (without barring information).</p> <p>If on the other hand, the head server merely has a supervisory role in relation to the congregation in general, some of whom happen to be children/vulnerable adults, then he/she</p>

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	<p>will not be eligible for a DBS check, (although he/she would always be eligible for a Basic criminal conviction check, which would reveal unspent criminal conviction information only).</p> <p>See Appendix 7 and 8 of the Safer Recruitment Practice Guidance.</p>
<p><b>Open the Book Volunteers</b></p> <p>Are Open the Book volunteers eligible for a DBS check?</p>	<p>Yes. As supervised volunteers working/having substantial contact with children in a specified establishment (i.e. school) they will be eligible for an enhanced check without barring information, even if they engage in such work infrequently.</p> <p>See Appendix 7 of the Safer Recruitment Practice Guidance.</p>
<p><b>Pastoral Home Visitors</b></p> <p>Are Pastoral Home Visitors eligible for a DBS check?</p>	<p>Yes. Pastoral Home Visitors working with vulnerable adults will be eligible for a DBS check.</p> <p>The level of the check will depend on the nature of the support work that they are undertaking. If the nature of the support work involves personal care e.g. assistance with eating, drinking, washing etc. or assistance with peoples’ cash, bills or shopping due to age, illness or disability or conveying someone due to age, illness or disability to, from or between places where they receive healthcare, personal care or social care, they will be eligible for an enhanced check with barring. If they provide instruction, assistance, advice or guidance to an adult who receives a health or social care service (e.g. includes adults in care homes, sheltered housing or receiving any form of care or assistance due to age, illness or disability), provided they do so on a frequent (once a week); intensive (4 days or more in any 30 day period) or overnight basis (between the hours of 02:00 and 0600) they will be eligible for an enhanced check without barring.</p> <p>See Appendix 7 and 8 of the Safer Recruitment Practice Guidance.</p>
<p><b>DBS Administrators</b></p>	<p>No. DBS administrators are not eligible for any form of DBS check. This is because they do not work with children or vulnerable adults and have little or no contact with these groups.</p>

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<p>Are DBS administrators eligible for DBS checks?</p>	<p>DBS checks are for those who work/have substantial contact with children or vulnerable adults. Access to sensitive/confidential/personal information does not provide eligibility for a DBS check.</p> <p>A DBS administrator would be eligible for a basic check via Disclosure Scotland. This would reveal unspent criminal conviction information only.</p> <p>See Appendix 7 of the Safer Recruitment Practice Guidance.</p>
<p><b>Worship Leaders</b></p> <p>Are Worship Leaders eligible for a DBS check?</p>	<p>No, generally, Worship Leaders are not eligible for a DBS check. That said, you will need to analyse the nature of a particular Worship Leader’s role to see if there are any duties which mean they are directly engaged/have substantial contact with children/vulnerable adults, which may make them eligible. For instance, carrying out services exclusively for children/vulnerable adults or if they are members of a PCC which qualifies as a children/vulnerable adult’s charity.</p> <p>Worship Leaders will always be eligible for a basic check via Disclosure Scotland. This would reveal unspent criminal conviction information only.</p> <p>See Appendix 8 of the Safer Recruitment Practice Guidance</p>
<p><b>Volunteers at the Palaces</b></p> <p>Are volunteer tour group guides eligible for any form of DBS check because there may be children/vulnerable adults in their tour groups?</p>	<p>No. If volunteer tour guides are merely organising tours, meeting and greeting members of the public, this in itself would not mean they are eligible for any form of DBS check.</p> <p>It is possible that a child (or a vulnerable adult) may be a part of a tour group but they cannot have DBS checks “just in case” they might come across vulnerable people, (often known as the “shop keeper” test). If volunteers are escorting “school parties” on tours of the palace and the school’s teachers (and teaching assistants) are on the tour and supervising the children, the</p>

