The United Reformed Church **Roles which require a DBS check within URC**

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|  | **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** |  |  |  |  |  |  |  |
| Ministers, stipendiary/ NSM and Church Related Community Workers – active (including active retired) see [here](https://urc.org.uk/urc-ministries/active-ministers-policy/) 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 |
| **Preachers and worship leaders** |  |  |  |  |  |  |  |
| People who preach regularly (four times per year or more) |  |  |  |  |  |  | Local church |
| URC Synod  (Locally Recognised) Lay Preachers (including those in training) |  |  |  |  |  |  | Synod |

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|  | **Enhanced with barring information** | | **Enhanced without barring information** | | **Basic check** | **No checks** | **To be actioned by** |
|  | **Adults** | **Children** | **Adults** | **Children** |  |  |  |
| URC Locally Recognised Worship Leaders (including those in training) |  |  |  |  |  |  | Synod |
| URC Assembly Accredited Lay Preachers (including those in training) |  |  |  |  |  |  | Ministries office |
| **Trustees and Elders** |  |  |  |  |  |  |  |
| Serving Elders |  |  |  |  |  |  | Local church |
| Authorised Elders\*\* |  |  |  |  |  |  | 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 |
| Synod Trustees |  |  |  |  |  |  | Synod |
| United Reformed Church Trustees |  |  |  |  |  |  | Ministries office |
| **Safeguarding roles** |  |  |  |  |  |  |  |
| Church Safeguarding Coordinators, Lead/ Primary contact and Deputy/Joint |  |  |  |  |  |  | Local church |
| Synod Safeguarding Officers or other safeguarding designated professionals |  |  |  |  |  |  | Synod |

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|  | **Adults** | **Children** | **Adults** | **Children** |  |  |  |
| **Roles working with children** |  |  |  |  |  |  |  |
| Children’s workers (under 18s), paid or voluntary, stewards and drivers in roles involving regulated activity with children and young people\* |  |  |  |  |  |  | Local church |
| Children’s workers (under 18), voluntary or paid, in roles not involving regulated activity |  |  |  |  |  |  | Local church |
| Children’s and youth (under 25) workers (voluntary or paid), stewards and drivers in roles involving regulated activity with children\* |  |  |  |  |  |  | Local church |
| Children’s and youth (under 25) workers (voluntary or paid), not involving regulated activity |  |  |  |  |  |  | Local church |
| Children and adults worker (voluntary or paid) involving  regulated activity with  children\* |  |  |  |  |  |  | Local church |
| Children and adults worker (voluntary or paid) not involving regulated activity |  |  |  |  |  |  | Local church |
| Children and Youth Development Officer\* |  |  |  |  |  |  | Ministries office |
| General Assembly/ Church House staff who undertake regulated activity with children and youth (under 25)\* |  |  |  |  |  |  | Ministries office |

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|  | **Enhanced with barring information** | | **Enhanced without barring information** | | **Basic check** | **No checks** | **To be actioned by** |
|  | **Adults** | **Children** | **Adults** | **Children** |  |  |  |
| General Assembly/ Church House staff working with children and youth (under 25), not involving regulated activity |  |  |  |  |  |  | Ministries office |
| **Roles with adults at risk** |  |  |  |  |  |  | Ministries office |
| Adults at risk workers (voluntary or paid), elders and pastoral and personal care visitors where the role includes direct feeding, physical care, assistance with financial matters, or driving to medical  or social care appointments |  |  |  |  |  |  | Local church |
| Adults at risk workers (voluntary or paid), elders and pastoral care visitors where the role does not include personal care, assistance with finances or driving to medical or social care appointments |  |  |  |  |  |  | Local church |
| General Assembly/ Church House staff who undertake regulated activity with adults at risk |  |  |  |  |  |  | Ministries office |
| **Administrative/ financial/practical roles** |  |  |  |  |  |  |  |
| Church Administrators (or equivalent working from a Church Office) |  |  |  |  |  |  | Local church |
| Church treasurers or equivalent |  |  |  |  |  |  | Local church |

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|  | **Adults** | **Children** | **Adults** | **Children** |  |  |  |
| Church caretaker and cleaners or equivalent |  |  |  |  |  |  | Local church |
| Synod treasurers/ Synod Finance Officer or equivalent |  |  |  |  |  |  | Synod |
| Synod administrator/ PA/Office manager/ Admin Assistant or equivalent whose role involves safeguarding administration |  |  |  |  |  |  | Synod |
| Safeguarding Administrative Assistant (Church House) |  |  |  |  |  |  | Ministries office |

Checks are required for anyone in these roles aged 16 or over.

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.

\* A check of the adult barred list is not required unless a worker is carrying out regulated activity with those aged 18 and over.

\*\* 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.