

# DBS Presentation

Danielle Dixon & Lorraine Elks

# Safer Recruitment

- ▶ PSR to complete DBS 1 (Volunteer application) & DBS 2 (Volunteer references)
- ▶ Both forms to be kept secure in Parish
- ▶ All Volunteer paperwork to be kept for 75 years

# Application form

406

CATHOLIC SAFEGUARDING ADVISORY  
OSAS QUEENSWAY HOUSE  
ST LINDRY STREET  
BIRMINGHAM  
WEST MIDLANDS  
B3 1HA

068917



## Disclosure & Barring Service

Form Ref

F0301428729

PO Box 770,  
Liverpool L69 3EF

If you would like to keep your DBS certificate up to date why not also join our Update Service at [www.gov.uk/dbs](http://www.gov.uk/dbs)  
This form can be used to apply for a Disclosure and Barring Service (DBS) check. APPLICANTS MUST COMPLETE SECTIONS a, b, c AND e ONLY. DO NOT COMPLETE SECTIONS d, w, x, y OR z. If you require help in completing the form, you can call the DBS on 0870 90 90 811, visit our website on [www.gov.uk/dbs](http://www.gov.uk/dbs) or talk to the person who provided you with this form.  
Failure to complete this form correctly will delay your application. Applicants need not enter names relating to their previous gender, but must contact the Sensitive Team on [Sensitive@dbs.gsi.gov.uk](mailto:Sensitive@dbs.gsi.gov.uk) if this option is to be exercised.

### YOU MUST

- Use **BLACK INK** throughout.
- Use **CAPITAL LETTERS** when completing the form.
- Complete all sections marked in **YELLOW** – if you do not, your form will be returned unprocessed and this will delay your application.
- Write clearly and insert **only one character** in each box.
- Put a line through a mistake, and correct it to the right.
- Mark choices in the box with a cross (X).
- Keep your signature(s) within the box provided.
- Provide all addresses where you have lived in the last 5 years. If you have lived overseas within this period please include these addresses.

### proving your identity

After you have completed sections a, b, c and e please return the form to the person who provided you with the form. They will then ask you to provide a range of documents to confirm your identity. Please refer to the ID checking guidelines which can be found at [www.gov.uk/dbs](http://www.gov.uk/dbs)

### identity documents

- You must provide **original documentation only**; photocopies will not be accepted.
- At least one document must confirm your **current name**, as recorded in section a.
- At least one document must confirm your **date of birth**, as recorded in section a.
- At least one document must confirm your **current address**, as recorded in section b and should be issued within a certain period, see ID checking guidelines.
- Wherever possible, where you held a document containing a photograph from the approved identity document list, this should be submitted.

### fair processing notice

The Disclosure and Barring Service will refer the details provided on this application form to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the DBS for inclusion on any certificate issued. The details provided on this form may be used to update the records held by the bodies specified above. The details provided on this application form may be used to verify your identity for authentication purposes. The DBS may use any information provided by the DBS on a certificate or otherwise held by the DBS to inform any of its barring decisions made under its powers within the Safeguarding Vulnerable Groups Act 2006.

### YOU MUST NOT

- Write over the edges of each box.
- Place stamps or stickers on the form.
- Staple anything to the form.
- Use correction fluid.
- Strike out a section that is not applicable. Please leave it blank.

### applicant's checklist

Before you pass this form to the person who provided it to you, please ensure you have:

- Completed all the **mandatory** fields, highlighted in yellow in sections a, b and c.
- Provided all the addresses where you have lived in the last 5 years.
- Signed the declaration in section e.

Now pass the following to the person who provided you with this form:

- Application form.
- Identity documents.
- Continuation sheets (if you have used any), available from [www.gov.uk/dbs](http://www.gov.uk/dbs)
- Payment (if you have been asked to provide this).

APPLICANTS MUST COMPLETE SECTIONS a, b, c AND e ONLY.

DO NOT COMPLETE SECTIONS d, w, x, y OR z

**a** applicant's details

1 title

2 surname

3 forename(s)

mr  mrs  miss  ms  other   
S M I T H   
M A U R E E N J A N E

4 have you ever been known by any other names?

no  yes  If 'yes' you must complete the full name(s) in a5 - a13 as appropriate, if 'no' go to a14

Use a continuation sheet if necessary, available from [www.gov.uk/dbs](http://www.gov.uk/dbs)

5 surname

B R O W N

6 forename(s)

M A U R E E N J A N E

7 dates from and to

0 6 1 9 6 2 - 0 8 1 9 8 6

8 surname

9 forename(s)

10 dates from and to

11 surname

12 forename(s)

13 dates from and to





20 do you have a national insurance number?

no  yes  If 'yes' you must complete a21, if 'no' go to a22

21 national insurance number

Y V 2 7 8 9 3 6 A

22 do you hold a valid UK driving licence?

no  yes  If 'yes' you must complete a23, if 'no' go to a24

23 driving licence number

S M I T H 7 2 6 6 0 8 M J 1 L T 2 4

24 do you hold a valid passport?

no  yes  If 'yes' you must complete a25, a26, and a27, if 'no' go to a30

25 passport number

8 4 5 2 1 7 9 3 4

26 nationality

B R I T I S H

27 country of issue

G R E A T B R I T A I N

28 not used

D O N O T U S E

29 not used

D O N O T U S E

30 do you have a Scottish vetting & barring number?

no  yes  If 'yes' you must complete a31, if 'no' go to section b

31 Scottish vetting & barring number

**b** current address

Please give details of your current address.  
This is the address to which all correspondence will be sent.



