

# Dealing with blemished disclosure certificates\* and the appeal process

**When the Panel receives a blemished disclosure certificate, the decision on whether it has any safeguarding implications will be made by a confidential panel facilitated by the Interdenominational Safeguarding Panel. The Panel Office ensures that all individuals with a blemished record are treated fairly and confidentially.**

1. The Panel office will contact the applicant to ask them to confirm the details and information shown on the certificate and to provide additional information if necessary. A risk assessment is completed and the case is referred anonymously to a confidential panel.
2. The confidential panel meeting will be convened and members receive the information disclosed on the DBS certificate (anonymised), and any other relevant information. They will decide if the disclosure has any safeguarding implications or if it will affect the applicant's ability to do the role in question safely and effectively.
3. Often the confidential small panel advises that there is no specific safeguarding risk and the individual can proceed with the work. In some cases, they may advise that the individual can work/volunteer but may make recommendations or stipulate conditions.
4. Some crimes or barring decisions make it unlawful for a person to work with children and/or vulnerable adults and the Panel office will write to the individual to explain that it is not lawful for them to begin or continue with the role.
5. The Panel office will write to the individual in each case, to explain the outcome of the confidential panel.
6. Where the confidential small panel recommends that the applicant should not proceed with the role, the Panel office will contact the church to offer advice and the general secretary of the relevant denomination is usually notified.
7. It is the responsibility of the relevant general secretary to ensure that 'pastoral care' is available to the individual / church where necessary during the process. This could be delegated to local elders / deacons, if appropriate.
8. We ensure that individuals with a blemished record are treated fairly and confidentially.
9. A confidential record of every individual case is held and all those who receive information through this process are expected to adhere to strict confidentiality boundaries.

## Appealing a Panel decision

1. If the applicant is unhappy with a decision they may appeal. They should write to the Interdenominational Safeguarding Panel chairperson stating why they would like to appeal.
2. The chair will convene a group of three appropriate Panel members who have had no previous involvement with the case to review any decisions and recommendations.
3. Any matters which have legal implications will be referred to suitable experts.
4. The decision of the group will be final.

*\* A blemished disclosure is a DBS disclosure certificate which shows any convictions cautions, reprimands or final warnings or information from the police.*

**Please contact the Panel office for more information**

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