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	<p>tour guides would not be eligible for a DBS check as they are unlikely to be “caring for, supervising, instructing, teaching, training etc.” any children themselves.</p> <p>Of course, the tour guides would all be eligible for a basic check via Disclosure Scotland, which would reveal unspent criminal conviction information only.</p> <p>See Appendix 7 and 8 of the Safer Recruitment Practice Guidance.</p>
<p><b>Trustees</b></p> <p>I have just been elected as a member of a PCC, where the church runs a pastoral home visiting scheme for vulnerable adults, which includes shopping for the housebound and conveying them to/from healthcare appointments, am I eligible for a DBS check?</p>	<p>Yes. The PCC will be a classed as a vulnerable adult’s charity and as a trustee of such a charity you are eligible for a DBS check (an enhanced check without barring information).</p> <p>To qualify as such a charity, workers of the PCC, would have to normally include individuals engaging in regulated activity relating to vulnerable adults. In this case, the workers for the PCC carry out regulated activity with vulnerable adults. (The same situation would apply if you were a trustee of a PCC which is classed as a children’s charity because its workers engage in regulated activity in relation to children, (e.g. the PCC runs a Sunday School)).</p> <p>See Appendix 8 of the Safer Recruitment Practice Guidance.</p>
<p><b>Cathedral choir tours and DBS eligibility</b></p> <p>My cathedral choir is going on tour, who is eligible for a DBS check?</p>	<p>Those individuals who are responsible for teaching, training, supervising or caring for any children who are on the tour, will be eligible for a DBS check. If the tour is overnight, this will mean that the relevant individuals (i.e. those in charge of supervising/caring for the children) will be eligible for an enhanced check together with a barred list check.</p> <p>Adult choir members will not be eligible for a DBS check (unless the role includes responsibility for teaching, training, caring for or supervising vulnerable groups (children or</p>

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	<p>adults)). They will remain eligible for a basic check via Disclosure Scotland, however, which would reveal unspent criminal conviction information only.</p> <p>See Appendix 8 of the Safer Recruitment Practice Guidance.</p>
<p><b>The Secretary and Treasurer of the PCC</b></p> <p>Under the Safeguarding and Clergy Discipline Measure 2016 the parish secretary and treasurer will be disqualified from acting in these roles if they are on a DBS barred list(s) or are convicted of an offence under Schedule 1 of the Children and Young Persons Act 1933. Does this mean that they are eligible for DBS checks?</p>	<p>No. Generally they will not be eligible for any form of DBS check unless they are actually members of a PCC, which is a children/vulnerable adult charity and they are, therefore, charity trustees of such a charity. In such a case, they will be eligible for an enhanced check without barring information, which means you would be able to receive conviction information (spent and unspent).</p> <p>They are, however, unlikely to be eligible for an enhanced check with barring information and you will have to rely on an individual voluntarily disclosing whether or not he/she is barred.</p> <p>If the “secretary” and/or “treasurer” are not PCC members (or the PCC does not qualify as a children’s/vulnerable adult’s charity) they will only be eligible for a basic check via Disclosure Scotland (this will reveal unspent criminal conviction information only).</p> <p>See Appendix 8 of the Safer Recruitment Practice Guidance</p>
<p><b>PCC members and Churchwardens</b></p> <p>When should a person standing for election as a churchwarden or as a member of the PCC have a criminal records check? And what check is appropriate?</p>	<p>Appropriate checks should be carried out after the relevant individual is elected to his/her post. It should be made clear to all nominees prior to any election that all appointments will be subject to appropriate checks.</p> <p>What check is appropriate will depend on the status of the PCC. If the PCC <b>does not</b> sponsor or approve work with children/vulnerable adults neither the churchwardens nor the PCC members would be eligible for any form of DBS check. In these circumstances, such</p>

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	<p>individuals would be eligible for a basic check via Disclosure Scotland, which would reveal unspent criminal conviction information only.</p> <p>If the PCC, as a charity, sponsors and approves, in its own name, work with children or vulnerable adults, then all PCC members (including the churchwardens, as ex officio members of the PCC), will be eligible for a DBS check (an enhanced criminal record check without barring information).</p> <p>It is not a requirement to check all members of the PCC. The decision about who to check on a PCC is left to local determination and will depend on the specific circumstances.</p> <p>See Appendix 8 of the Safer Recruitment Practice Guidance for more information.</p>
<p><b>Clergy moving around the Diocese</b></p> <p>If a member of the clergy moves to a new job in a neighbouring parish within the same diocese does he/she need a new DBS check?</p>	<p>No. Anyone who works in a Church of England organisation and applies for a new role within the same diocese where he/she currently works does <b>not</b> require a new criminal record check provided:-</p> <ul style="list-style-type: none"> <li>• The result of the criminal record check has been seen;</li> <li>• The result of the criminal record check is not out of date, (i.e. more than 5 years old);</li> <li>• The new role is with the same “workforce” (i.e. children/vulnerable adults); and</li> <li>• The new role is eligible for the same/lower level of criminal record check as the previous role.</li> </ul> <p>See the Safer Recruitment Practice Guidance – Paragraph 6 – DBS Portability</p>
<p><b>People applying for roles in the church who have lived overseas</b></p>	<p>The person making the appointment should ask the applicant to obtain criminality information (also known as a certificate of good conduct/character) from his/her relevant embassy/high commission (or police force). This means that in addition to the DBS check, the</p>



