

# Recruiters Guide E-Bulk System



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**CCPAS**   
**setting standards in safeguarding**

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## Welcome

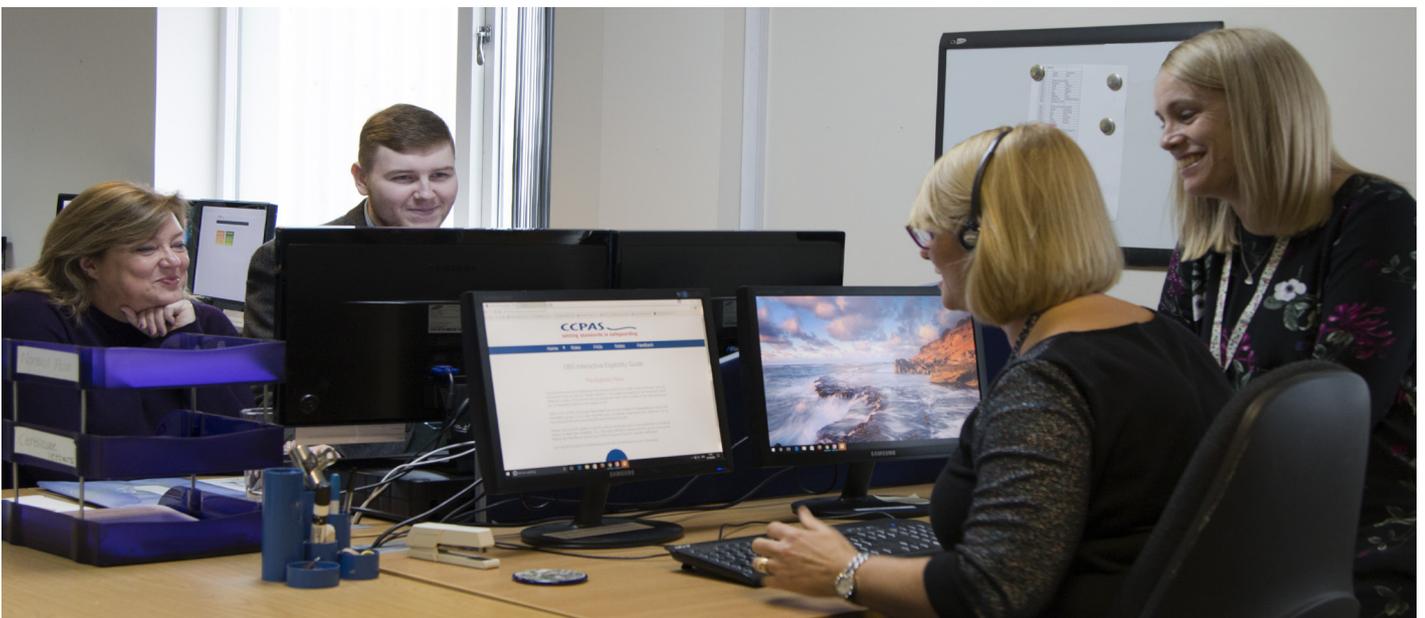
Welcome to the CCPAS Disclosure Service. Many thanks for agreeing to fill the vital role of Recruiter for your organisation. By agreeing to become a Recruiter you will be playing an important part in the safer recruitment of workers. This process is crucial in preventing unsuitable or dangerous individuals gaining access to children and vulnerable adults. Operating a safer recruitment policy sends a powerful message to parents, children, visitors as well as those intent on harm, that safeguarding children and vulnerable people is taken seriously in your organisation.

Our data is securely hosted by Capita in the UK – which means full compliance with UK data protection law. The system works to global best practice standards and Capita holds an internationally recognised certificate in information security management (ISO 27001 Accredited). The system is regularly tested and monitored (including vulnerability and penetration testing) – which ensures the security of the data is never compromised. All confidential data is encrypted using an advanced combination of three encryption techniques in addition to regular backups – which prevent unauthorised access. Capita's high-security data centre operates the latest monitoring and protection systems – including sophisticated anti-virus and online security programmes.

A DBS check is one part of safer recruitment. Taking up a criminal records check is the last stage of an appointment procedure. You will already have followed the safer recruitment process outlined in our 'Welcome to the CCPAS Disclosure Service' document found at <http://files.ccpas.co.uk/documents/DisclosureService.pdf> or your bespoke guidance (if you are a part of a Diocesan Scheme) and described in more detail in the members area of our website <https://services.ccpas.co.uk/account/login> and our Practice guide 'I want to recruit workers safely' [http://files.ccpas.co.uk/members/Safe-Secure/PracticeGuides/PG\\_Recruit\\_Workers\\_Safely.pdf](http://files.ccpas.co.uk/members/Safe-Secure/PracticeGuides/PG_Recruit_Workers_Safely.pdf)

At CCPAS, our dedicated team of disclosure specialists, who all have first-hand experience of working in churches and youth work, give advice daily to our members on the issue of eligibility. This can be a complex area, which is why getting the right help and advice is crucial for organisations. If anyone has any questions or concerns about DBS checks and the legal eligibility criteria our Disclosure team is at the end of the phone to help all our members.

### **Barbara Ball, Head of Disclosures at CCPAS.**



## Payments

Full details of our charges and the method of payment will have been given to you either in our 'Welcome to the CCPAS Disclosure Service' document; or in your bespoke guidance (if you are part of a diocesan scheme). Please feel free to contact us if you need any further information.

The charges CCPAS makes may vary from time to time due to changes in charges made by the DBS and other external factors. You will always be notified of any changes well in advance.

