



Key Roles and Responsibilities of a Parish Disclosure Officer:

The Parish Disclosure Officer is the key link between the diocese and the parish PCC, concerning safeguarding matters. She/he will have an overview of all church activities involving children, young people and vulnerable adults and will seek to ensure the implementation of safeguarding policy. The role can be taken by one person, or the role shared, for example with one person covering children the other vulnerable adults.

Key Tasks for PDO:

- Work closely with PCC and Parish Safeguarding officers regarding parish disclosures.
- To be familiar with the Disclosure Barring Service (DBS) and APCS LTD procedures.
- Responsible for applications to DBS through Access Personal Checking Services Ltd (APCS) for all parish leaders concerned with vulnerable adult or children's groups.
- To ensure that DBS Renewals are processed in line with Diocesan Policy and updated on a 3 year term. Including Checking ID and documentation.
- Liaise with Diocesan Safeguarding team to ensure appropriate systems are in place and run efficiently in compliance with Diocesan Safeguarding document record keeping and GDPR.
- Undertake safeguarding and other training as required.