VERIFILE
Accurate data. Meaningful relationships.

DIOCESE of OXFORD
A Christ-like Church for the sake of God's world

19 December 2025

Thank you for your interest in using the Disclosure and Barring Service (DBS) checking provision that the Oxford Diocesan Board of Finance (ODBF) has arranged with Verifile. We are pleased to have established this partnership and to be able to make this service available.

Verifile is registered with the Disclosure and Barring Service as an umbrella body authorised to submit DBS applications. Through our agreement, Verifile is able to provide DBS processing services to ODBF, ODBE, and any PCCs or Joint Councils within the Diocese of Oxford who wish to make use of them.

It is important that there is clarity about the nature of the service that Verifile will provide. Verifile will process all new DBS applications and renewals via their online portal. ODBF holds the main account, while each PCC or Joint Council may, if they choose, operate as a sub-account under the same agreement and benefit from our negotiated terms. Each PCC or Joint Council will retain a direct relationship with Verifile and will be responsible for managing and processing its own DBS checks, for which Verifile will invoice directly.

The Adoption Agreement overleaf sets out the basis on which ODBF and your PCC or Joint Council will draw on the services of Verifile.

By signing the agreement, you confirm that you are authorised to represent the Council on whose behalf you agree to the following:

1. **Opting into the service**: The Council has chosen to use this service and may withdraw at any time, recognising that it is the Council's responsibility to arrange DBS checks for its employees and volunteers and to select suitable service providers.

2. **Data protection responsibilities**: For the purposes of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, the Council is the Data Controller for all information shared with ODBF and Verifile under this agreement.

If you would like to discuss any aspect of the agreement before signing, please contact **dbschecks@oxford.anglican.org**. Once completed, please return the signed agreement to the same address to commence the onboarding process with Verifile.

Thank you.

SCHEDULE 2 – ADOPTION AGREEMENT

This Adoption Agreement is dated _____ 202__

Parties

(1) **VERIFILE LIMITED** incorporated and registered in England and Wales with company number 05129976 whose registered office is at 5 Franklin Court, Stannard Way Priory Business Park, Bedford, Bedfordshire MK44 3JZ (**Verifile**).

(2) **THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF [ ] / THE [ ] JOINT COUNCIL** of *ADDRESS*: _____ **[*national church records number(s)*]** (**Council**) / **OR THE OXFORD DIOCESAN BOARD OF EDUCATION** incorporated and registered in England and Wales with company number 07071809 and registered charity number 1133586 of Church House Oxford, Langford Locks, Kidlington OX5 1GF (**ODBE**).

Background

A. Verifile and The Oxford Diocesan Board of Finance are parties to the Agreement between them for the provision of criminal record checks via the Disclosure and Barring Service and associated advice and support dated 19 December 2025, as amended from time to time (**Agreement**).

B. Verifile and the Council / ODBE wish to enter into this agreement (**Adoption Agreement**) under which Verifile will provide services to the Council / ODBE on the same terms and conditions as the Agreement.

1. ADOPTION AGREEMENT

1.1. This Adoption Agreement starts on *DATE*:_____ 202__ (the **Adoption Date**) and will continue, unless terminated earlier in accordance with clause **Error! Reference source not found.** of the Agreement, until *DATE*: _____202__ (to be no later than the date which is three years from the date of the Agreement) when it will terminate automatically without notice.

1.2. The terms and conditions of the Agreement apply to, and are incorporated in full into, this Adoption Agreement, but this Adoption Agreement is nonetheless separate and independent from the Agreement.

2. GENERAL

2.1. For the purposes of clause 24.3 of the Agreement, as incorporated into this Adoption Agreement, the email address of the Council for notices sent by email is *EMAIL ADDRESS*: _____.

2.2. This Adoption Agreement and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation will be governed by and interpreted in accordance with the law of England and Wales and subject to the exclusive jurisdiction of the courts of England and Wales.

2.3. All other capitalised terms used in this Adoption Agreement have the meaning given to them in the Agreement unless otherwise defined.

3. PAYING CHARGES

3.1. Verifile will invoice the PCC/JC for the Services in respect of the Charges incurred up to the end of each calendar month following the Commencement Date

3.2. If a purchase order reference is required by the PCC/JC to be quoted on an invoice, the PCC/JC shall provide Verifile with such purchase order reference no later than three (3) Business Days prior to the last calendar day of the month.

3.3. Unless otherwise agreed between the Parties, the PCC/JC shall pay all invoices in Pounds Sterling:

a. in full without delay, deduction or set-off, in cleared funds within thirty (30) calendar days of the date of each invoice; and
b. to Verifile's bank account, details of which have been provided by Verifile to the PCC/JC.

3.4. If payments are not received within the time specified, Verifile reserves the right to require the PCC/JC to set up a direct debit or may at its sole discretion cease to carry out any further Services under the Agreement. Payment may be made by credit card but may incur an additional processing fee.

3.5. The PCC/JC may dispute any invoice it believes to be erroneous within thirty (30) calendar days of receipt. Where a dispute is ongoing under this clause 3 (Paying Charges), the PCC/JS shall not be required to pay the disputed amount until such dispute is resolved. For the avoidance of doubt, the PCC/JC shall still be liable to pay all undisputed amounts in accordance with clause 3 (Paying Charges).

3.6. Should the PCC/JC fail to meet the payment terms specified above, Oxford Diocesan Board of Finance may seek to recover the amounts due on behalf of Verifile. In this event, the PCC/JC will be unable to process further checks until the account has been settled

4. PROPOSAL

4.1. This Adoption Agreement incorporates the Proposal referred to in the Agreement.

This Adoption Agreement has been entered into on the date stated at the beginning of it.

Signed by _____ : .....
For and on behalf of the Supplier

Signed by _____ : .....
For and on behalf of the Council / ODBE

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Disclosure and Barring Service (DBS)
DBS Administrator Declaration Form

Parish/Benefice Name: _____

National Church Records Number (6-digit Parish Code, usually beginning with 27….) _____

Please note: this information is for the purposes of using the Parish account with Verifile so the information will be shared with them.

The following person has been appointed by the PCC to take on the following role/s (please specify below):

☐ Manager/ Recruiter ☐ Administrator/ Verifier

Manager/ Recruiter: This person will receive all notifications of outcomes from DBS applications. The Parish can only have one person in this role.

Administrator/ Verifier: This person will issue the log in numbers and verify the applicants ID. They can also be the Manager/Recruiter and receive outcome notification. The Parish can have more than one person in this role.

***Mr / Mrs / Miss / Ms / Doc / Revd / Other (please state) ……..…… (*delete as appropriate)**	
Name:	
Address:	
Telephone Number:	
Email:	

Please tick the appropriate box below (if relevant):

☐ I am taking over this role from ……..……

Return this form to: dbschecks@oxford.anglican.org