**CCPAS seeks only to cover the costs of running its Disclosure Service and makes no additional charge for providing consultation on good working practice or individual appointments. Research suggests CCPAS charges are significantly lower than the majority of other Registered Bodies and most of these do not provide the additional support CCPAS offers.**

## Why Carry out a DBS Check?

The Head of Investigations and Enforcement at the Charity Commission, says:

The public rightly expects charities to be safe and trusted environments where people are protected from harm, including the charity's own staff and volunteers. So all charities need to be alert to the importance of safeguarding those who come into contact with them.

The UK Government is committed to protecting vulnerable groups including children and wants to see a focused and effective safeguarding system, where harm or risk of harm is identified, acted upon effectively and ultimately prevented. The Government maintains that the State has a key role to play in, for example, barring unsuitable individuals from working with vulnerable groups including children, and in ensuring that organisations can access criminal record information on individuals when the role justifies it. Under the Protection of Freedoms Act 2012, employers have certain responsibilities and the following regulations apply:

- Employers, social services and professional regulators have a duty to refer to the DBS any information about individuals for whom they are responsible who are believed to pose a risk to children or vulnerable adults (where they are working in Regulated Activity).
- If your organisation works with children or vulnerable adults and you dismiss a member of staff or a volunteer (who were working in Regulated Activity) because they have harmed a child or vulnerable adult, or you would have done so if they had not left prior to your intended dismissal, you must tell the Disclosure and Barring Service. This also applies if a worker resigns before any action is taken; or if you remove them from Regulated Activity and place them in another role.
- A person who is barred from working with children or vulnerable adults will be breaking the law (and liable to prosecution incurring imprisonment and/or a fine) if they work or volunteer, or try to work or volunteer in Regulated Activity. An organisation which knowingly employs someone who is barred to work with those groups will also be breaking the law (and liable to prosecution incurring imprisonment and/or a fine).

**Further information on the procedure for referrals to the DBS can be found on the DBS website [www.gov.uk/dbs](http://www.gov.uk/dbs) or by phoning the Barring helpline on 01325 953795.**

## Eligibility for a DBS Check

Unless a job is exempt under the provisions of the Rehabilitation of Offenders Act 1975 then a check is not legally possible. This means that most people who work with children in a church situation or perform personal care are eligible for a DBS check. This meets expectations by most Christian denominations, insurance companies and the Charity Commission (where the charity works with children or vulnerable adults).

Please see our Interactive Eligibility Guide at <https://interactive-guide.ccpas.co.uk/#/login> - this will enable you to determine whether your workers are entitled to a DBS Check and if so what level of check they require. Please note you will need to enter the username and password in order to access this guide. For details of this please email [disclosure@ccpas.co.uk](mailto:disclosure@ccpas.co.uk) as this is different to your E-Bulk login details.

**(The full legal definition of Regulated Activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, as amended in particular; by the Protection of Freedoms Act 2012. You will find a link to this from our Interactive Eligibility Guide.)**

**Please call the Disclosure Team if you need further help or advice on eligibility requirements.**

Any person who is working in Regulated Activity must apply for an Enhanced DBS in order to obtain a Barred Lists check.

Being clear about the definition of Regulated Activity matters because:

- In the future any individual working in Regulated Activity will be legally obliged to undergo a check of the appropriate barred list/s.
- An organisation which knowingly allows a barred person to work in Regulated Activity will be breaking the law.
- If you dismiss or remove someone from Regulated Activity (or you would have done if they had not already left) because they harmed or posed a risk of harm to vulnerable groups including children, you are legally required to forward information about that person to the DBS. It is a criminal offence not to do so.

## Appointing Additional Recruiters

In addition to the Lead Recruiter, it is advisable that there is at least one other Recruiter appointed within the church/organisation to handle Disclosures. This is so that we always have a point of contact if the Lead Recruiter is unavailable; or if they or a relative of theirs needs checking. To do this you will need to complete a 'New Recruiter Appointment Form' (Appendix 1). **Please note, if you are a part of a Diocesan/Bespoke Scheme you will have your own New Recruiter Appointment Form contained within your bespoke guidance.**

## Can I Accept a Disclosure from Another Organisation?

The only way certificates are portable from one role to another is via the DBS Update Service. Any applicant can subscribe to this service within 30 days of issue and take their certificate with them from role to role where the same level and type of check are required. The status can be regularly checked by the employer so there will be no further need to apply for fresh disclosures when renewing them. With the individuals permission, employers can go online for a free and instant check to find out whether the certificate is still up to date.

For further details see the CCPAS document in our members area:

<http://www.ccpas.co.uk/members/Documents/DBSUpdateService.pdf>

## Is it Possible to Check Workers from Overseas?

If you are recruiting people from overseas and wish to check their overseas criminal record, a Disclosure and Barring Service (DBS) check may not provide a complete picture of their criminal record. This is because the DBS cannot currently access most criminal records held overseas.

For details of the procedure you should follow please click on the link

<http://files.ccpas.co.uk/documents/Overseas.pdf>

## The Online System

E-Bulk online DBS checks can be completed by accessing the internet from any device. Through the E-Bulk system, information is securely transmitted electronically to and from the DBS. The disclosure result is also received electronically. The applicant will receive their own disclosure certificate sent to them from the DBS directly; however you will be able to tell from accessing the system whether it is 'clear' or 'blemished'. An applicant must always show you their blemished disclosure before they begin to work in their role. Some organisations in scheme membership require that the disclosure is posted to a nominated person at their organisation/denomination Head Quarters before the applicant starts work. We can't stress enough the importance of ensuring that this basic procedure is followed.



### IMPORTANT

**Before you give the applicant access to an online application form, they must have completed and returned to you a Self-declaration Form. This includes their consent for a DBS check. A model Self-declaration Form is found at the back of this guide and also at the back of the E-Bulk Guide for Applicants (some organisations may have their own declaration form for applicants to complete).**

**For churches who are a part of the Church of England you must show all self-declaration forms which have convictions or other relevant information to your Diocesan Safeguarding Advisor. This is a requirement of the Church of England National office and must be done BEFORE processing a DBS application form.**

You will then need to invite the applicant to complete an online form by either completing it with them in your office; or sending them an email giving them your Organisation's Reference, Organisation's Code (not your own personal password) and the position applied for. It is essential that you also attach the E-Bulk Guide for Applicants so they can complete the online form. (See Appendix 3 for sample email wording.)