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<p>What criminal record check do I need to request if someone applies for a post from overseas?</p>	<p>candidate/applicant must seek this additional check to cover the time he/she spent abroad. (Further advice can be found on the Home Office website).</p> <p><a href="https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants">https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants</a></p> <p>If such information is not available from the embassy/high commission etc. or if there are concerns about the reliability of the information provided, the person(s) making the appointment should take extra care when taking up references and checking any previous employment record. In such cases, additional references should be sought and at least one reference from a previous employer should be contacted by telephone as well as by letter.</p> <p>Of course, if he/she is to be employed (as opposed to just being a volunteer), the person's "right to work" in the UK will need to be checked. See the following for more information:-</p> <p><a href="https://www.gov.uk/check-job-applicant-right-to-work">https://www.gov.uk/check-job-applicant-right-to-work</a></p> <p>Indeed, even if a volunteer, the Home Office guidance (October 2013) states:-</p> <p><i>"...Volunteering may be undertaken by asylum seekers, as long as they are carrying out the work on behalf of a registered charity, voluntary organisation or body that raises funds for either, or public sector organisation.</i></p> <p><i>However, we do not support volunteering activities by anyone whose asylum application has been refused and their appeal rights exhausted. As they no longer have a basis to remain in the UK they should leave voluntarily..."</i></p> <p>See paragraph 2.11 – Overseas applicants – Safer Recruitment Practice Guidance</p>
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<p><b>Ordinands</b></p> <p>Are Ordinands eligible for DBS checks? And should Ordinands be treated as volunteers for the purpose of such checks (i.e. will the checks be free of charge)?</p>	<p>Yes. Ordinands will be eligible for a DBS check (enhanced check together with barring information), as they will be working with/have substantial contact with children/vulnerable adults as part of their training.</p> <p>No. Ordinands are not volunteers because they are carrying out the training for their own benefit, (i.e. as part of the requirement to become ordained). This will apply whether the individual is intending to be stipendiary or non-stipendiary. Even if planning to become non-stipendiary once ordained, the training would be the same and he/she would be free to undertake stipendiary as well as non-stipendiary roles. Once he/she is ordained of course this may change, non-stipendiary ministers would be considered to be volunteers in the secular world.</p> <p>See Appendix 8 of the Safer Recruitment Practice Guidance.</p>
<p><b>Blemished Disclosures</b></p> <p>What happens if a bishop or dean has a blemished disclosure?</p>	<p>If there is a blemished/unclear DBS disclosure in relation to the appointment of a diocesan bishop that would go to the National Safeguarding Adviser, who would carry out the function of the Diocesan Safeguarding Adviser, i.e. carry out a risk assessment and state whether or not the person is suitable for appointment. In relation to suffragan bishops and deans, it is the Diocesan Safeguarding Adviser who would advise of any risk (and suitability) in the case of blemished/unclear disclosures, even though it is the office of the Archbishops' Secretary for Appointments who arranges the DBS check (and medical) for all dean and suffragan appointments, as well as diocesan bishops.</p> <p>For more information on the recruitment process in general, see paragraph 2 – The recruitment process – Safer Recruitment Practice Guidance</p>
<p><b>Barred List Status</b></p>	<p>Yes. You can apply directly to the barring arm of the DBS to have that information sent to you by recorded delivery. You can email your request to: <a href="mailto:dbsdispatch@dbs.gsi.gov.uk">dbsdispatch@dbs.gsi.gov.uk</a></p>

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<p>Can I apply to the DBS to receive notification of barred listed status in relation to an individual?</p>	<p>You should enclose the following information:-</p> <p>Details of the individual:-</p> <p>Name: Date of birth: Address: Purpose of the role:</p> <p>You will need to provide the reason you have a “legitimate interest” to see this information. For instance:</p> <p>“The Church is making a suitability assessment to place the individual in regulated activity and the information is required for the purposes of the protection of children and vulnerable adults.”</p> <p>As the response will be sent by recorded delivery, you will need to provide your address.</p> <p>For more information on the barring process, see paragraph 7 – Referral to the Disclosure and Barring Service – the Safer Recruitment Practice Guidance.</p>
<p><b>Home Based Checks</b></p> <p>If I am working with vulnerable groups (i.e. children and/or vulnerable adults) at home can I subscribe to the DBS Update Service?</p>	<p>Yes. PROVIDED that, if your role is a home based role or has a home based element (i.e. you will be working with children or vulnerable adults in the place where you live), there is <b>no one</b> over 16 years of age living or working at your home address. This is because the Update Service will <b>only</b> check for new information which relates to the Update Service subscriber (the individual for whom the original application was made) <b>not</b> the home address where the work is being undertaken or any other individuals employed or living at that address.</p> <p>For more information in relation to criminal record/conviction checks, see the Safer Recruitment Practice Guidance Appendix 7 and 8.</p>

