

The United Reformed Church
**Roles eligible for DBS/
 Disclosure Scotland checks**



URC roles eligible for a criminal record check

	Enhanced with barring information		Enhanced without barring information		Basic check	No checks	New and five-year renewals to be actioned by
	Adults	Children	Adults	Children			
Ministers, stipendiary/ NSM and Church Related Community Workers – active (including active retired) see here for definition	✓	✓					Ministries Office
Ministers, stipendiary/ NSM and Church Related Community Workers – non-active						✓	Ministries Office
Ministers of other denominations employed by the URC	✓	✓					Ministries Office
Others in special category ministry posts	✓	✓					Ministries Office
Ministers and CRCWs in training	✓	✓					Ministries Office
Synod appointed lay pastors, local leaders and interim ministers	✓	✓					Ministries Office
URC Assembly Accredited Lay Preachers			✓	✓			Ministries Office
URC Synod (Locally Recognised) Lay Preachers			✓	✓			Synod
URC Locally Recognised Worship Leaders			✓	✓			Synod

	Enhanced with barring information		Enhanced without barring information		Basic check	No checks	To be actioned by
	Adults	Children	Adults	Children			
URC members who preach regularly (four times per year or more)			✓	✓			Local church
Assembly staff and Church House support staff who undertake regulated activity with children and/or adults	✓	✓					Ministries Office
Synod Safeguarding Officers or other safeguarding designated professionals, including safe church advisers	✓	✓					Synod
Church Safeguarding Coordinators, Lead/ Primary contact and Deputy/Joint	✓	✓					Local Church
Children's and youth workers (voluntary or paid), children and youth workers, stewards and drivers in settings with regulated work with children and young people		✓	✓			✓	Local Church
Vulnerable adult workers (voluntary or paid), elders and pastoral and personal care visitors where the role includes direct feeding, physical care, assistance with financial matters, bereavement support/ counselling or driving to medical or social care appointments	✓						Local church

	Enhanced with barring information		Enhanced without barring information		Basic check	No checks	To be actioned by
	Adults	Children	Adults	Children			
Vulnerable adult workers (voluntary or paid), elders and pastoral care without personal care			✓				Local church
United Reformed Church trustees or Elders as local church trustees, registered charities providing regulated activities for children or adults at risk			✓	✓			Local church
United Reformed Church Trustees					✓		Ministries Office
Synod Trustees			✓	✓			Synod
Serving Elders			✓	✓			Local Church
Assembly Accredited Lay Preacher and Locally Recognised Worship Leaders in training			✓	✓			Ministries Office
Authorised Elders **			✓	✓			Local Church
Church caretaker and cleaners or equivalent					✓		Local Church
Church administrators (or equivalent working from a Church Office)					✓		Local church
Church treasurers or equivalent					✓		Local Church
Synod administrator/ PA/Office manager/ Admin Assistant (Safeguarding) or equivalent whose role involves safeguarding administration					✓		Synod Admin Assistant (Safeguarding): Ministries

					Basic check	No checks	To be actioned by
	Adults	Children	Adults	Children			
Synod treasurers / Synod Finance Officer or equivalent					✓		Synod
Children and Youth Development Officer		✓	✓				Ministries Office

On occasion, there may be a role within URC not mentioned above but falling within the criteria of Regulated Activity as defined by the Safeguarding Vulnerable Groups Act 2006 amended by the Protection of Freedoms Act 2012. In these instances, please liaise initially with your Synod Safeguarding Officer to determine what level of check is required and who the check should be actioned by.

** Authorised Elders – it has been the practice of The United Reformed Church to authorise elders and lay preachers occasionally to preside at the sacraments of communion and baptism.