## Stage 1- How to log in

The first time you login please follow the instructions below as well as the information contained within the three emails you will have received from us, entitled 'welcome', 'notice', and 'E-Bulk Recruiters Acceptance'- remember to use the default date of birth (1st January 1998).

Please Note: If you are accessing this system for the first time you will be prompted during this login procedure to change your one time password to your own secure personal password (of your choice) and also enter your correct date of birth.

Please click on the link below: (if you type it you must enter the WHOLE of the website address)  
<https://disclosure.capitarvs.co.uk/ccpas/>

You will now be on the main login page. We would advise that you add this page to your favourites in your web browser for ease of access. Check that you can see the CCPAS logo at the top of the page. If not, then you are on the wrong website.

1.1 Click on 'Application Management' (green box icon).



1.2 In 'organisation ref' box enter your CCPAS membership no. (sent to you in your 'welcome' email). If you cannot remember this please click on the 'forgotten your login details?' text at the bottom of the screen to be sent a reminder.

1.3 Enter your User Name – this will be the email address that you have registered with us for E-Bulk.

1.4 Enter your DOB (or the default DOB of 1st January 1998 for your first login only).

Once you have completed this section click 'Enter'.

The image is a screenshot of a web form titled 'Manage Applications'. It has a light grey background and a white border. The form contains three input fields: 'Organisation Reference (\*)' with a text box, 'Username (\*)' with a text box, and 'Date of Birth (\*)' with three dropdown menus labeled '-DD-', '-MM-', and '-YYYY-'. The form is set against a light grey background.

1.5 Enter your password contained within your 'notice' email (this is case sensitive). If you cannot remember this please click on the 'forgotten your password?' text at the bottom of the screen to be sent a new one-time password.

If you need further help accessing the system please call CCPAS E-Bulk Team on 0303 003 11 11 option 1 or click on the following link to our video tutorial which will take you through this process step by step. [CLICK HERE](#) or go to <https://www.ccpas.co.uk/disclosures/tutorials> and select Recruiter Login



### 1.6 Click on Login

- Please note, after initial login you will be required to set your own password and enter your own date of birth for future login purposes.
- Please re-enter into the 'Current Password' field the temporary password you received in your initial e-mail and then create your own unique password.
- The password you create must be between 8 & 30 characters containing at least one number, one capital letter and one special character.



- Please then enter your date of birth for future login purposes.
- Please then click update.

- If you have successfully created your own password, you will now be able to enter the system by clicking the 'Click here to enter System' icon in the green box (please note you do not need to re-enter your password details once the green box has appeared).

This will now take you to the main E-Bulk Home Page called the 'Dashboard'. see the pictures on the following page

## Stage 2 – Access Levels

Your organisation will have agreed with CCPAS which level of access you will have to the system. It is possible that you will have access to two or more different sections of E-Bulk.

2.1 If you are a Primary Applicant Manager (Lead Recruiter) you will see the following screen.

The screenshot shows the 'Applications Dashboard' with navigation tabs for Dashboard, Applications, Results, and Reports. Below the title, a text block explains that the table provides an overview of current applications, completed DBS applications over 180 days old, and Disclosure Scotland applications over 90 days old. The dashboard is divided into two main sections: Pre-Submission and Submitted.

Pre-Submission		Submitted	
<a href="#">Awaiting Verification</a>	73	<a href="#">Processing</a>	8
<a href="#">Queried Applications</a>	4	<a href="#">Certificate Review Required</a>	0
<a href="#">Awaiting External ID</a>	0	<a href="#">Completed</a>	0
<a href="#">Awaiting Payment</a>	0		
<a href="#">Awaiting Authorisation</a>	6		

**PRIMARY APPLICANT MANAGER (LEAD RECRUITER) has access to ID verification and Section Y, tracking of applications and disclosure results.**

Please now follow the guidance notes from Stage 3 onwards.

2.2 If you are an ID Checker (Additional Recruiter) you will see the following screen.

The screenshot shows the 'Applications for Checking' screen with navigation tabs for Dashboard, Applications, Results, and Reports. A search bar labeled 'Find Application' is present. Below the title, a text block explains that the table contains applications waiting for ID verification (and/or Section Y for DBS) to be completed and approved. It also states that clicking the reference number will view the application details and complete the required sections.

Channel: DBS | Level: -- Select -- | Organisation: -- Select -- | Display: 10 | Order By: Latest | ID Check: -- Select -- | Section Y: -- Select -- | Go

Date Created	Our Ref	Surname	Date of Birth	Org Ref	Application Ref
06/12/2017	[DBS] <a href="#">076ROUT1234</a>	ROUTE TWO AGAIN	01/01/1985	CHEQSORG	
06/12/2017	[DBS] <a href="#">310ROUT1233</a>	ROUTE TWO	01/01/1990	CHEQSORG	
05/12/2017	[DBS] <a href="#">648HOWM1224</a>	HOWMAN	06/03/1975	CHEQSORG	
05/12/2017	[DBS] <a href="#">317WILL1223</a>	WILLIAMS	12/04/1978	CHEQSORG	
05/12/2017	[DBS] <a href="#">046TEST1222</a>	TEST	04/07/1980	CHEQSORG	
05/12/2017	[DBS] <a href="#">902TEST1221</a>	TESTONE	31/01/1978	CHEQSORG	
18/01/2017	[DBS] <a href="#">710BLOG1207</a>	BLOGGS	01/02/1970	CHEQSORG	
18/01/2017	[DBS] <a href="#">313BLOG1205</a>	BLOGGS	01/02/1970	CHEQSORG	
18/01/2017	[DBS] <a href="#">379BLOG1204</a>	BLOGGS	01/02/1970	CHEQSORG	
18/01/2017	[DBS] <a href="#">244BLOG1203</a>	BLOGGS	01/02/1970	CHEQSORG	

