

## Role: DBS Administrator

DBS	Yes
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	
Domestic Abuse Awareness	
Safer Recruitment	Yes
Lone Working	
Food Hygiene	
Reports to:	Parish Safeguarding Officer and Vicar
Date:	08 May 2024

### Role Description:

To be the nominated person who is responsible for administration of DBS applications.

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner

### Role Requirements:

- To co-ordinate DBS checks for those who need it for their role
- To ensure the online application form is fully completed and the information it contains is accurate.
- To check and validate the information provided by the applicant, as set out by the Disclosure and Barring Service (DBS)
- To liaise with the Parish Safeguarding Officer regarding Safeguarding Training required for church members and volunteers
- To attend Diocesan DBS and Safeguarding training as appropriate
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy