

## DBS Eligibility for Church Workers Guide

Please note this list is not prescriptive – eligibility decisions should always be made on the specific and individual duties within a role.

Role	Eligibility Criteria	Level of Check & Advisory Notes	Preferred Title to be Entered on Form (if different from 'Role')
BAPs/Ordination training candidate	Eligible	RA** with children and adults	Trainee Minister
Bellringer	Not Eligible	Unless in a supervisory/teaching role with junior bellringers	Bellringer supervising Children
CAP Befriender	Eligible	Usually Enhanced, possibly RA** see Flowchart and notes	
CAP Centre Manager	Eligible	RA** with adults	
CAP Debt Counsellor	Eligible	Enhanced – RA** with adults if dealing with money on behalf of client	
Caretaker/Premises Manager	Not Eligible	Unless they work in a school or their responsibilities include supervising children	Caretaker supervising children
Chalice Bearer	Not Eligible		
Childcare Practitioner	Eligible	RA** with children	
Children's worker	Eligible	Enhanced If working regularly on a rota – but RA** if role includes taking children to the toilet or they work frequently or intensively unsupervised	Church Children's Worker
Choir Chaperone	Eligible	Enhanced or RA** with children - see Flowchart and notes	Choir Chaperone with Children
Choir Master	Eligible	Eligible only if supervising/teaching children or supervising those who do – then usually Enhanced and RA** with children	Choir Master with Children
Choir member	Not Eligible	Unless also has chaperone/teaching role with junior choir members	Choir Supervising Children
Churchwarden	Eligible	Enhanced (if a Trustee of a charity that works with children or adults at risk) or RA** depending on their role	Churchwarden/Trustee
Coffee/tea servers	Not Eligible		
Counsellor	Eligible	Enhanced if carried out frequently or intensively with adults or regularly with children* and RA** if receiving referrals from healthcare professionals and/or if unsupervised with children.	Either Counsellor or Counsellor in RA**
Creche Worker	Eligible	Enhanced – with RA** if changing nappies/toileting children and/or not supervised.	
Debt Advisor	Eligible	Enhanced If working frequently or intensively* with adults at risk – RA** if dealing with money on behalf of client	
Director of Music	Eligible	Eligible only if supervising/teaching children or supervising those who do – then usually Enhanced and RA** with children	Leader of Music Supervising Children
Driver of Adults at Risk	Eligible	Enhanced if carried out frequently or intensively* RA** if taking adults to or from a place where they receive health care i.e. hospital, GP surgery, nursing home (not residential home) etc. on one occasion or more	
Driver of Children	Eligible	RA** with children if frequently or intensively. Enhanced if regularly	
Elder	Not Eligible	Unless a Trustee and/or responsibilities include supervising the work of children or adults at risk	Trustee/Church Leader supervising children/adults at risk
Evangelist	Eligible	Enhanced if a C of E commissioned Evangelist	Lay Minister/Evangelist

