

## POLICY FOR APPLYING FOR DBS

Changes to roles, changes to benefice, additional responsibilities

### Introduction

An application for DBS is processed for all new clergy appointments, including training curates and employee appointments, as appropriate, as well as, for all persons applying for Permission to Officiate. Monitoring and consistently applying for DBS in these circumstances has been built into existing appointment processes.

This Policy intends to describe when it is appropriate and necessary to apply for a new DBS when a change to a role or benefice is proposed or when a person agrees to accept additional responsibilities.

### Principles

On examination of examples of changes to role and benefice, there is a need for a new DBS in almost all circumstances.

There are many processes and routes through which clergy take on responsibilities. The complexities surrounding a change to a role and/or benefice are such that it is unlikely that those involved make an informed decision on the necessity for a new DBS.

This policy is based on the following principles:

- All clergy require an Enhanced DBS check for work with children, vulnerable adults and home working.
- To ensure that each and every appointment and change is covered by a DBS check. A new DBS application is made for every proposed Licence, Institution/, Collation and Permission to Officiate.
- To ensure that every employment role is assessed and a requirement for DBS is established, every Role Description is assessed by the DBS Administrator and a record of the decision is maintained.

### New Roles

A new DBS will always be applied for in the following circumstances:

- On a new appointment – someone taking up a role in the diocese through an Appointment Process
- Immediately prior to ordination (and, therefore on being appointed to a new title post)

- If someone moves to a new role which requires institution, collation or licence, even if the roles are substantially similar, for example:
  - a training curate moves from one benefice to another
  - someone moves from training curate to associate priest
  - someone moves from priest in charge to incumbent on a change to a Benefice (pastoral scheme) – e.g. change to benefice boundaries
- If someone takes on an additional role which requires institution, collation or licence, for example:
  - if an incumbent is to hold an additional benefice in plurality
  - if someone is to be licensed to an additional benefice (including training curates, assistant curates and priests-in-charge)
  - if someone takes on an additional licensed chaplaincy role
  - on application to the Bishop for Permission to Officiate

A new DBS will not be required:

- If an incumbent, licensed or PTO clergyperson takes on a role which is incremental to their existing role (whether or not the additional role is remunerated), for example:
  - appointment as Area Dean or Assistant Area Dean
  - appointment as Honorary Canon
  - appointment as Bishop's Adviser, Assistant DDO, Examining Chaplain, Local Vocations Adviser or School of Mission Associate
  - appointment as Surrogate or Chapter Clerk
  - appointment as Clergy Retirement Officer
  - appointment as Clergy Widows/Widowers Officer
  - registered as a Spiritual Director
  - when taking on an informal chaplaincy arrangement like a cadet force chaplaincy
  - when a move to a new ministry context does not require a new institution, collation or licence
  - when a change of role is effected by a Pastoral Scheme, but where a new institution, collation or licence is not required.

If a new DBS is not required, the Clergy Appointments Assistant (or other person responsible for the role) will check the DBS status of the appointee on Diosys before an announcement is made or an appointment confirmed. If the renewal of their DBS check is due within 6 months of taking up the new role, they must submit a new application before announcement/appointment (it is not necessary to have received the certificate).

## Renewal

In accordance with diocesan safeguarding policy, clergy with authorization to exercise ministry are required to renew their DBS check every 3 years.

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