

## PARISH DISCLOSURE OFFICER JOB DESCRIPTION

### Job Description

The Parish Disclosure Officer (PDO) is the key link between the parish and the diocese regarding the administrative aspects of obtaining Disclosures from the Criminal Records Bureau for all those who work with children and/or vulnerable adults.

### The PDO's Key Tasks are to: -

- Liaise with the PCC and others responsible for recruitment in the parish to help assess which posts require a CRB Disclosure
- Liaise with the Diocesan CRB Helpdesk team as necessary and keep up to date with information and guidance issued via the CRB Helpdesk
- Advise those in the parish who work with children and/or vulnerable adults (voluntary or paid) about the process for obtaining a CRB Disclosure
- Check identification documents of applicants on behalf of CRB registered Counter-signatories within the diocesan CRB Helpdesk team, in accordance with CRB regulations and diocesan guidelines
- Check all Disclosure applications are completed in accordance with CRB regulations and diocesan guidelines
- Maintain secure storage of any data relating to the CRB process (*note: such data to be kept to a minimum and stored under lock and key. Photocopies of Disclosures should not be retained by PDOs*).
- Maintain confidentiality in all aspects of the CRB Disclosure process.

### Dual Appointment as Child Protection Co-ordinator and Disclosure Officer

Whilst some PCCs appoint a Parish Disclosure Officer as well as a Child Protection Co-ordinator, in many parishes both these roles are taken on by the same fortunate person (!). In such cases, it is important that the differences between the two roles are understood, e.g. where they fit into diocesan child protection policy, how the roles inter-relate and with whom to liaise within Diocesan House, depending on whether the matter is concerned with the broader issues of Child Protection or CRB Disclosure specifically.

A separate Job Description for the post of Child Protection Co-ordinator can be found in the recently revised Diocesan Child Protection Guidelines "*Protecting Children from Harm*" (2005), copies of which can be obtained from Diocesan House or the Diocesan Web-site ([www.canterbury-anglican.org](http://www.canterbury-anglican.org))