32 address

2 1 C H U R C H R O A D

33 town/city

L U T O N

34 county

L U 7 8 F F

36 country

E N G L A N D

37 at address since

0 3 2 0 1 4



**C** other addresses

You must provide all other addresses where you have lived in the last 5 years. There must be no gaps in dates, however, overlapping dates are acceptable. Use a continuation sheet if necessary, available from [www.gov.uk/dbs](http://www.gov.uk/dbs). If not applicable, go to section e.

38 address

7 6 M A I N S T R E E T

39 town/city

R U G B Y

40 county

41 UK postcode

C V 2 1 9 Q R 42 country E N G L A N D

43 dates from and to

1 1 1 9 9 7 0 3 2 0 1 4

44 address

45 town/city

46 county

47 UK postcode

48 country

49 dates from and to



**e** declaration by the applicant

55 do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? no  yes

56 declaration by the applicant

By signing the applicant declaration box I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

57 date of signature 0 1 1 1 2 0 1 6

Applicant declaration  
(please sign within the box provided)

Mawreen S Giff

registered body use only	
a1-a3 verified	<input checked="" type="checkbox"/>
a14 verified	<input checked="" type="checkbox"/>
a21 verified	<input checked="" type="checkbox"/>
a23 verified	<input checked="" type="checkbox"/>
a25 verified	<input checked="" type="checkbox"/>

Title, surname, first name

Date of Birth

National Insurance number

Driving Licence number

Passport number

registered body use only	
current address verified?	<input checked="" type="checkbox"/>

All this information must be checked against the originals of formal documents, such as passport, driving licence or utility bill

Sections w, x and y for Registered Body use only Form Ref F0101428761

For help and assistance in completing this page please follow DBS guidance on the website - [www.gov.uk/dbs](http://www.gov.uk/dbs)  
Complete all sections marked in **BLUE** - if you do not, this form will be returned unprocessed and this will delay this application.

**W** evidence of identity

58 name of evidence checker L O R R A I N E E L K S

59 have you established the true identity of the applicant, by examining a range of documents as set out in DBS guidance, and verified the information provided by the applicant in sections a and b, by completing the verification check boxes? no  yes

In this case Lorraine's name has been used - however this must be the name of whoever has personally verified the original documents.  
Usually the Safeguarding Representative.



# Different Roles - Example 1

apply for a DBS check

60 not used      D O N O T U S E

61 position applied for      C H I L D W O R K F O R C E  
L I T U R G Y

62 organisation name      S T J O H N L U T O N

63 level of DBS check      Please cross one box only      standard  If crossed go to x67      enhanced  If crossed go to x64

64 are you entitled to know whether the applicant is barred from working with children?      no       yes

65 are you entitled to know whether the applicant is barred from working with adults?      no       yes

66 does this position involve working with children or adults at the applicant's home address?      no       yes

# Different Roles - Example 2

apply for a DBS check

60 not used      D O N O T U S E

61 position applied for      C H I L D A N D A D U L T W O R K F O R C E

   S V P

62 organisation name      S T A N T H O N Y S L O U G H

63 level of DBS check      Please cross one box only      standard  If crossed go to x67      enhanced  If crossed go to x64

64 are you entitled to know whether the applicant is barred from working with children?      no       yes

65 are you entitled to know whether the applicant is barred from working with adults?      no       yes

66 does this position involve working with children or adults at the applicant's home address?      no       yes



67	application type	application is for a new post holder	<input checked="" type="checkbox"/>	OR	+
		application is for an existing post holder	<input type="checkbox"/>		
		application is for an existing post holder who is being re-checked	<input checked="" type="checkbox"/>		

Use 1 in the case of someone taking on a new role.

Use 3 in the case of someone who has a DBS check for the role already, but needs a recheck due to the time since last check.

68 is this application for a free of charge volunteer? no  yes  By placing a cross in the yes box, you confirm that the post meets the DBS definition of a free of charge volunteer application. Please note that DBS may recover the application fee if this box is marked in error and that this could result in the cancellation of your DBS registration.

Usually “YES” BUT be mindful of wording highlighted

If the Disclosure is for a Priest or parish worker who is salaried then cross “NO”.

