

Appendix 1

Thirtyone:eight / Diocese of St Albans Disclosure Registration Form

Only to be completed if your parish has not yet registered with thirtyone:eight.

Please complete in **BLOCK CAPITALS & BLACK INK** and return in an envelope to Mr J Hirst, Diocese of St Albans Safeguarding Advisor, Holywell Lodge, Holywell Hill, St Albans , AL1 1HE

1. Parish details

Parish Name: _____

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

Post code: _____

Tel no: _____

Parish Address: (if different from above):

Post code: _____ Tel no: _____

2. Parish Lead Recruiter Details:

Mr/Mrs/Miss/Ms/other: _____ Surname: _____

Forenames: _____

Date of birth _____ Day-time Tel no: _____

Email: _____

This is essential and is needed for secure access to the online system.

Do not complete – for Diocese of St. Albans use only

Authorised Person: _____

Print Name: _____

Date: ____/____/____ Signed: _____

Registration Form continued...

3. Statement by Parish

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.

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.

Signed: _____ Date: _____
Parish Lead Recruiter

Print Name: _____

Signed: _____ Date: _____
Incumbent

Print Name: _____

THIRTYONE:EIGHT USE		DATE RECEIVED	
REC EMAIL ON SERVS		ORG SET-UP ON EBULK	
APPLICANT MANAGER SET UP		REC APPROVAL EMAIL SENT	
ORGANISATION PASSWORD		REC APPROVAL TEXT/CALL	
DIOCESE HQ ADVSD		CHECKED	