

DBS Policy for St Francis of Assisi, Isleworth

St Francis of Assisi, Isleworth, is committed to ensuring appropriate safeguarding measures are in place to protect everyone in our church community, especially children and young people as well as vulnerable adults. This policy works alongside the St Francis of Assisi, Safeguarding policy and pertains to the use of Disclosure and Barring Service (DBS) checks to ensure volunteers, congregants and clients are kept safe.

On the 18th June 2025, the PCC agreed to adopt the safer recruitment policy recommended by the Diocese.

1) DBS checks are required for

- Paid staff
- Church officers - churchwardens, treasurer, and assistant treasurer
- Volunteers working in any activity which involves work with children, young people

And vulnerable adults

- If people under 18 or vulnerable adults volunteer on any other team then there must be a DBS-checked adult also serving on the team.

2) Enhanced DBS checks are required for those in leadership positions and everyone who works with children or young people under 18 years old.

3) DBS checks will be applied for by the Kensington Area Administrator

4) DBS checks should be conducted as part of the safer recruitment process and therefore should be completed before an individual begins volunteering.

5) To improve efficiency, individuals receiving a DBS should register for the update service within 20 days of receiving their certificate.

6) DBS' are renewed every three years. Those who are not part of the updating service will need to complete a new application.

7) A DBS checked adult must be present when someone under 18 is serving on a team and there is no parental supervision.

8) children and youth groups will not be permitted to run without the fully required number of DBS checked volunteers

Reviewed annually

Last Review Date: 18th June 2025