The Online DBS Process from Start to Finish

Safer Recruitment steps have been followed, and it is determined that the applicant is eligible for a DBS check.

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A user ID number is issued to applicant. ⇄ *At this stage the applicants ID documents can be verified.*

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Applicant logs on to www.onlinecrbcheck.co.uk and completes their application form online.

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When the application is complete, an e-mail is automatically sent to the ID Checker. This e-mail provides a link to the online ID checking page and displays all the applicant's details which can be checked against the ID documents provided. ⇄ *At this stage the applicants ID documents can be verified.*

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Once the ID check is submitted, APCS review and countersign the application.

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Once countersigned, the application is sent to the Disclosure & Barring Service.

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Once the DBS check is complete, all disclosure results are e-mailed to the DBS & Safeguarding Administrator. → *The DBS and Safeguarding Administrator will receive notification if a check does not come back clear, but without specific information. Therefore, in this case, they will request that the applicant's DBS certificate be verified prior to risk assessment by the Diocesan Safeguarding Advisor. The applicant should not start in post until this process has been completed and an outcome letter issued accordingly.*

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The applicant is sent their DBS Disclosure Certificate by post directly from the DBS.

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The DBS & Safeguarding Administrator produces an outcome letter for the parish. → *The applicant can now start work but must attend diocesan safeguarding training within the first 12 months.*