**Safer Recruitment and Disclosure and Barring Service**

Please note this guidance is currently under review.

Guidance on Safer Recruitment and DBS may be found at:

https://www.methodist.org.uk/media/7253/safer-recruitment-guidance-january-2018.pdf

The process for document verification for DBS has been amended to reflect the Covid 19 restrictions. Please see the Due Diligence Checking (DDC) website for details - https://www.ddc.uk.net/company/criminal-record-checks-during-covid-19-summary/

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All ministers and local preachers are required to undertake a criminal record check. This form should be completed by a minister or local preacher who no longer exercises a public ministry or role and wishes to be considered for exemption from future criminal record checks. Following completion and approval by the relevant minister, it should be forwarded to the Assistant Secretary of Conference. The fork should be completed by the minister or local preacher except where it is believed they lack capacity to do so when it can be completed by a party listed on the form.

https://www.methodist.org.uk/safeguarding/recruitment-dbspvg-forms-etc/forms/dbs-exemption-forms-for-ministers-and-local-preachers/

**Self Declaration Forms**

**Safeguarding self-declaration for office holders with substantial contact with vulnerable groups**

This form should be completed by all office holders and clergy (both paid and voluntary) applying for a role which involves substantial contact with children and vulnerable adults. It should be completed at the start of the recruitment process, prior to submission of a DBS application.

### Safeguarding self-declaration for office holders without substantial contact with vulnerable groups

This form should be completed by all office holders (both paid and voluntary) applying for a role which does not involve substantial contact with children and vulnerable adults. It should be completed at the start of the recruitment process. Form C

### Safeguarding self-declaration for Methodist Council members

All members of Methodist Council should complete this form. Form C.

### Declaration on renewal of criminal record check for those working with vulnerable groups

This form should be completed prior to a renewal DBS check for roles working with children and vulnerable adults.

**Forms may be found at:**

https://www.methodist.org.uk/safeguarding/recruitment-dbspvg-forms-etc/forms/confidential-safeguarding-declarations-for-office-holders/