



CCPAS Disclosure Service

Diocese of Rochester Scheme

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Account Manager**

on

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April 2014 version

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CCPAS – Who Are We?

CCPAS (the Churches' Child Protection Advisory Service) is the only independent Christian charity providing professional advice, training, support and resources in all areas of safeguarding children and vulnerable adults. Organisations who register with the CCPAS Disclosure Service have access to a wide range of support services including a 24 hour helpline (0845 120 45 50) staffed by qualified and experienced social workers and counsellors and includes an 'out of office hours' service for emergencies.

Introduction

Criminal records checks are available to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society.

The government agency set up to administer these checks is the Disclosure and Barring Service (DBS). The DBS's aim is to help employers in England and Wales make safer recruitment decisions. A number of roles, especially those involving children or vulnerable adults, are entitled to a criminal record check. The DBS enables many organisations to access these checks as part of good recruitment practice.

The DBS's role is to help protect children and vulnerable adults by providing a first-class service to support organisations recruiting people into positions of trust. Applications for criminal record checks have to be made through a Registered Body. Many organisations require DBS checks for their workers but do not qualify to apply to become a Registered Body in their own right, however checks are possible through another agency known as an umbrella organisation appointed by the DBS. CCPAS is one such umbrella organisation. CCPAS also help users reach appropriate decisions where offences or concerns are revealed by a disclosure check. CCPAS' disclosure services are open to all organisations whose workers qualify for a DBS check.

CCPAS has created a bespoke membership scheme specifically tailored to suit the needs and demands of the Diocese of Rochester. Direct benefits of this scheme are that the Diocese enjoys reduced rates, direct access to named Account Managers, assistance with policies, training and access to the members area within our web site.

We are committed to working within the security procedures laid down in the DBS Code of Practice and the Police Act 1997. Working within this framework we will only disclose information received about an individual to named Recruiters, or appropriate persons involved in the recruitment process within the Diocese of Rochester in conjunction with its parishes and organisations.

We are available to provide impartial advice in individual circumstances, although the decision on whether or not to appoint someone is a matter for the Diocese of Rochester. CCPAS is a professional Safeguarding Agency and this advice will be provided by experienced child protection workers at CCPAS.

In registering with the CCPAS Disclosure Service your Parish has agreed to follow the procedures contained in this guide. This includes following safe recruitment policies and procedures and complying with policies laid down by the Disclosure and Barring Service, including their Code of Practice, Equal Opportunities policies and those relating to the handling of criminal records information. We cannot stress enough that the DBS expectations have the force of law. If DBS policies are not complied with, applicants might have a valid case for formal complaint.

Throughout this document reference will be made to the Lead Recruiter role. Please note that this is a CCPAS term and it will usually be performed by the Parish Disclosure Officer/Verifier.

What is a Disclosure?

A Disclosure is a document containing information held by the police and government departments that provides details of a person's criminal record, including convictions, reprimands and warnings held on the Police National Computer (PNC). It can also contain details from lists and other information held by the Disclosure and Barring Service (DBS) as well as information held by local police forces.

A Disclosure, therefore, enables organisations to check the background of a job applicant (paid or voluntary) to ensure they do not have a history that makes them unsuitable to work with children or vulnerable adults. A Disclosure is an essential element of the appointment process within any church or organisation, forming part of a structured recruitment policy that should include interviewing, checking of references, staff supervision, training and ongoing support.

The person(s) within the Parish handling Disclosures is called the Lead Recruiter and the CCPAS Disclosure Unit will usually correspond with this person. The role of the Lead Recruiter is one of trust and requires a high degree of honesty and integrity. The Lead Recruiter will be privy to highly confidential and potentially sensitive information and we do therefore require that the role is filled by someone with the highest principles.

Appointing Additional Recruiters

In addition to the Lead Recruiter, there could be at least one other Recruiter appointed within the church/organisation to handle Disclosures. This is very helpful so that we always have a point of contact if the Lead Recruiter is unavailable; or if a relative of theirs needs checking. To do this you will need to complete a 'New Recruiter Appointment Form' (Appendix 2). Please follow the instructions on the form.

Enhanced Disclosure

An Enhanced Disclosure should be applied for where the appointment involves a substantial degree of contact with children or vulnerable adults, including unsupervised activities such as teaching, supervising, training or providing advice/guidance on well-being. (This applies to most people working with, or responsible for, children in a church situation, including Sunday School Teachers, Youth Workers, the Church Leader, Pastor, Minister, Vicar). In a very small number of cases the police may choose to use common law powers to provide information directly to employers in cases where this is necessary, for example, to prevent crime or harm to others.

Checks for Parishes

Most checks carried out by CCPAS through the Diocese of Rochester membership scheme are for Parish workers/volunteers who are appointed by the Parishes of the Diocese of Rochester. Because of the nature of the appointment and Church requirements for Diocesan involvement, CCPAS would regard the Diocese of Rochester as being directly involved in the recruitment process and therefore the Diocese of Rochester will have access to Disclosure results - ie. whether the Disclosure was clear or blemished. By using the CCPAS disclosure service Parishes are in agreement with this.