Showing 1 - 10 of 73 results | Page: 1 | 2 | 3 | 4 | 5 | Next >

## Stage 3 - How to Verify ID – Lead Recruiters and/or Additional Recruiters

### Verifying ID

3.1 If you are a Lead Recruiter you need to click on 'Awaiting Verification' on your Dashboard screen.

3.2 If you are an Additional Recruiter you will be taken straight to the 'Applications for ID checking' screen.

3.3 Click on an applicant's reference number in the 'Our Ref' column to open up their application form.

3.4 You will now see two tabs of the applicant's completed form - Overview and Application).

The screenshot shows the 'Application Header' section of the application form. It includes the following fields:

Applicant Name:	TEST TEST
Date of Birth:	01/01/1993
Status:	<b>Waiting ID Check and Section Y</b>
Our Reference:	328TEST755
DBS Reference:	

3.5 To view the application details entered by the applicant, click on the 'Application' tab. Here you can see the entire application submitted by the applicant, this **must** be used to ensure the correct job role has been entered and to verify the ID given by the applicant - remember to carefully check names, addresses, previous names and date of birth against all ID.

The screenshot shows the 'Application' tab of the application form. It includes the following sections:

**Personal Details**

Title:	MR
Forename:	TEST
Middle Names:	
Surname:	TEST
Date of Birth:	01/01/1993
Gender:	MALE
NI Number:	

**Contact Details**

Language:	ENGLISH
Telephone No:	
Email Address:	

**Address History**

Address	From	To
TEST TEST		

**Processing Details**

App Created:	09/09/2013
Check ID:	Incomplete
Section Y:	Incomplete
Registered for Update Service:	

[Withdraw](#)

If the application is no longer required it can be withdrawn from the system

3.6 In the 'Processing Details' box (on the right-hand side of the screen) it shows what sections have been completed. It will say in red "application incomplete" with a flag if the section has not been completed for either Section Y or ID verification. If there is a green tick it means that this action has been done and gives the date that it was carried out.

## Verifying the Applicant's Identity

When the applicant has completed the online Disclosure Application Form they must then show you their original identification (not copies). **Full details of acceptable documents can be found in appendix 6.**

The correct identification and verification of addresses is crucial to the effectiveness of the disclosure process. When identity is verified beyond doubt, names can be matched with criminal records and also checked against DBS barred lists.

### **ID checking process:**

The accuracy of the ID checking process directly impacts on the integrity of the disclosure result. A poor or inaccurate ID check can result in a worthless disclosure being issued.

### **You Must:**

- Cross match the identity documents with the personal information provided on the disclosure application form (name, previous names, date and place of birth, address etc.).
- only accept valid original documentation.
- where possible, ask for photographic identity (e.g. passport, new style driving licence, etc.) and compare this against the applicant's likeness.
- Ensure that you see the relevant documentation to validate a name change (for example a marriage certificate/deed poll/civil partnership certificate/divorce decree absolute or civil partnership dissolution certificate).
- See at least one document in the applicant's current name.
- See at least one document which confirms the applicant's date of birth.
- See at least one document to confirm the applicant's current address.
- Cross match the applicant's address history with any other information you have been provided with as part of the recruitment, such as their CV. (This can highlight if an address has not been given e.g. if the applicant's CV shows that they have worked in Liverpool in the last 5 years but the application form only shows London addresses, you may wish to question the applicant further about this.)
- **You Must Not:**
  - check ID for yourself or an applicant related to you – you must ask another recruiter for your organisation to do this.
  - accept photocopies of any identification documents.
  - accept documentation printed from the internet e.g. internet bank statements.
  - accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents.

## What if an applicant is unable to see me with their documents in person?

The applicant can either post you their documents, or for an additional fee they may get their documents checked at a post office via the Post Office Document Certification Service; see <https://www.postoffice.co.uk/document-certification-service> Please contact us for more details.

## What if the applicant has been adopted?

If an applicant was adopted before the age of 10, they do not need to provide their surname at birth on the DBS application form. This is because the age of criminal responsibility is deemed to be 10 years, under the Children and Young Persons Act 1933, Chapter 12, Section 50. This means that there is no possibility that an individual could have a criminal record in a name that was used until the age of 10.

## How do I check for indicators of fraud?

Always check for signs of tampering when checking identity documents. Documents should be queried if they display any signs of damage, especially in the areas of personal details such as the name and the photograph. Follow the link [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/536918/Guidance\\_on\\_examining\\_identity\\_documents\\_v\\_June\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/536918/Guidance_on_examining_identity_documents_v_June_2016.pdf) to guidelines which should help you look out for any suspicious signs when authenticating documents.

**Recruiters must not attempt to amend the application form without the applicant's knowledge and agreement, as it will invalidate the declaration by the applicant and may breach data protection legislation.**

## How to enter the ID

3.7 Click on 'Complete ID check' and this will take you to the Identity Documents screen.

**E-Bulk will automatically ascertain the route that should (or must) be taken based on the nationality stated by an applicant within their application form and will also take into account their 5 year address history. If an applicant does not hold sufficient ID to be able to go through Route 1, you will then be required to click the 'Unable to verify ID via Route 1 – proceed to Route 2' button at the bottom of the screen.**

Applications > 328TEST755 > Identity Check

Please select the physical documents seen using the dropdown lists below, for further information please refer to the Information panel on the right hand side of this screen.

