

## Safer Recruitment Update February 2019

### Acceptable Identity Documents for DBS Checks



Criminal Records Bureau



Disclosure &  
Barring Service

In December the Disclosure & Barring Service updated the list of documents we can accept to verify an applicant's identity. The changes mainly affect non-UK nationals. Please destroy any current identity document lists you may be using and only use the current list on our website below. Full details are available on the Disclosure & Barring Service website [here](#)

Our revised list of acceptable identity documents is available [here](#)

### Training Records



We've been emailing Parish Safeguarding Co-ordinators for a while now to let them know when people from their church have attended a face-to-face safeguarding training session or completed an e-learning module. Many of our Parish Identity Verifiers are not Parish Safeguarding Co-ordinators and they have told us that it would be helpful if we also emailed them with this information so that they can include it on the DBS spreadsheet and note when a volunteer or

employee is due to refresh their training as well as renew their DBS check. We've listened and going forward we will email details of attendance at safeguarding training to both Parish Safeguarding Co-ordinators *and* Parish Identity Verifiers.

### S1 Safer Recruitment training

This module has now been revised. If you're a Parish Identity Verifier (or a Vicar, or a Parish Safeguarding Co-ordinator) you are required to complete this module. If our records show that you haven't done this yet, over the coming months we'll be emailing you a presentation to read and an on-line quiz to complete. All new Parish Identity Verifiers will be required to complete this as part of their induction.



## Churches Child Protection Advisory Service (CCPAS)



You may have noticed recently that The Churches Child Protection Advisory Service have had a bit of a makeover. They have renamed themselves 'thirtyone:eight' and have a new logo. They've made the change as they felt the name 'CCPAS' no longer adequately reflected who they are, the range and scope of the services they provide or their commitment to speak out on behalf of the voiceless and the rights of all who are vulnerable. The new name comes from Proverbs 31:8. Their contact details remain unchanged. Call their helpline 0303 003 11 11 if you need to contact them.

## Help with Renewal Checks for Readers



For many Readers who work or have numerous commitments throughout the week, it is a challenge to come in person to 1 Colmore during office hours to have their identification verified. We would therefore really appreciate the help of Parish Identity Verifiers by checking your Reader's identity locally. You can:

- See your Reader's original documents and check that they look like the photo on their passport or driving licence or residence permit etc
- Photocopy or scan or take a photo of the original documents
- Confirm, sign and date on the photocopies or confirm in your email that the copies you are sending are true copies of the originals you have seen
- Post the photocopies to the Safeguarding Support Officer, The Church of England – Birmingham, 1 Colmore Row, Birmingham B3 2BJ or email the scanned documents or photos to [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com)

We will then complete the online verification and submit the form to thirtyone:eight. You will not be able to access the Reader's application form on the online system to verify ID as they are processed under a diocesan code and not the parish code.

Thank you so much for your help with this – not only do we appreciate it, but we're sure that your Reader will also be very grateful for this local service.

*Steph, Sarah & Claire*  
*The Church of England – Birmingham, Safeguarding Team*