How the Appointment Process Should Work

The appointment process should not operate in isolation from a working child protection policy prepared in accordance with the principles contained in the official government guidelines Safe from Harm (Home Office 1993) (England) and Safe from Harm: Safeguarding Children in Voluntary and Community Organisations in Wales (Welsh Assembly Government, 2008) (Wales) core safeguarding standards issued by Safe Network (2011) Protecting All God's Children (produced by Church House Publishing for the House of Bishops) and Working Together to Safeguard Children (March 2013) – see CCPAS publication 'Safe and Secure' manual - full details of which will be enclosed within your membership email.

CCPAS require the Diocese of Rochester to appoint a person(s) within the parish to deal with disclosures and this person, the Recruiter (who has been authorised by the Diocese, and previously known as the Parish Disclosure Officer/Verifier) will usually be the main point of contact between CCPAS and the Diocese of Rochester.

Those who have responsibility for the recruitment of workers must understand that a criminal records check is only part (albeit an essential one) of a safe recruitment process. This process is crucial in preventing unsuitable or dangerous individuals gaining access to vulnerable groups. It includes the completion of a job application/ registration form, self declaration form, an interview, taking up references and a criminal records check as well as the applicant's agreement to abide by the organisation's safeguarding policy.

Operating a safer recruitment policy sends a powerful message to parents, children, visitors, as well as those intent on harm, that safeguarding is taken seriously in the organisation.

It is important to stress to applicants that having a criminal record should not necessarily bar the person from being appointed unless children or vulnerable adults would be put at risk. The scope of a criminal records check must be explained to the applicant, including the fact that strict confidentiality is observed. Information relating to the Rehabilitation of Offenders and Safe Storage policies should be made available for applicants to see. Importantly, individuals should also be asked to complete a Self-declaration Form (previously named Confidential Declaration Form) before a check is applied for. This gives a person the opportunity to discuss any past issues which could emerge in a check. In such circumstances advice can be given on whether or not information would prevent someone working with children or vulnerable adults. Also, later on where there is a 'blemished' disclosure, the

information given by the applicant in a self-declaration can in some cases help in determining the outcome (for example, in assessing their honesty).

A check is one part of a safer recruitment process

Taking up a criminal records check is the last stage of an appointment process. You must follow the safer recruitment process for the Church of England and Methodist Church of Britain. This is also described in more detail in our 'Safe and Secure' manual and our 'Help, I want to recruit workers safely' booklet.

In summary, therefore, you will have:

- Explained to the applicant at an early stage that the position is subject to a criminal records check, the scope of such checks, and the policies in place which can be inspected. They are therefore assured that the matter will be dealt with confidentially and efficiently.
- A job application form/registration form and self-declaration form which follow the Safer Recruitment Policy for the Church of England and Methodist Church of Britain will have been completed.
- The applicant has been interviewed and satisfactory references received.
- Those responsible for the appointment have decided that on the basis of the above the person is appointable, subject to a DBS check.

As the final stage in the appointment process, the person can now be asked to make an application for a criminal records disclosure. An online form (E-Bulk) is supplied by CCPAS.

Once this has been completed, the form will be processed by the Recruiter who will check evidence of identity from original documentation, complete the Recruiter's section on the E-Bulk form and send it electronically to CCPAS. Detailed advice on this procedure is contained in the *CCPAS E-Bulk Guides for Recruiters and Applicants* - these will be sent to you once your Registration Form has been processed (Appendix 1).

The Counter-Signatory at CCPAS checks and authorises the Disclosure application and then forwards it electronically to the DBS. Once processed, a paper certificate will be issued by the DBS to the job applicant and an electronic result to CCPAS, the Parish Lead Recruiter and the Diocese.

From the E-Bulk system the Parish Lead Recruiter and the Diocese will be able to ascertain whether the disclosure is clear or blemished; although they will not be aware of the information contained on the blemished disclosure. It is a Diocesan requirement that ALL blemished disclosures are posted by the applicant in an envelope marked 'confidential' to Janice Keen, Diocesan Safeguarding Advisor, Rochester Diocesan Office, St Nicholas Church, Boley Hill, Rochester, ME1 1SL. **Photocopies of blemished disclosure certificates are not acceptable.** The applicant must not be appointed until the Diocese has given their approval.

Please note that these procedures are followed whether the applicant is a paid worker or a volunteer.

Full details of the safer recruitment process can be found in the Safer Recruitment Policy for the Church of England and Methodist Church of Britain available on the diocesan website: <http://www.rochester.anglican.org> and also in our publication 'Help, I Want to Recruit Workers Safely' <http://www.ccpas.co.uk/Documents/Help-RecruitSafely.pdf>

Re-checks

Workers can be re-checked at any time if there is a concern, or routinely every five years unless they have registered for the DBS Update Service, which means you can regularly check their certificate for further information (see below). Parishes will appreciate that a check is effectively out of date as soon as it is issued. In any event, it is only as good as the information on which it was based and the adequacy of the identity checks etc.

