

need to do, you can register early with the Archdeacons' PA: tom.wilson@lincoln.anglican.org
Please do so by 31st July 2018 to take part in this 'early bird' invitation.

8. DBS Checking and ID checks for Clergy and Readers.

Please note that there are different systems for Clergy and Readers and for parish-based ministers and volunteers. For all Parish roles other than **all** Readers and **all** Clergy the whole DBS process is carried out at local parish level. (See points 1-5 above)

All Clergy and all Readers have their recruitment, licensing and training in relation to safeguarding managed through the Diocesan Office. This means that the DBS application, also, is initiated and managed here at Edward King House, not in local parishes.

It is a requirement that ID checking must be undertaken with every renewal. This is an important part of the validation process and we require ID checks to be undertaken with rigour. This means that **all Clergy and Readers** who need a DBS check for whatever role must present their documents in person to either the Assistant Diocesan Secretary or the DBS Administrator. (You can also ask for a member of the safeguarding team, if they are unavailable and there is a reason why the ID verification is urgent.)

However, recognising the distance Edward King House is from some areas of the Diocese, we will also accept **document certification in the following two ways.**

Either the **original ID documents** need to be seen and copied and signed as true copies of the original by the **rural dean** and sent recorded delivery to the DBS administrator at Edward King House or:

Individuals can use the **documentation certification service offered by the Post Office.** An individual must take their original documents and photocopies of the same to the post office **in person.** The Post Office will then validate that the copies are true likenesses of their actual ID documents and we will accept their certification. Details of how this works can be found at <https://www.postoffice.co.uk/document-certification-service>

This service costs £10.50 and the Diocese will meet this cost as part of our partnership with the parishes. The Finance team have amended the current expense form that is downloadable from the website and this should be sent to the DBS Administrator with the receipt from the post office and the certified copies. The expense should be claimed in section 4 of the expenses form on the 'other' line. The budget for this is held by the safeguarding team and will be the responsibility of the Diocesan Safeguarding Adviser.

Finally, the Diocese does have a higher level of rigour to its ID check process than some organisations, and does not under any circumstances accept documents or photocopies of documents being sent through the post other than as described. This is because we are committed to promoting a safer church for all and getting safer recruitment right is the cornerstone to good safeguarding practice.

Debbie Johnson, Diocesan Safeguarding Adviser
David Mason, Assistant Diocesan Secretary