

## Gloucestershire Area Quaker Meeting Safeguarding Role Description

### 4. Disclosure and Barring Service (DBS) Verifier / Applicant Manager

As a Quaker Meeting, we recognize that every person, adult or child, is made in the image of God and thus deserving of respect, value and care. We seek to ensure a culture of safety in which all can flourish.

From 2009 Gloucestershire Area Quaker Meeting has written, agreed and updated its safeguarding policy, gradually introducing the Area Meeting roles of Safeguarding Coordinator, Safeguarding Trustee and the Local Meeting roles of DBS verifier and Safeguarding Representative. Over the years we have become more aware of a wide range of safeguarding issues and associated legal requirements and these have led to the writing of role descriptions that can act, alongside the Safeguarding Policy and Guidance, as a reference for Friends appointed to safeguarding roles and always applied with love and integrity, according to our Quaker values.

How many:

One

What they do:

Ensure that all volunteer helpers with Children and Young People have a Disclosure and Barring Service (DBS) enhanced certificate.

Ensure that all Friends appointed to a position of trust (such as a C&YP helper, overseer / pastoral friend) who engage in **regulated activity** on behalf of meeting have a Disclosure and Barring (DBS) enhanced with barring certificate. (This is rarely the case)

Support each volunteer with applying for DBS clearance and registering for the DBS Update Service.

Follow the current guidance in the Gloucestershire Quakers Safeguarding Policy and Guidance if a Friend has a DBS certificate from an employer or another voluntary agency.

Complete renewals / check updates according to the Area Meeting guidance on frequency (currently every 3 years).

Contribute to the completion of the Trustees' Safeguarding compliance forms.

Keep paper records of all documents (including personal details, two references and DBS clearance) related to the appointment of each volunteer in a secure place.

Separate and store the documents related to volunteers who have stopped being helpers, following the AM Safeguarding Policy and

	Guidance Appendix J: "Safekeeping of Safeguarding Records".
When they do it:	<p>Whenever Nominations Committee provides the required completed Personal Details form and two references for a Friend who is willing to be appointed as a volunteer helper with Children and Young People.</p> <p>Whenever a Friend appointed to a position of trust agrees to take on regulated activity with an adult with care and support needs.</p> <p>When a volunteer's DBS certificate is near to being 3 years old.</p>
Why they do it:	<p>To further the process of Gloucestershire Quakers maintaining a culture of safety while providing an inclusive welcome to all wishing to attend</p> <p>To help safeguard our children and young people and adults with care and support needs when they are in the care of the meeting.</p>
Resources:	<p>AM Safeguarding Coordinators Wendy Gerard and John Linsell</p> <p>Due Diligence Checking (DDC) (<a href="https://www.ddc.uk.net">https://www.ddc.uk.net</a>)</p> <p>Quaker Life: Neil Jarvis <a href="mailto:safe@quaker.org.uk">safe@quaker.org.uk</a></p> <p>Quaker Life Safeguarding Cluster Newsletter <a href="mailto:safe@quaker.org.uk">safe@quaker.org.uk</a></p> <p>Disclosure and Barring Service (DBS) <a href="https://www.gov.uk/government/organisations/disclosure-and-barring-service">https://www.gov.uk/government/organisations/disclosure-and-barring-service</a></p> <p>DBS Update Service <a href="https://www.gov.uk/dbs-update-service">https://www.gov.uk/dbs-update-service</a></p> <p>Use of the internet and email is essential for this role.</p>
Budget:	Expenses (for paper and printer ink) can be reclaimed from the LM Treasurer.
Liaison with:	LM Nominations Committee, Area Meeting Safeguarding Coordinators, Children and Young People's Committee, Overseers/Pastoral Friends, Elders, LM Clerks, Due Diligence Checking (DDC) and Disclosure and Barring Service (DBS)
Appointed by:	Local Meeting

Expanded description see:

- Safeguarding Support for Quaker Meetings  
<https://groups.quaker.org.uk/groups/safe/>

Wendy Gerard, John Linsell, Val Kirby 23.11.2018