Can I Accept a Disclosure from Another Organisation?

The only way certificates are portable from one role to another is via the DBS Update Service. Any applicant whose certificate is issued on or after 17th June 2013 can subscribe to this service and take their certificate with them from role to role where the same level and type of check are required; although they must register within 14 days of the certificate's issue date. The status can be regularly checked by the employer so there will be no further need to apply for fresh disclosures when renewing them. With the individual's permission, employers can go online for a free and instant check to find out whether the certificate is still up to date. If there is any new information revealed then the Recruiter MUST contact Janice Keen at the Diocese of Rochester for further guidance.

For further details see the CCPAS document in our members area: www.ccpas.co.uk/members/Documents/DBSUpdateService.pdf Please also refer to the current Safer Recruitment Policy for guidance on portability of disclosure certificates within the Diocese of Rochester.

Payments and Charges

Rochester Diocese makes payment to CCPAS on behalf of your Parish for all DBS Checks you process direct so there is no cost to your church for volunteer workers. Please note that where staff are employed by the church the standard DBS charge for employed workers (currently £44) will be claimed back from the Parish.

How to Register

To register for the Diocese of Rochester Disclosure Service Scheme your Parish should:

1. Agree to formally adopt a policy on the fair treatment of all applicants and the handling and safe keeping of information www.ccpas.co.uk/Disclosure/HandlingStorage.pdf and agree to work within the DBS Code of Practice <http://www.businesslink.gov.uk/bdotg/action/detail?itemId=1084427588&type=RESOURCES>. These documents should be kept securely. We accept that an organisation may still be working on these documents at the point application is made to join the CCPAS service. However, these documents must have been formally adopted and available to applicants before the Recruiter begins to process checks for workers.
2. Complete and return the *CCPAS/Diocese of Rochester Disclosure Registration Form* (found on Appendix 1 of this document). Send the completed Registration Form to Janice Keen, Diocesan Safeguarding Advisor, Rochester Diocesan Office, St Nicholas Church, Boley Hill, Rochester, ME1 1SL.

The Diocese will authorise your form, then CCPAS will confirm registration via email enclosing the E-Bulk Guides for Recruiters and Applicants. From then on the Parish can use the CCPAS Disclosure Service to carry out criminal records checks for workers.

CCPAS / Diocese of Rochester Disclosure Registration Form

Please complete in **BLOCK CAPITALS & BLACK INK** and return in an envelope to Janice Keen, Diocesan Safeguarding Advisor, 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	

New Recruiter Appointment Form

PLEASE NOTE: THIS FORM (SECTIONS A-C) **MUST ONLY BE COMPLETED** ONCE THE ORIGINAL LEAD RECRUITER HAS HAD THEIR REGISTRATION CONFIRMED BY CCPAS

Send the completed form: Janice Keen, Diocesan Safeguarding Advisor, Rochester Diocesan Office, St Nicholas Church, Boley Hill, Rochester, ME1 1SL.

SECTION A: ORGANISATION DETAILS

Membership No: _____ Parish name: _____

Contact Address (this must be the address of the Parish where contact can be made with the Lead Recruiter from now onwards. Please enter even if unchanged):

SECTION B: NEW RECRUITER DETAILS

Please tick one box : Lead Recruiter Recruiter

Mr/Mrs/Miss/Ms/Rev'd/Other: _____ Surname: _____

Forenames: _____ D.O.B: _____

Email: _____ **(An email address is essential)**

Day-time tel no: _____ Mobile No: _____

If this form is for a new Lead Recruiter will the current Lead Recruiter still remain as a Deputy Recruiter? Y/N

If 'No' please confirm the email to be deleted from our records: _____

I confirm that we will continue to follow the correct recruitment procedure (as detailed in the CCPAS/Diocese of Rochester document) and we will comply with the DBS Code of Practice. We confirm that we have read the CCPAS Statement of Fair Processing and the E-Bulk Recruiter Agreement Form www.ccpas.co.uk/Disclosure/FairProcessing.pdf. We 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.

New Recruiters Signature: _____ Date: _____

SECTION C: INCUMBENT AND DIOCESE OF ROCHESTER AUTHORISED PERSON DECLARATION

The following needs to be signed by the current incumbent and the authorised person from the Diocese of Rochester (Janice Keen):

Signed: _____ Date: _____ Print name: _____
(Incumbent)

Signed: _____ Date: _____ Print name: _____
Diocesan authorised signatory

CCPAS USE ONLY			
DATE ____ / ____ / ____			
SIG CHECK		REC ACC SENT	
ADD CHECK		DIOCESE CC'D	
EBULK SET-UP		CHECKED	