



Safe Recruitment Practice & DBS Checks

The Catholic Church is committed to doing everything possible to ensure children, young people and adults are kept safe from harm.

A critical responsibility is to ensure that anyone who is applying to work or minister, whether paid or otherwise, within the Church in a role which gives them direct access to children or adults is selected with the utmost care.

Reliance on a practice of untested trust is **not** acceptable and we aim to adhere to the highest standards of best practice and public accountability, while continuing to foster a spirit of trust and openness that reflects the values of the Church.

The use of Disclosures within the Church does not replace, and should complement, normal recruitment practices such as the gathering of personal details, face-to-face discussions and references (Testimonials of Suitability for Clergy or Religious members).

Disclosures are obtained for applicable roles and organisations within the Catholic Church in England and Wales, which fall under the scope and remit of the Catholic Safeguarding Advisory Service (CSAS).

The Church is legally required to operate safe recruitment procedures and as such utilises DBS Disclosures to fulfil its obligations. Following appointment of volunteers, the use of Disclosures must not be viewed as the final step in the process and should not replace the need for on-going vigilance, careful supervision and sound management of those working with children, adults and the vulnerable.

For more information on all aspects of safe recruitment, please visit: <http://www.csasprocedures.uk.net>

As a beacon of good practice, in this Diocese all volunteers in ministry roles have a DBS renewal every three years. Typical roles that are eligible for a DBS are:

- **Altar Server/Altar Server Chaperone (over 18 years of age)**
- **CAFOD volunteers**
- **Catechist (children and/or adults)**
- **Parish Safeguarding Representatives**
- **Choir/Music Leaders (if unsupervised)**
- **Extraordinary Ministers of Holy Communion (home visitors only)**
- **Hospital Visitors/Parish Visitors**
- **SVP**
- **Children's Liturgists**
- **Sacristans**
- **Youth Ministry Groups/Youth Workers**

Other roles may be subject to a DBS depending on the nature of the role. Please contact the Safeguarding Office if you are not sure whether you are eligible for a DBS.

If you are unsure as to whether your DBS is due for renewal please speak to your parish rep(s) or Jo at the Safeguarding Office: 0114 2566453