### Route 1 - Identity Documents

Applicant Name:	TEST TEST
Applicant Category:	UK_EEA_LONGTERM_RESIDENT (European Economic Area national resident in UK for more than 5 years)
Current Address:	TEST TEST BA14 7AW UNITED KINGDOM
Date of Birth:	01/01/1993

Please note - the DBS have requested that if an Applicant indicates they have a Passport and/or a Driving Licence then this information must be provided.

If an Applicant declares any changes of name, you must ensure that documentary proof is provided to support this. If an Applicant is unable to provide proof to support a change of name, you should hold a probing discussion with the Applicant about the reasons why before considering to validate their Identity.

Group 1 Document:	-- select --
Document 2:	-- select --
Document 3:	-- select --
Current Address Checked:	No
Date of Birth Checked:	No
Cost Code / Personnel Number:	

- Please select the ID the applicant has provided for you from the drop down boxes. Guidance notes can be found on the right hand side of the screen and are in accordance with the DBS Code of Practice.
- Please ensure at all times that you follow the ID checking rules e.g. do not accept a utility bill if it is more than 3 months old or do not accept an out of date passport. Ensure that you have seen proof of a change of name wherever possible. If the applicant is unable to provide this, then the DBS state that you must have a probing discussion to ascertain why they are unable to show evidence.
- Ensure that you confirm from the drop down boxes that you have verified a document showing the applicant's address and also that you have verified their date of birth - always check ID against the application form. It is not sufficient to make a note of the ID seen and later enter it on the system. If you can't enter ID when the applicant presents it then take a photocopy or image of the original ID to later compare against the application.
- If you require a Cost Code or Personnel Number to be assigned to the specific application, this can be entered in the Cost Code / Personnel Number field - only usually needed for large organisations with different departments.
- Now click 'Save' and then click the 'Return to Application' icon in the green box located at the top of the screen. Now you are ready to complete Section Y of the form.

**Please note, that if an applicant cannot verify their identity via Routes 1, 2 or 3 they will not be able to process their application through E-Bulk and will need to complete a paper application stating 'NO' in section W59. Fingerprints will need to be taken and consent will be required by the applicant.**

A full list of DBS acceptable ID for each route can be found at the end of this guide - Appendix 6.

### **External ID validation check (Route Two applicants only)**

3.8 As part of the ID checking process for Route Two, an External ID validation check is required in addition to the forms of identification that are witnessed. An external ID validation check is a way of verifying the identity of an applicant. The procedure is explained in full detail in Appendix 4.

The result of the External ID validation check must be stated on the ID screen before the application can be approved for Countersignatory Authorisation. The result of the External ID validation check will simply be a PASS or FAIL. Dependent on the result of the external ID validation check, you will then either authenticate the applicant or consider moving to Route Three. **ALL ID Verifiers must have exhausted Routes One and Two before considering processing via Route Three.**

If the result of the External ID validation check is **PASS**, then this must be selected from the drop down box on the identification screen. Once PASS is selected, this will open up two more fields that can be completed, one for 'Validation Notes' of the External ID validation check result and one for an 'External Reference' if a reference number is provided with the result.

Finally click 'Save' to complete the identification verification process.

If the result of the External ID validation check is FAIL, then this must be selected from the drop down box on the identification screen. Once FAIL is selected, a pop up box will appear advising you that you may now consider proceeding to Route Three. To do this click the 'Proceed to Route 3' button in the bottom left hand corner of the pop up box.

If you are unable to proceed to Route Three, the applicant will be required to complete a paper application and give consent to have their fingerprints taken. If this is the case, you must click the 'OK – fingerprints required' button in the bottom right hand corner of the pop up box. The application will then be archived from the system.

**If the applicant cannot meet the requirements of Route One and Two, you should have had a probing discussion with them to establish why they could not meet these requirements and whether there has been a recent or previous change of name that has not been declared.**

**If you are an Additional Recruiter your part of the process is now complete. Please note that once you have entered the I.D. the application will disappear from your records. Your Lead Recruiter will complete the process and send the application to CCPAS.**

## Stage 4 - How to complete Section Y – Lead Recruiters only

4.1 From the Dashboard page, in the top left hand box titled Pre DBS Processing, click on 'Waiting ID Check and Section Y'

4.2 Click on an applicant's reference number in the 'Our Ref' column to open up their application form.

Date Created	Our Ref	Surname	Date of Birth	Org Ref	Application Ref
06/12/2017	IDBS1 0268OUT1234	ROUTE TWO AGAIN	01/01/1985	CHEQSORG	
06/12/2017	IDBS1 3108OUT1233	ROUTE TWO	01/01/1990	CHEQSORG	
05/12/2017	IDBS1 648HDW11224	HOWMAN	06/03/1975	CHEQSORG	
05/12/2017	IDBS1 312WILL1223	WILLIAMS	12/04/1978	CHEQSORG	
05/12/2017	IDBS1 946TEST1222	TEST	04/07/1980	CHEQSORG	
05/12/2017	IDBS1 902TEST1221	TESTONE	31/01/1978	CHEQSORG	
18/01/2017	IDBS1 710BLOG1207	BLOGGS	01/02/1970	CHEQSORG	
18/01/2017	IDBS1 313BLOG1205	BLOGGS	01/02/1970	CHEQSORG	
18/01/2017	IDBS1 379BLOG1204	BLOGGS	01/02/1970	CHEQSORG	
18/01/2017	IDBS1 244BLOG1203	BLOGGS	01/02/1970	CHEQSORG	

4.3 You will now see an overview of the applicant's completed form with three other available tabs; Application, Notes and Audit.

