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 CSAS QUEENSWAY HOUSE 57 LIMBRY STREET BIRMINCHAM WEST MIDLANDS 83 1HA

004917



If you would like to keep your DBS certificate up to date why not also join our Update Service at 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 0670 90 90 811, visit our website on 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 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.
 Staple anything to the form. will be returned unprocessed and this will delay your application.

 # Use correction fluid.
- 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 DO.
- Keep your signature(s) within the box provided.
- Provide all addresses where you have fived in the last 5 years. If you have lived overseas within this period please include these addresses.

YOU MUST NOT

- Write over the edges of each box.
- a Place stamps or stickers on the form.

- # Strike out a section that is not applicable. Please leave it blank.

After you have completed sections a, b, c and a please return. Before you pass this form to the person who provided it to you, 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

- 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.
 Application form.
- 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 haid a document containing a photograph. from the approved identity document list, this should be submitted.

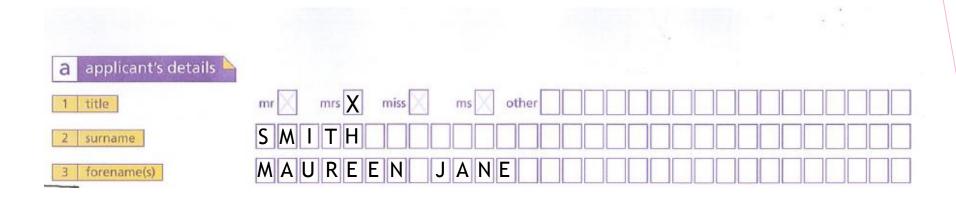
please ensure you have:

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

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

- Identity documents.
- Continuation sheets (if you have used any). available from www.gov.uk/dbs
- # Payment (if you have been asked to provide this).

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 budies 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 helid by the DBS to inform any of its barring decisions made under its powers within the Safeguarding Vulnerable Groups Act 2006.



4 have you ever been known by any other names?	по	X		yes	X	If 'y	/es′ 15 -	you a13	mu as a	ist c	omp	lete	the	e fu 'no'	ll na	ame to a	(s) 14					if n	ssary	1,		
5 surname	В	R	0	W	N																					
6 forename(s)	M	Α	U	R	E	E	N		J	Α	N	E														
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11 surname																										
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20 do you have a national insurance number?	no yes X If 'yes' you must complete a21, if 'no' go to a22
21 national insurance number	Y V 2 7 8 9 3 6 A
do you hold a valid UK driving licence?	no yes X If 'yes' you must complete a23, if 'no' go to a24
23 driving licence number	SMITH726608MJ1LT24
24 do you hold a valid passport?	no yes X 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	BRITISH
27 country of issue	GREAT BRITAIN
28 not used	DO NOT USE
29 not used	DONOTUSE
do you have a Scottish	no X yes If 'yes' you must complete a31, if 'no' go to section b
vetting & barring number?	no X 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	21 CHURCH ROAD
33 town/city	
35 UK postcode	LU78FF 36 country ENGLAND
37 at address since	032014

38 address	7	6		M	Α		N		S	T	R	E	E	T		L	L							
39 town/city	R	U	G	В	Y																			
40 county																								
41 UK postcode	C	V	2	1	9	Q	R		42	cc	oun	try	Ε	N	G	L	Α	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																								

e declaration by the applicant

do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?

no X 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

01112016

Applicant declaration (please sign within the box provided)

