**Hereford Diocese – DBS Update Service Guidance Sheet**

**Introduction**

You are reading this document because you have been asked to complete a DBS check because you have a certain role within the Church of England in the Diocese of Hereford but you already have a DBS certificate on the update service. Thank you for agreeing to complete a DBS Check, it is a vital element to our safer recruitment process.

**Home-based positions.** The Update Service will only check for updates relating to the individual for whom the check was carried out, not the home address where the work is being undertaken or any other individuals employed or living at that address. Meaning is the role involves work from home (e.g. House Group Leader) a new DBS check must be done.

**Confidential Declaration Form.** You should already have been asked to complete a confidential declaration form and been given a privacy statement relating to that form. If you have not please query this with the DBS Administrator who will advise accordingly - depending on your particular circumstances.

**Diocesan Records**. The DBS Administrator will maintain certain records regarding DBS checks. This enables the process to take place and assists with the identification of renewals. You will have received a privacy statement with this guidance sheet.

To check a DBS certificate status online, we must:

* be legally entitled to carry out a check - *the role you are doing requires or is eligible for a DBS check*
* check the certificate is the right level and type for the role applied for
* checked the applicant’s ID to confirm their identity
* have the applicant’s permission – *a completed consent form*
* Seen the applicant’s original certificate

1. **Checking the role level and DBS certificate**

Either the Parish Safeguarding officer or the Incumbent needs to check what level DBS check is required for the applicant’s role and see whether the DBS certificate the applicate already has on the update service is the **exalt same level.** It needs to contain the exact same workforce and whether barred lists have been checked. Please get in touch with the DBS Administrator if you need helping checking.

1. **ID checking**

Either the Parish Safeguarding officer or the Incumbent needs to check the applicants DBS certificate against a form of ID. This could be a driving licence, passport, birth certificate etc. The consent form has a section for the verifier to fill in this information.

1. **Consent**

The applicant will need to complete a consent form, allowing the DBS Administer to check on the application DBS status online.

1. **Email to DBS Administer**

Please email the DBS Administrator the following information to start the DBS Process.

* The **Applicants Name** and **email address**.
* Confirmation the **Confidential Declaration Form** is complete and clear. If there is a disclosure I will need to see it. The CDF will need to be kept safe and securely with parish files.
* Confirmation the **Safer Recruitment Process** has been followed. There is information and documents on our website <https://www.hereford.anglican.org/parish-support/safeguarding/safer-recruitment/>
* I will need the applicants **Role Description**, unless it is an established role like Churchwarden, PCC Member or Parish/Benefice Safeguarding Officer. There are example role descriptions on our webpage, the link is above.
* The applicants completed **Consent form** with the verifiers section filled in.
* Whether the applicant is a **volunteer or paid**.
* Confirmation the applicates **originally DBS certificate** is on its way to me.

Below is a tick list to help make sure certain steps have been completed.

|  |  |
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| The **Safer Recruitment Process** has been follow (if it is a new post).  Safer Recruitment & People management Policy complied with |  |
| A **Confidential Declaration Form** has been completed and it is clear (If the CDF has a disclosure on it, it needs to be sent in to us). |  |
| A **Role Description** has been sent in for us to determine what level of a DBS Check is required. |  |
| A **Consent Form** has been fill in and signed by the application. This consent form will allow us to check the applicant DBS status online. |  |
| The Parish Safeguarding Officer or incumbent has seen **Proof of Identity**. |  |
| The **Original Certificate** will need to be sent in. We cannot clear you for your role until we see your certificate. |  |

Before carrying out a status check, you must be able to answer ‘yes’ to the following questions. If you answer ‘no’ then you cannot carry out a status check:

* Have you seen the applicant’s original certificate?
* Have you checked the applicant’s ID to confirm their identity?
* Do you have the applicant’s consent?
* Are you legally entitled to the same level of DBS certificate - standard or enhanced?
* Does the DBS certificate only contain the exact workforce that you are entitled to know about, for the role you are recruiting for?

1. How are we going to record that the update service checks have been done? Before we’d keep record on the Paper DBS spreadsheet but because of number we can’t. Maybe a Different sheet on the online spreadsheet?
2. Do we need to keep a copy of the applicants consent form and the update service check?
3. We’d still need to do our own notifications – where this kept? Digitally?