**Applications > 328TEST755**  
The details of this application can be viewed below.

**Application Header**

Applicant Name: TEST TEST  
Date of Birth: 01/01/1993  
Status: **Waiting ID Check and Section Y**  
Our Reference: 328TEST755  
DBS Reference:

**Section Y**

Application Type: [Complete Section Y](#)  
With Adults:  
With Children:  
Volunteer:  
Working At Home Address:  
Workforce: None specified

**Identity Check**

ID Checked By: [Complete ID Check](#)

**Processing Details**

App Created: 09/09/2013  
Check ID: **Incomplete**   
Section Y: **Incomplete**   
Registered for Update Service:  
[Withdraw](#)  
If the application is no longer required it can be withdrawn from the system

- Notes tab – this facility should only be used for responding to a rejected application. You will see that CCPAS will have entered a note to detail the further information we require from you and the application has been flagged.

For further guidance on how to respond to a flagged query please click on the following link to a video tutorial. [Click Here](#) or go to <https://www.ccpas.co.uk/disclosures/tutorials> and select Queried Ebulk Applications.

**Applications > 457TEST36**  
 The details of this application can be viewed below.

Overview Application Notes Audit

**Application Notes** [Refresh](#)

**Job Title Query** (Created by PRIMARY MANAGER) 20/03/2013 12:03  
 Query regarding Job Title - e-mailed organisation for further information [Edit](#)  
[Delete](#)

[Add Note](#)

- Audit tab – this provides a real-time audit trail of any activity relating to an application. This will show the date and time when a user views or edits an application as well as when the ID Check/ Section Y was completed.

To view the application details entered by the applicant, click on the 'Application' tab. Here you can see the entire application submitted by the applicant, this can be used to ensure the correct job role has been entered and to verify any ID given by the applicant in a previous surname or previous address.

If any of the information stated on the application is incorrect this can be amended by the Lead Recruiter (with the applicant's consent). To edit any part of the application, click 'Edit' against that section of the application. Once you have amended the information on the application, click the blue 'Save & Return' button on the right hand side to go back to the overview screen. A Lead Recruiter can amend any part of the application up until it has been countersigned by CCPAS; once the application has been countersigned it can no longer be edited.

For further guidance on editing applications please click on the following link to a video tutorial [Click Here](#) or go to <https://www.ccpas.co.uk/disclosures/tutorials> and select Editing Ebulk Applications.

Overview Application Notes Audit

**Personal Details** [Edit](#)

Title: MR  
 Forename: DUMMY  
 Middle Names:  
 Surname: DUMMY  
 Date of Birth: 01/01/1991  
 Gender: MALE  
 NI Number:

**Contact Details** [Edit](#)

Language: ENGLISH  
 Telephone No:  
 Email Address:

**Address** [Edit](#)

Address	From	To
DUMMY DUMMY S1 1AA UNITED KINGDOM	Jan 1995	Present

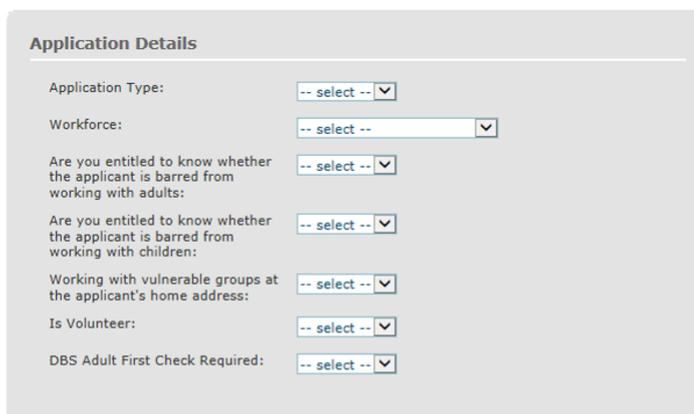
**Place of Birth** [Edit](#)

Town: DUMMY  
 County:  
 Country: UNITED KINGDOM  
 Nationality: DUMMY

**Employment Details** [Edit](#)

Position Applied For: DUMMY  
 Employer Name: CHEQS ORGANISATION

4.4 To complete Section Y click on 'Complete Section Y'. Access to this section is located in two places – to the right of the screen or on the overview of the actual form itself. You will now be on the 'Section Y' screen.



The screenshot shows a form titled 'Application Details' with the following fields and dropdown menus:

- Application Type: -- select --
- Workforce: -- select --
- Are you entitled to know whether the applicant is barred from working with adults: -- select --
- Are you entitled to know whether the applicant is barred from working with children: -- select --
- Working with vulnerable groups at the applicant's home address: -- select --
- Is Volunteer: -- select --
- DBS Adult First Check Required: -- select --

- Application Type - always select 'Enhanced'.
- Workforce - this relates to the group of people that the applicant will be working with. E.g. a Youth Worker or Sunday School Teacher will be working in the Child Workforce and a Church Minister working with children and vulnerable adults will be in the Child and Adult Workforce. The 'other' workforce option should NEVER be used.
- Regulated Activity - Please see <https://interactive-guide.ccpas.co.uk/#/login> to clarify the disclosure type required. This is important as you should only confirm that they are working in Regulated Activity (RA) if they meet the DBS Criteria. If they are working with children and/or adults at risk and qualify for an enhanced disclosure (but not in RA) then you should select 'no'.
- Working with vulnerable groups at the applicants home address - Enter 'yes' for applicants who carry out some or all of their work with children or adults at risk from the place where they live. You can also enter 'yes' for individuals whose application is eligible for a check because they live in the household of someone who is being or has been checked because they work with CHILDREN and carry out some or all of their work from their own home. There must be the opportunity for the household member to have contact with children in the home.
- Volunteers - Regulation 2 of the Police Act 1997 (Criminal Records) Regulations 2002 defines a 'volunteer' as:

*'Any person engaged in an activity which involves spending time with, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative.'*

For the purposes of this definition, applicants claiming volunteer status must be unpaid. The DBS advise that the applicant must not be in receipt of any form of payment, be it remuneration, an allowance, benefit, payment in kind, or other means of support in relation to the activity (except where they are considered by the DBS to constitute 'travel and other agreed out-of-pocket expenses'). Students on placement or individuals working towards ordination or accreditation (for example in counselling) are not regarded as volunteers as they will personally benefit from the work they are doing by means of accreditation or a qualification.

