

# Roles eligible for DBS/ Disclosure Scotland checks



**GOOD  
PRACTICE 6  
S3**

## URC roles eligible for a criminal record check

	Enhanced with barring information		Enhanced without barring information		Basic check	No checks	To be actioned by
	Adults	Children	Adults	Children			
Ministers, stipendiary/ NSM and Church Related Community Workers – active	✓	✓					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
URC Assembly accredited lay preachers in England and Wales			✓	✓			Ministries Office
URC Locally recognised lay preachers in England and Wales			✓	✓			Synod
In Scotland: URC Assembly accredited lay preachers URC Locally recognised worship leaders			✓ (using DBS)	✓ (using DBS)			Ministries Office

	Enhanced with barring information		Enhanced without barring information		Basic check	No checks	To be actioned by
	Adults	Children	Adults	Children			
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 Safeguarding Coordinators, deputy Safeguarding Coordinators and safe church advisers	✓	✓					Synod
Synod recognised lay pastors, local leader and interim ministers	✓	✓					Synod
Interim Moderators						✓	Synod
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	✓	✓					Ministries Office
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			
United Reformed Church Trustees, Elders as local church trustees, trustees of registered charities providing regulated activities for children or adults at risk			✓	✓			Local church
Serving Elders			✓	✓			Local church
Assembly accredited lay preaching and locally recognised worship leaders in training			✓	✓			Ministries Office
Authorised Elders **			✓	✓			Local Church
Church caretaker and cleaners					✓		Local Church
Church Administrators (or equivalent working from a Church Office)					✓		Local church
Church Treasurers					✓		Local Church
Synod Treasurers					✓		Synod

\*\* 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