# DBS 3 Form (Confirmation of Identification)

- ▶ For applicant and PSR to complete
- ▶ PSR to ensure the form they are using is the most up to date form
- ▶ PSR to check the applicant has completed all there details on page 2
- ▶ PSR to complete pages 1, 3 & 4
- ▶ Ensure the Passport number and Driving licence numbers are filled in
- ▶ On page 3 & 4 tick which identity documents have been used
- ▶ Ensure the applicant gives you the original documents and you need to sign at the bottom of page 4 to agree this has taken place
- ▶ Ensure you have seen a marriage certificate for name change or write down you have had a conversation about the name change
- ▶ Ensure the form you are using is the current form
- ▶ Check the identity documents are in date and photocopy this to send in to the safeguarding office

# DBS 4 Form (Self Declaration)

- ▶ For the applicant to complete
- ▶ PSR to ensure the form they are using is the most up to date form
- ▶ PSR to give to applicant with envelope addressed to safeguarding office
- ▶ Applicant to complete and put in envelope
- ▶ PSR to send envelop in with the DBS application to the safeguarding office
- ▶ This form is confidential to the applicant and the safeguarding office

# Next Stage

- ▶ Lorraine will recheck DBS application, DBS 3, DBS 4 and identification
- ▶ DBS application form will be up loaded to Ebulk & the National Database
- ▶ Danielle will countersign DBS application on Ebulk
- ▶ DBS application to go through four stages of checks
- ▶ Lorraine will send a email to PSR to inform the DBS application has been completed, including the workforce and disclosure date
- ▶ Lorraine will update the National Database with outcome of disclosure
- ▶ If you and the parish priest are happy with the completion of the safer recruitment process, this applicant is then appointable

# Renewals

- ▶ DBS certificates do not have an expiry date, they only reflect the information which is available at the time of the application
- ▶ Local guidance is to process re-checks every 3 years
- ▶ Please use the start of each year as the time to start processing renewals for volunteers whose DBS certificates are 3 years and older



# The Update Service

- ▶ Available to use since June 2013
- ▶ Registration is free of charge for volunteers
- ▶ Enables DBS certificates to be portable and reduces the need for numerous certificates
- ▶ Applicants can keep their certificates up to date online and allows employers to check a certificate online
- ▶ Reduces the need for the purple DBS form to be completed
- ▶ A volunteer certificate cannot be used for a paid position

# How does it work?

- ▶ You can join in two ways:
  - ▶ **Option 1** - when the application is **in progress**, using your DBS application form reference number which changes from an **F number** into an **E number** (Ebulk)
  - ▶ **Option 2** - when you receive your **DBS certificate**, using the **certificate number** - however, this must be completed within **19 calendar days** of the certificate issue date
- ▶ The applicant will be given a subscription ID number which needs to be retained
- ▶ Subscription to the Update Service is automatically renewed annually and the volunteer is notified via email
- ▶ Applicants can view any checks that have been carried out against their certificate

# What to do - your role

- ▶ Please provide volunteers with the Update Service information leaflet when processing applications
- ▶ Potential volunteers still need to go through the safer recruiting process
- ▶ For new applicants, all Diocesan forms must be completed - DBS 1, 2, 3 and 4
- ▶ For rechecks, applicants must still complete the Diocesan forms - DBS 3 and 4
- ▶ Certificates can only be transferred from one role to another if the following are the same for the role that the applicant wishes to undertake:
  - ▶ The workforce (61) meaning it is a 'like for like' certificate
  - ▶ The product (64. - 66) relating to the barred list and regulated activity

# The next steps

- ▶ Please ask the volunteer to send their original certificate to the safeguarding office (only required for those issued outside of the Diocese)
- ▶ Original certificates are required because the DBS only confirm if there have been any updates from the time issue, so we need to see the certificate to check there is nothing to consider on the original
- ▶ By sending in their certificate, the volunteer is giving their agreement to a check being made
- ▶ Please tell us the names of any applicants that might send us a certificate and what they want to do in your parish
- ▶ Once the check to see if the Disclosure remains current has been completed, the certificate will be returned to the volunteer
- ▶ The PSR will then be asked to provide the relevant DBS forms and ID documents

# Key messages

- ▶ Arrange an annual meeting with your parish priest to review numbers of volunteers in the parish
- ▶ Update the safeguarding office of any changes to your parish volunteer list
- ▶ Please consider recruiting additional PSRs to your parish to help you in your role
- ▶ Promote and raise the profile of safeguarding within your parish:
  - ▶ Advertise EduCare e-learning package, which is part of the Church's commitment to safeguarding and is free for anyone to access\*
  - ▶ Display a safeguarding policy statement for your parish\*
  - ▶ Display safeguarding contact details for the parish and Diocese\*

# Key messages

- ▶ The Catholic Safeguarding Advisory Service (CSAS) is the national agency for driving and supporting improvements in safeguarding practice within the Catholic Church in England & Wales.
- ▶ Become familiar with the Church's National Policies and Procedures for safeguarding by accessing [www.csasprocedures.uk.net](http://www.csasprocedures.uk.net)\*
- ▶ New safeguarding cards have now been issued by the National Catholic Safeguarding Commission - please distribute to new volunteers and ensure they are available within parish porches\*
- ▶ You are invited to our next safeguarding event on 2<sup>nd</sup> March 2017 \*
- ▶ We welcome your feedback\*
- ▶ Any queries or questions



Wishing you a safe journey home