If you have any doubts about a particular situation in terms of whether a check can be legally carried out or if an individual qualifies as a 'volunteer', then contact CCPAS further. CCPAS will seek clarification from the DBS where necessary.

- Adult First Check - Please note that a DBS Adult First is a check of the adult barred list which simply asks for the barring information without waiting for the full disclosure to be completed. It is a service exclusive to the health sector. Requests for DBS Adult First checks carry a strict criteria and are permissible only where it is necessary to take such action because of a real danger that staffing levels will fall below statutory obligations, there is an additional charge for this service and you should always phone CCPAS to discuss this before requesting this check.

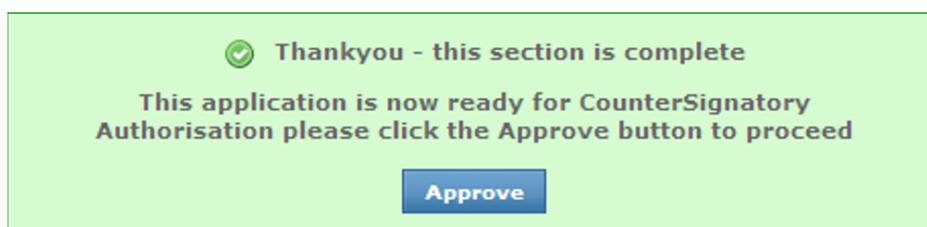
4.5 In the 'Additional Information' box it is your responsibility to give a description of the applicant's job role and how they are working in regulated activity (if applicable). This will greatly increase the speed with which the application is processed and ensure that the correct level of check is applied for. If the level of check requested in Section Y does not match the information provided in the additional information box and the position applied for then we will change the check requested to the appropriate level as we can't request ineligible checks e.g. if the applicant is a Youth Worker or Sunday School Teacher then they would be 'child workforce' – not adult; neither would they be working in regulated activity with adults in that scenario.

4.6 Finally click 'Save' then click on 'Return to Application' in the green box at the top of the screen.

If you need any further help completing section Y then please click on the following link to a video tutorial. [CLICK HERE](#) or go to <https://www.ccpas.co.uk/disclosures/tutorials> and select Completing Section Y.

## Stage 5 – Approving and Sending the Form to CCPAS – Lead Recruiters only

5.1 Now click on the 'Approve' button in the green box. (Please note that if you are not already in the applicant's details this is accessed by clicking on the applicant's reference in the 'Our Ref' box). This sends the application to CCPAS and moves it into the 'Awaiting Authorisation' box. (This box is found on your Dashboard screen).



**If you do not click the 'Approve' button the form will not be sent to CCPAS and it will not progress any further**

5.2 Once a form has been countersigned by CCPAS, the application will be moved to the 'DBS E-Transfer' section. Applications at this stage are awaiting collection by the DBS. Once the DBS have collected them they will move into the processing stage.

NB. An application form can be withdrawn at any time up to and including Countersignatory stage. Once a form has been electronically transferred to the DBS from CCPAS we cannot withdraw it without incurring the DBS charge. If you wish to withdraw an application at Countersignatory stage, please contact CCPAS by phone immediately, to enable the process to be halted.

## Stage 6 – Tracking Applications and Monitoring Results – Lead Recruiters only

6.1 On the Dashboard you will see on the right hand side a box called 'Submitted'.

The screenshot shows the 'Applications Dashboard' with a navigation bar containing 'Dashboard', 'Applications', 'Results', and 'Reports'. Below the navigation bar, there is a title 'Applications Dashboard' and a paragraph explaining that the table provides an overview of current applications, with completed DBS applications over 180 days old and Disclosure Scotland applications over 90 days old being automatically archived.

Pre-Submission		Submitted	
<a href="#">Awaiting Verification</a>	73	<a href="#">Processing</a>	8
<a href="#">Queried Applications</a>	4	<a href="#">Certificate Review Required</a>	0
<a href="#">Awaiting External ID</a>	0	<a href="#">Completed</a>	0
<a href="#">Awaiting Payment</a>	0		
<a href="#">Awaiting Authorisation</a>	6		

6.2 To track an application with the DBS click on "Processing", this will take you to a screen which will show all the applications for your organisation that are being processed by the DBS.

Date Created	Our Ref	Surname	Date of Birth	Org Ref	Application Ref
29/05/2013	<a href="#">[E]</a> <a href="#">708DUMM31</a>	DUMMY	06/05/1990	CHEQSORG	E000000018 <a href="#">Track</a>

Showing 1 result

6.3 To track an individual's application click the work 'track' in the right hand column e.g. E0000069136 Track. This will take you directly into the DBS's tracking page for that applicant.

6.4 To view a disclosure result from the Dashboard DBS box click 'Completed'. This gives you the disclosure results for applications completed for 180 days from the issue date of the certificate. (There will be no need for you to check this daily as you will receive an automated email prompting you to logon to the system, when a disclosure result is available for you to view.) You will not have the facility to download a certificate from the online system.

Once an application has been completed, the certificate result status will be one of two statuses;

- "Certificate contains no information" – This means the certificate contains no criminal convictions, cautions, warnings, reprimands or other police information. By clicking on 'certificate contains no information' you will be able to view a Result Snapshot. Please note that this is for information purposes only, it does not represent a DBS Certificate or act as an alternative. The information contained within the snapshot is not to be viewed by or passed on to any individual who does not have the appropriate authority to view it.
- "Please wait to view applicant's certificate" – This means the certificate contains information and you will have to view the applicant's certificate to see this information before they can begin work with children or adults at risk. When viewing a certificate remember to ensure its authenticity by making sure it has:

- a 'crown seal' watermark repeated down the right hand side, visible both on the surface and when holding it up to the light
- a background design featuring the word 'Disclosure', which appears in a wave-like pattern across both sides of the certificate; the pattern's colour alternates between blue and green on the reverse of the certificate
- ink and paper that change colour when wet

If the information on the certificate is 'blemished' in any way we strongly advise you to contact our helpline on 0303 003 11 11 option 2 to speak to a professional adviser or in the case of a bespoke scheme you **must** speak to your organisation HQ/Diocese.