Mauroen & Sort

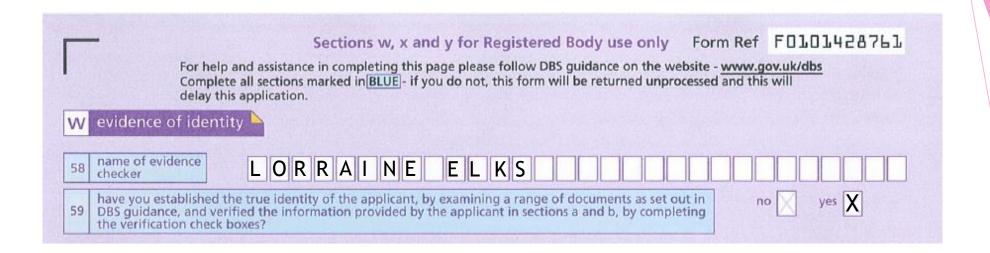
TCS VER 3.0 12/13 English DAF



Title, surname, first name
Date of Birth
National Insurance number
Driving Licence number
Passport number



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



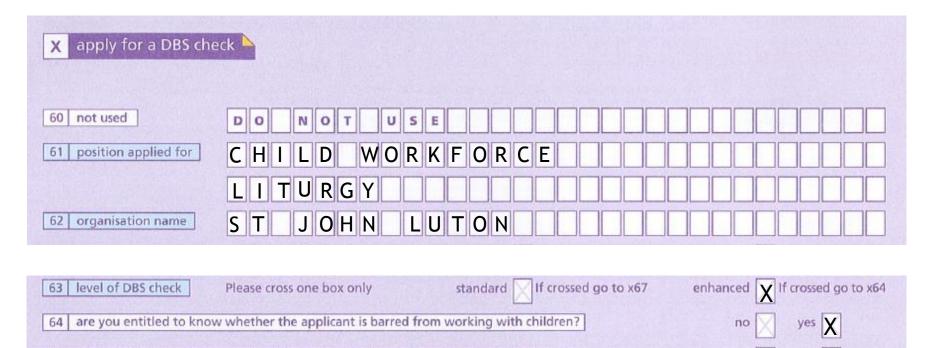
In this case Lorraine's name has been used - however this must be the name of whoever has personally verified the original documents.

Usually the Safeguarding Representative.

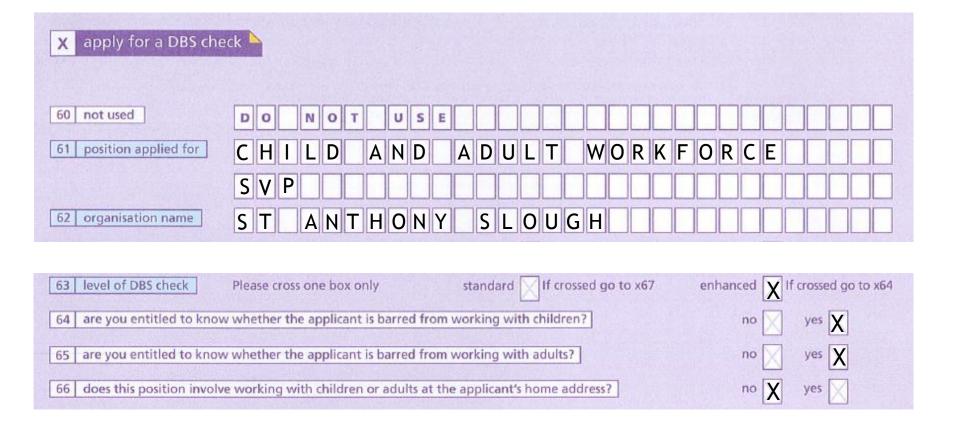
Different Roles - Example 1

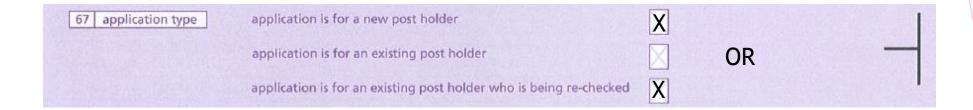
are you entitled to know whether the applicant is barred from working with adults?

66 does this position involve working with children or adults at the applicant's home address?



Different Roles - Example 2





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.

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*
- 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 2nd March 2017 *
- We welcome your feedback*
- Any queries or questions

Wishing you a safe journey home