

## Diocese of Canterbury

**AGREEMENT BETWEEN THE DIOCESE OF CANTERBURY  
AND THE PARISH OF  
ON OBTAINING DISCLOSURES FROM THE CRIMINAL RECORDS BUREAU**

1. The Diocese of Canterbury has registered with the Criminal Records Bureau (CRB) as an Umbrella Body. It will provide a service to parishes so that they can obtain Standard and Enhanced Disclosures when recruiting to positions – for both volunteers and paid staff – where a Disclosure is required.
2. The Diocese will operate in compliance with the CRB's Code of Practice and other guidance; it has the requisite policies in place. It will provide for the parish procedures, guidance and a policy which the parish will need to adopt.
3. The Diocese will countersign applications for Disclosure, submit them to the CRB and advise the parish of the outcome.
4. The Diocese will assess the relevance of any Disclosure information and if necessary carry out a risk assessment. It will assist the parish in dealing with any situation where the Disclosure information could affect appointment.
5. The Diocese will make no charge for its own services. However, parishes will be expected to reimburse the Diocese for the charge made by the Criminal Records Bureau for Disclosures relating to paid staff (Disclosures relating to volunteers are free).
6. The parish will comply with the CRB's Code of Practice. It will also operate in compliance with Diocesan policies, procedures and guidance.
7. The parish will assess positions for both paid staff and volunteers and determine if a Disclosure is required and, if so, at what level.
8. The parish will appoint a Parish Disclosure Officer who will be responsible for checking the applicant's identity before submitting a Disclosure application form, as set out in Diocesan procedures. The parish will keep the Diocese informed of who has been appointed to carry out these identity checks.
9. The parish will protect Disclosure information as required by law.
10. The parish will refer to the Diocese any complaints regarding the Disclosure process, or the accuracy of Disclosure information, so that appropriate action can be taken.

Signed on behalf of the PCC ..... Secretary/Incumbent – Date .....

**PARISH DISCLOSURE OFFICER** details

Full title and name .....

Address ..... Post Code .....

Tel. No: ..... E-mail .....

Signature .....

*Please tick box if Parish Disclosure Officer is also Child Protection Co-ordinator*

**PLEASE NOTE: Blank CRB APPLICATION FORMS CAN NOW BE OBTAINED FROM THE CRB HELPDESK AT DIOCESAN HOUSE (01227-459401) Email: [crbhelpdesk@diocant.org](mailto:crbhelpdesk@diocant.org)**