

## IMPORTANT INFORMATION

Dear Applicant

The Diocese does not receive a copy of the Disclosure & Barring Service (DBS) Certificate, and therefore once you receive your certificate from the DBS you must present this to your Parish Safeguarding Representative within 28 days, unless you wish to dispute its contents.

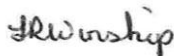
In order for your recruitment with the parish to be completed your Parish Safeguarding Representative will then send your certificate to me. It is recommended that you take a copy for your own records first, as unfortunately we cannot accept a photo or scanned copy of your Disclosure certificate. Once we have reviewed the information, we will return the certificate back to you, and your parish will be in contact with you to discuss your start date.

Safer recruitment practice is an essential part of the Church of England's approach to safeguarding and it is the Diocesan policy that applicants do not undertake work with vulnerable groups, including children, until the recruitment process has been completed, and your parish has received clearance for you from the Diocesan safeguarding office.

The Diocese also requires all new appointees to attend/complete appropriate safeguarding training in line with its policy. On your commencement, please contact your parish Safeguarding Representative who will provide you with details of the safeguarding training you require for your role.

Thank you for your co-operation

Yours sincerely



Mrs Theresa Winship  
Safeguarding Administrator