

## MODEL PARISH DISCLOSURE OFFICER ROLE 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 Disclosure and Barring Service for all those who work with children and/or vulnerable adults.

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

1. Liaise with the PCC and others responsible for recruitment in the parish to help assess which posts require a DBS Disclosure
2. Liaise with the Diocesan Safeguarding Administrator as necessary and keep up to date with information and guidance issued via the Safeguarding Office
3. Advise those in the parish who work with children and/or vulnerable adults (voluntary or paid) about the process for obtaining a DBS Disclosure
4. Check identification documents of applicants as a DBS registered Counter signatory, in accordance with DBS regulations and diocesan guidelines.
5. Check all Disclosure applications are completed in accordance with DBS regulations and diocesan guidelines
6. Maintain secure storage of any data relating to the DBS process (*note: such data to be kept to a minimum; uptodate; and stored under lock and key or password protected. Photocopies of Disclosures should not be retained by PDOs*). [Secure storage of Disclosure information & GDPR \(Sept 2020\) \(Diocesan Policy Statement\)](#)
7. Maintain confidentiality in all aspects of the DBS Disclosure process.

### Dual Appointment as Parish Safeguarding Officer and Parish Disclosure Officer

Whilst some PCCs appoint separate persons to cover the role of the Disclosure Officer and the Safeguarding Officer, in many parishes these roles are taken on by the same person. In such cases, it is important that the differences between the



roles are understood, e.g. where they fit into the Church of England's Safeguarding Policy which the Diocese has adopted, 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 the safeguarding of children or adults at risk or DBS Disclosure specifically.

A separate Job Description for the post of Parish Safeguarding Officer can be found here: [Model parish safeguarding officer role description](#).

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