Family Worker	Eligible	Usually Enhanced with adults & children but see Flowchart and notes	
Flower Arranger	Not Eligible		
Foodbank Worker	Not Eligible	Generally not eligible but see Flowchart and notes	
Head Server	Eligible	Only eligible if regularly supervising/teaching children – then Enhanced and RA** with children	Head Server supervising children
Home Visitor	Eligible	Enhanced if frequently or intensively with adults	
Homeless Shelter Worker	Eligible	Enhanced and possibly RA** - see Flowchart and notes – <i>unless only serving food/refreshments or having a supervised 'friendly chat' in which case not eligible</i>	
Hospital Chaplain	Eligible	Enhanced usually RA** with adults and/or children	
Incumbent/Clergy/Church Leader	Eligible	RA** with children and adults	
Junior Church Helper/Leader	Eligible	Enhanced If working regularly on a rota – but RA** if role includes taking children to the toilet or they work frequently or intensively unsupervised	
Licensed Lay Minister (LLM)	Eligible	Enhanced but see Flowchart and notes	
Lay Minister of Communion	Not eligible		
Minister	Eligible	RA** with children and adults	
Nightshelter Worker	Eligible	Enhanced and possibly RA** - see Flowchart and notes – <i>unless only serving food/refreshments or having a supervised 'friendly chat' in which case not eligible</i>	
Nursery Manager/Worker	Eligible	RA**	
Organist	Not Eligible	Unless also has chaperone/teaching role with junior choir members	Children's Choir Supervisor
Overseas Childrens Worker	Eligible	Usually RA**	
Parent and Toddler Group helper	Not Eligible	Unless they supervise activities with children in which case normally Enhanced – see Flowchart and notes	
Parent and Toddler Group Leader	Eligible	Group leader is usually eligible for Enhanced Check in RA** if the role includes supervising/caring for/toileting children away from the parent/carer	
Parish Administrator/Secretary	Not Eligible		
Pastor	Eligible	RA** with children and adults	
Pastoral Assistant	Eligible	Enhanced If carried out frequently or intensively* RA** if doing shopping and therefore taking money	Pastoral Worker
Pastoral Team Member	Eligible	Enhanced If carried out frequently or intensively* RA** if doing shopping and therefore taking money	Pastoral Worker
Pastoral Visitor	Eligible	Enhanced If carried out frequently or intensively* RA** if doing shopping and therefore taking money	Pastoral Worker
Pastoral Worker	Eligible	Enhanced If carried out frequently or intensively*. Not usually RA** unless specific duties –see Flowchart and notes (i.e. doing shopping and therefore taking money)	

PCC Member (only for churches who are a charity that work with children or adults at risk)	Eligible	Enhanced particularly when specific duties make them eligible. Those who do not take an active role in the church would not necessarily need a check. The C of E require a minimum of 3 PCC Members checked including the safeguarding lead person and 2 Church Wardens	Church Warden/Trustee
Prayer Team Member	Not Eligible	Unless regularly*praying unsupervised with children	
Reader	Eligible	Often RA** with children/Enhanced Adults (but can differ according to core responsibilities and role) Post-licensing renewals subject to diocesan policy	Lay Minister/Reader
Sacristan	Not Eligible	May qualify if also a Server – follow guidance for that role	
Safeguarding Officer	Not Eligible	Unless supervising those engaged in regulated activity or they are regularly involved in the children's work. C of E guidance suggests the Safeguarding Lead should be on the PCC and checked in that capacity as a Trustee	Safeguarding Officer Supervising RA**
Server	Not Eligible	Unless in a supervisory/teaching role with junior servers	Server Supervising Children
Steward/Sidesperson	Not Eligible	Unless specifically designated to supervise/toilet children	Steward Supervising Children
Street Pastor	Eligible	Only eligible for Enhanced with children	
Sunday School Helper/Assistant	Eligible	Enhanced If working regularly on a rota – but RA** if role includes taking children to the toilet or they work frequently or intensively unsupervised	Sunday School Helper
Sunday School Teacher/Leader	Eligible	Enhanced If working regularly on a rota – but RA** if role includes taking children to the toilet or they work frequently or intensively* unsupervised	
Support Worker	Eligible	Usually Enhanced, possibly RA** see Flowchart and notes	
Tower Captain	Eligible	Eligible if supervising/teaching children or supervising those who do – then Enhanced and RA** with children	Bellringer Ldr Supervising Children
Treasurer	Not Eligible	Unless they are also a Trustee of a charity that works with children or adults at risk – see notes under 'Trustee'	Trustee of Charity
Trustee	Eligible	Only eligible for Enhanced Check if Trustee for a charity that works with children or adults at risk	Trustee of charity
Verger	Not Eligible	See notes under 'Caretaker'	
Welcomer	Not Eligible	Unless specifically designated to supervise/toilet children	
Worship Leader	Not Eligible	Unless also has chaperone/teaching role with child members in which case 'children's worship leader' should be the position applied for	
Youth Camp Worker	Eligible	Usually in RA**	
Youth worker	Eligible	Enhanced if working regularly on a rota and often RA** if working weekly, intensively or overnight not supervised	

\* **Frequently or intensively** means carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30 day period (or in some cases overnight between 2am and 6am, where there is opportunity for face-to-face contact). **Regularly** is the dictionary definition.

\*\* **RA is Regulated Activity** which means the applicant has an Enhanced disclosure plus a check of the appropriate barred list/s.