

DBS and Police Clearance Policy

Safeguarding and Disclosure & Barring Service Requirements

Introduction

This policy outlines the Disclosure and Barring Service (DBS) and police clearance requirements for all friars, ministers, staff, students and associates within CACS.

All members of CACS undertake an enhanced DBS check. If a blemished record is received, they must also undertake a risk assessment. For those outside the UK, an equivalent police check is required, and advice on this is given by the deputy DBS processor.

This policy ensures that safeguarding standards are upheld across all ministries, programmes and community activities.

Friars

DBS Requirement for Friars Ministering in CACS

All resident friars at The Carmelite Priory, Boars Hill Priory, Oxford undertake an enhanced DBS check, renewed every three years. A DBS is completed upon arrival, unless they have an existing DBS from a diocese in which they previously served.

Processing

CACS uses Thirty-eight One for digital DBS processing.

Any friar living outside the priory but undertaking group or one-to-one ministry within CACS must present their DBS to Fr Clement for recording.

Friars Arriving from Outside the UK

Six-month papers serve as temporary confirmation of a non-criminal record for friars arriving from outside England, Wales, Scotland or Northern Ireland.

Induction and Records

New friars are supported to gather documentation so a DBS can be completed six months after arrival. DBS processing should be ready to begin on the final day of the six-month period.

Six-month papers are held by the prior, not in the safeguarding file. DBS records are stored securely and deleted after three years, when a new DBS is required.

Database

A database of DBS records and expiry dates is maintained on [Monday.com](https://www.monday.com).

Laity

Overview

This section covers CACS online and in-person spiritual direction, supervision and individual guided retreat ministry.

Requirements

All CACS ministers undertake an enhanced DBS check, or the equivalent police clearance if outside the UK, before beginning ministry.

All CACS ministers must complete the CACS Level II safeguarding course, or an equivalent verified course.

DBS/police clearance and safeguarding training are renewed every three years.

Letter of Endorsement and Overseas Ministry

A separate policy is being developed on the “Letter of Endorsement” for individuals ministering in CACS while living outside the United Kingdom.

This will include guidance on obtaining appropriate police checks if letters of endorsement cannot be obtained.

Risk Assessment for Blemished Records

Any DBS or police record which is blemished (for example, a spent conviction) requires the CACS applicant to undertake a safeguarding risk assessment with two members of the safeguarding team.

Record Keeping

Records are stored in a secure [Monday.com](https://www.monday.com) database monitored by Judy Bartlett (senior administrative lead) and Christie Moreton (Academic registrar and deputy DBS processor).

Auditing

Annual auditing of the database is undertaken each September by Kate Keefe.

Implementation

Requirements were introduced in February 2026.

CACS Safeguarding Team: DBS Responsibilities

- **Fr Alexander Ezechukwu, OCD:** Director of CACS; responsible for six-month papers for friars arriving from outside the UK and ministering in CACS
- **Fr Clement Oborlah, OCD:** Director of communication CACS; DBS lead processor; responsible for DBS policy.
- **Christie Moreton:** Academic registrar for SDFP; deputy DBS processor.
- **Judy Bartlett:** Senior administrator; responsible for data security.
- **Kate Keefe:** Safeguarding lead and policy development and internal auditing lead.

Policy prepared by the CACS Safeguarding Team.

Policy approved by the CACS Safeguarding Committee

Next review: February 2029

