



Diocese of Salisbury Disclosure Registration

Please complete and email to safeguardingforms@salisbury.anglican.org for authorisation.

1. Subunit details

Subunit Name (provided by the diocese): _____

Contact Address (this must be the address where contact can be made with the Lead Recruiter and where post can be securely received)

_____ Post code: _____

2. Lead Recruiter Details:

Title: _____ First name(s): _____ Preferred first name(s): _____

Last name: _____ Mobile/phone No: _____ *(A contact number is essential)*

Email: _____ *(An email address is essential)*

3. Additional Recruiter Details: (optional)

Title: _____ First name(s): _____ Preferred first name(s): _____

Last name: _____ Mobile/phone No: _____ *(A contact number is essential)*

Email: _____ *(An email address is essential)*

4. Additional Recruiter Details: (optional)

Title: _____ First name(s): _____ Preferred first name(s): _____

Last name: _____ Mobile/phone No: _____ *(A contact number is essential)*

Email: _____ *(An email address is essential)*

Registration Form continued...

5. Statement by organisation

This organisation is responsible for appointing individuals that have regular contact with children and/ or vulnerable adults. In registering with the Thirtyone:eight Disclosure Service, we agree to comply with all the requirements contained in the [Disclosure and Barring Service Code of Practice](#) and other DBS procedures and processes. In particular, we confirm that we have adopted policies for the recruitment of offenders and safe storage of information in line with DBS expectations. We will not communicate, disclose or make available all or any part of confidential information to any third party.

A DBS check should just be one part of a safer recruitment process, and we agree to implement a robust recruitment process in line with our diocese and Church of England requirements. This includes making it clear in any role descriptions or job advertisements about the requirements for a DBS checks.

We confirm that we have read the Thirtyone:eight Statement of Fair Processing and the E-Bulk Recruiter Agreement Form <https://thirtyoneeight.org/statement-of-fair-processing> . We as an organisation agree to abide by the terms and conditions set out in these documents in accordance with the DBS Code of Practice and by UK data protection legislation and GDPR.

We undertake to keep Thirtyone:eight informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations.

Lead Recruiter Signature:	Additional Recruiter Signature:
Print name: Date:	Print name: Date:
Additional Recruiter Signature:	Incumbent Signature:
Print name: Date:	Print name: Date:

All signatures must be originals or scanned versions, that are a true representation of your signature.