

CCPAS / Diocese of Rochester Disclosure Registration Form

Please complete in **BLOCK CAPITALS & BLACK INK** and return in an envelope to Janice Keen, Diocesan Safeguarding Adviser, Rochester Diocesan Office, St Nicholas Church, Boley Hill, Rochester, ME1 1SL.

1. Parish details

Parish Name: _____

Contact Address (this must be the address where contact can be made with the Recruiter and where post can be securely received)

_____ Post code: _____

Tel no: _____

Parish Address: (if different from above):

_____ Post code: _____

Tel no: _____

2. Parish Lead Recruiter Details:

Mr/Mrs/Miss/Ms/Revd/other: _____ Surname: _____

Forenames: _____

Date of birth _____ Day-time Tel no: _____

Email: _____

This is essential and is needed for secure access to the online system.

Registration Form continued...

Do not complete - for Diocese of Rochester use only.

Authorised Person:

Print Name: _____

Date: ____ / ____ / ____

Signed: _____

3. Statement by Parish

This organisation is responsible for appointing individuals that have regular contact with children and/ or vulnerable adults. In registering with the CCPAS Disclosure Service, we agree to comply with all the requirements contained in the Disclosure and Barring Service Code of Practice and other DBS procedures and processes. In particular, we confirm that we have adopted policies for the recruitment of offenders and safe storage of information in line with DBS expectations. We will not communicate, disclose or make available all or any part of confidential information to any third party.

We confirm that we have read the CCPAS Statement of Fair Processing and the E-Bulk Recruiter Agreement Form (see www.ccpas.co.uk/Disclosure/FairProcessing.pdf). We as an organisation agree to abide by the terms and conditions set out in these documents in accordance with the Data Protection Act 1998 and the DBS Code of Practice.

We undertake to keep CCPAS informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations.

Signed: _____ Date: _____
(Parish Lead Recruiter)

Print Name: _____

Signed: _____ Date: _____
(Incumbent)

Print Name: _____

CCPAS USE ONLY		DATE RECEIVED	
REC EMAIL ON SERVS		ORG SET-UP ON EBULK	
APPLICANT MANAGER SET UP		REC APPROVAL EMAIL SENT	
ORGANISATION PASSWORD		SUPER USERS SET UP	
ROCHESTER HQ ADVSD (CC'D EMAIL)		CHECKED	