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<p><b>Update Service and External Organisations</b></p> <p>If I am working in an external organisation and I already subscribe to the DBS Update Service would I need a new DBS Check if I applied to work for a Church organisation?</p>	<p>No. PROVIDED that the result of the Update Service has been seen by the person/body making the appointment and you are applying for a role that is for the same workforce (i.e. either children and/or vulnerable adults) and/or does not require a higher level of check (e.g. moving from a role outside regulated activity to a role within regulated activity).</p> <p>In addition, if your role is a home based role (i.e. you will be working with children or vulnerable adults in the place where you live) then there also must be no one over 16 years of age living or working at your home address. In such circumstances, the Update Service cannot be used and a new check must be requested.</p> <p>For more information in relation to the Update Service, see the Safer Recruitment Practice Guidance paragraph 5.</p>
<p><b>Basic Criminal Conviction Checks</b></p> <p>If a worker is not eligible for any form of DBS Check must he/she have a Basic Criminal Conviction Check (Basic Check) prior to commencing work?</p>	<p>No. This is not a requirement.</p> <p>Whether or not an individual has a Basic Check (which will reveal “unspent” criminal conviction information only) is left to local determination and will depend on the nature of the role.</p> <p>See Appendix 7 and 8 of the Safer Recruitment Practice Guidance.</p>
<p><b>Home Communion Visitors</b></p> <p>Are those who visit the housebound to administer communion eligible for DBS Checks?</p>	<p>No. An individual who administers communion at a person’s home would not be eligible for any form of DBS Check.</p> <p>However, such a person may be eligible for a DBS Check if there was a “pastoral care” element to his/her visit. To qualify the person would have to be caring for, providing assistance or guidance etc. to an adult who receives a health or social care service etc. (i.e. a vulnerable adult as previously defined under the Safeguarding Vulnerable Groups Act 2006),</p>

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	<p>on either a frequent (once a week or more); intensive (4 days or more in any 30 day period) or overnight basis (between the hours of 2am – 6am). If so, he/she would be eligible for an enhanced DBS Check without barring information.</p> <p>If an individual was visiting a person’s home to administer communion and also assist with that person’s cash, bills or shopping due to that person’s age, illness or disability, this would be “regulated activity” and he/she would be eligible for an enhanced check with barring information regardless of frequency.</p> <p>If the person is not eligible for any form of DBS Check, he/she will only be eligible for a Basic Check via Disclosure Scotland (this will reveal unspent criminal conviction information only).</p> <p>See Appendix 7 and 8 of the Safer Recruitment Practice Guidance.</p>
<p><b>Moving House</b></p> <p>If a member of the clergy moves house does he/she need a new DBS Check?</p>	<p>No. PROVIDED that there were no other individuals (over 16 years of age) already living at the property to which the member of the clergy moves.</p> <p>See Appendix 7 and 8 of the Safer Recruitment Practice Guidance.</p>
<p><b>Caretakers</b></p> <p>Are caretakers eligible for a DBS Check?</p>	<p>No. Caretakers at a church will not, generally, be eligible for a DBS check, unless there is something additional written into their duties that mean they work with vulnerable groups.</p> <p>“Just in case” an individual might come across a child or vulnerable adult, whilst carrying out his/her duties, does not make him/her eligible for a check, there must be “substantial contact” with vulnerable groups, (i.e. in effect, he/she must work with them). Having the keys and access to premises also does not, under current law, make an individual eligible for a DBS check. Generally, caretakers will only be eligible for a basic criminal conviction check (also known as a Basic Check) via (for the time being) Disclosure Scotland.</p>

