

Nailsworth Quaker Meeting Role Description

DBS Verifier / Applicant Manager

How many:	One or two.
What they do:	<p>Ensure that all volunteer helpers with Children and Young People have a DBS (Disclosure and Barring Service) enhanced certificate.</p> <p>Support each volunteer with applying for DBS clearance and registering for the DBS Update Service.</p> <p>Complete renewals / check updates according to the Area Meeting guidance on frequency (currently every 3 years).</p> <p>Contribute to the completion of the Trustees' Safeguarding compliance forms.</p> <p>Keep paper records of all documents related to the appointment of each volunteer in a secure place.</p> <p>Separate and store the documents related to volunteers who have stopped being helpers.</p>
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>When a volunteer's DBS certificate is near to being 3 years old.</p> <p>This is likely to involve work concerning approximately 6 volunteers each year.</p>
Why they do it:	To help safeguard our children and young people when they are in the care of the meeting.
Resources:	Use of the internet and email is essential for this role.
Budget:	Expenses (for paper and printer ink) can be reclaimed from the Treasurer(s).
Liaison with:	Nominations Committee, Area Meeting Safeguarding Coordinator, Churches' Agency for Safeguarding, DBS
Appointed by:	Nailsworth Quaker Meeting

Expanded description see:

- Disclosure and Barring Service (DBS Verifier / Applicant Manager) Briefing note for NQM nominations committee.