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<p><b>Visiting Preachers from Churches not part of the Church of England</b></p> <p>Under Canon B43, a minister, who is member of a Church to which the Church of England (Ecumenical Relations) Measure 1988 applies (e.g. the Baptists, Methodists, Roman Catholics, URC, Moravians etc.), can be invited to perform certain duties, if the minister is authorised to carry out such duties in his/her own Church. An invitation to perform such duties may be given by the minister but only after he/she has “...made such enquiries as are appropriate in all the circumstances...[and] is satisfied that the minister or lay person is of good standing...”</p> <p>What does this mean? Are visiting preachers required to have a DBS check?</p>	<p>A “visiting preacher” will not be eligible for a DBS check if all he/she is doing is preaching at a church service for members of the public. Nevertheless, that does not stop a minister from asking the “visiting preacher” whether he/she is eligible for a DBS check in his/her current role at his/her Church and if so, has he/she had one, (this could also be checked with the “visiting preacher’s” Church – i.e. a reference sought from the relevant “line-manager”). Indeed, to be “<i>of good standing</i>” and “<i>authorized to perform a similar duty</i>” in their own Churches, “visiting preachers” are likely to have had a DBS Check, which has been cleared by the relevant individual in their Church. Of course, even if not eligible for a DBS Check, a “visiting preacher” would still be eligible for a Basic criminal conviction check via Disclosure Scotland. A failure to carry out any enquiries and check that the invitee “<i>is of good standing</i>” could well result in disciplinary proceedings under the Clergy Discipline Measure 2003.</p> <p>In relation to the Scottish Churches, where a visiting preacher from one of the Scottish Churches will temporarily be engaging in regulated activity, he/she will be required to have a DBS Check (with barring information). In other cases, PVG clearance will suffice (as, outside regulated activity, the PVG Scheme will be regarded as an acceptable alternative).</p> <p>In certain situations, the bishop’s approval is also required, as is the approval of the PCC. For instance, if a minister from another Church wanted to preach at a service, the approval of the PCC would be needed and if it was to be on a regular basis, the bishop’s approval would also be needed.</p> <p>Canon B43 (Of relations with other Churches).</p>

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<p><b>Father Christmas and DBS Checks</b></p> <p>I am recruiting a volunteer Father Christmas for a Santa’s Grotto. Will he require a DBS check?</p>	<p>No. It should not be necessary for a volunteer Father Christmas/Santa to have a DBS Check and in many cases Santa would not be eligible.</p> <p>Notwithstanding the position regarding a DBS check, it is still sensible to choose a Santa volunteer carefully and just use common sense. Action that could be taken includes:-</p> <ul style="list-style-type: none"> <li>• Using volunteers who already have been DBS checked through their usual role to act as Santa and his elves;</li> <li>• Ensuring that parents/carers should remain with their children at all times;</li> <li>• Ensuring that Santa is accompanied by one other person at all times (ideally someone who already has a DBS check in relation to his/her usual role). This is in addition to the parent/carer who accompanies the child;</li> <li>• Ensuring that no child is ever invited to sit on Santa’s knee. That said, if some children wish to do so, they could be allowed with their parent’s/carer’s consent, provided the parent/carer remains present at all times;</li> <li>• Having a short informal interview with any prospective Santa and asking him to provide references and provide him at the interview with a copy of your safeguarding/child protection policy; and</li> <li>• Requesting a “Basic Check” via Disclosure Scotland, which would reveal “unspent” criminal conviction information.</li> </ul> <p>The arrangements in place should ensure that Santa never has unaccompanied private contact with any child and is not left in a position where he is “caring for” or “supervising” any child;</p> <p>For more information on criminal record/conviction checks, see Appendix 7 and 8 of the Safer Recruitment Practice Guidance.</p>
<p><b>Disqualification of Churchwardens</b></p>	<p>A person shall be disqualified from the office of churchwarden if:-</p>

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### DBS Eligibility and related matters – Frequently Asked Questions – February 2017

<p>When is a churchwarden disqualified from office?</p>	<ul style="list-style-type: none"> <li>• The person is disqualified from being a charity trustee;</li> <li>• The person is included on a DBS barred list;</li> <li>• The person is/has been convicted of an offence under Schedule 1 of the Children and Young Persons Act 1933 (unless waived by the bishop);</li> <li>• The person is/has been disqualified from holding office under section 10(6) of the Incumbents (Vacation of Benefices) Measure 1977 (in the event of a pastoral breakdown);</li> <li>• He/she has served 6 successive periods of office as churchwarden (unless waived by the PCC).</li> </ul> <p>See the Churchwardens Measure 2001 (as amended)</p>
<p><b>Disqualification of PCC Members; Members of District Church Councils or Synods; Secretary or Treasurer of a PCC; Readers and Lay Workers</b></p> <p>In what circumstances are individuals disqualified from being</p> <p>A PCC member;  A member of a District Church Council or Synod;  A secretary or treasurer of the PCC;  A reader; or  A lay worker?</p>	<p>A person will be disqualified if:-</p> <ul style="list-style-type: none"> <li>• The person is included on a DBS barred list;</li> <li>• The person is/has been convicted of an offence under Schedule 1 of the Children and Young Persons Act 1933 (unless waived by the bishop);</li> </ul> <p>See the Church Representation Rules rule 46A;  Canon E6 (Of licensing of readers);  Canon E8 (Of (Of admission and licensing of lay workers)</p>