Helpful hint - an easy way for you to view the blemished disclosure results is to click on the 'Completed' folder found in the DBS box on the dashboard. From the dropdown menu select 'match'. Then click on 'Go'. This will show all blemished disclosures for the last six months. Don't forget you **MUST** see the applicant's paper certificate in these circumstances and in the case of a bespoke / Diocesan scheme this must be shown to your HQ/Diocese **before** the applicant works with children and/or vulnerable adults.

Indicating sight of the applicant's certificate – see screen shot on next page.

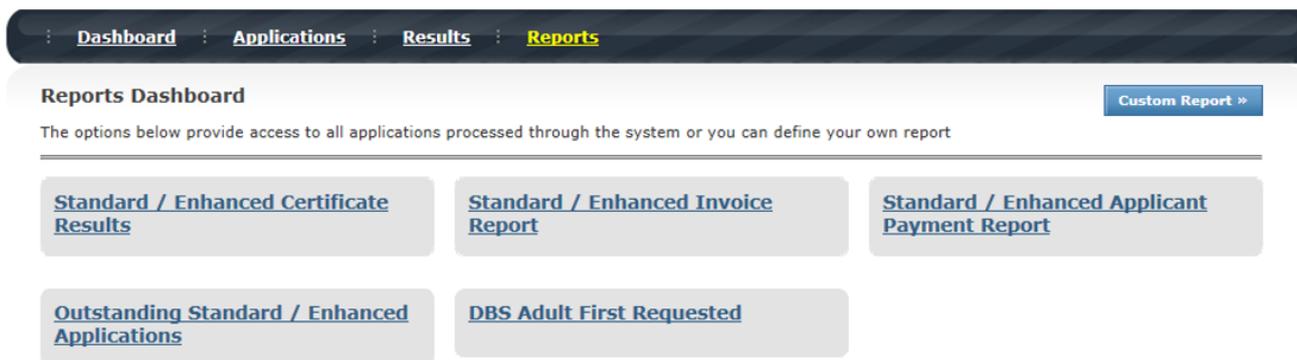
6.5 To help an organisation keep track of which applicants have brought their certificate in to be viewed by the organisation, the system is able to record the date the applicant's certificate has been seen by their organisation. As a Lead Recruiter, you are able to add this date on to an application to indicate that their certificate has been seen. This is an essential part of the procedure for any blemished disclosure. Some organisations require sight of all applicants' certificates regardless of the outcome, however this is for your organisation to decide.

To add a date or to view whether a date has been added to indicate sight of an applicant's certificate, click on the reference number of the application from the 'Application Complete' folder or the 'Awaiting Applicant Certificate' folder. Once in the application, the date can be added in the 'Applicant's Certificate Seen' section of the Processing Details box on the right of the screen.

The screenshot shows the application details for reference number 134TEST901. The 'Certificate Information' section on the left includes fields for Certificate Result (Please wait to view applicant certificate), Certificate No (00000000275), and Issue Date (08/05/2014). The 'Application Header' section below it lists Applicant Name (TEST TEST), Date of Birth (01/01/1998), Status (Application Complete), and Our Reference (134TEST901). The 'Processing Details' section on the right lists various dates and actions, including App Created (25/04/2014), Check ID (Route 1) (08/05/2014 with a green checkmark), Section Y (08/05/2014 with a green checkmark), Approved (08/05/2014), Csig Auth (08/05/2014), E-Sent (08/05/2014), E-Receipt (08/05/2014), E-Result (08/05/2014), and Registered for Update Service (04/05/2014). Under 'Applicant's Certificate', there are radio buttons for 'Seen' (selected) and 'Not required'.

This will then move the application out of the 'Certificate review required' section to the 'Completed' section. For this reason it is vitally important to search for blemished disclosures using the 'Completed' box as per the process detailed in 6:4 above.

## Stage 7 – Reports – Lead Recruiters only



Lead Recruiters are able to run management information reports in relation to their organisation.

The most common reports that organisations may require are shown on the above screen shot and can be generated by selecting the 'Report' icon. Alternatively Lead Recruiters can create their own specific report by clicking on the 'Custom Report' icon (top right of the screen).

When creating a custom report, you must also click on 'Search Archived' if you have entered dates more than 6 months ago. Clicking 'Search Archived' will not bring up results for the last 6 months even if you have entered that period in the dates from and to.

To reconcile your monthly Direct Debit notification (not applicable for those organisations whose fees are paid by their Head Office):

1. From the main 'dashboard' click on the reports section (found on the top bar furthest to the right).
2. Click on the DBS invoice Report Box 'Enter report'.
3. In the boxes 'Date From' and 'Date To', select the date from the 1st of month to the last day of the month you were charged for (you will receive the direct debit notification from us after the last day of that month). (This will automatically be set for the latest invoice month).
4. Click on 'Go' (blue rectangular box).

This Report shows all the online applications that were billed for the month shown. This can be downloaded into an Excel or PDF document by clicking on the appropriate image.

If you are unable to reconcile the direct debit notification with your list you downloaded then please email your list to us so that we can investigate the matter further.

If you need further help running reports then please click on the following link to view our video tutorial. [CLICK HERE](#) or go to <https://www.ccpas.co.uk/disclosures/tutorials> and select Creating Reports.

**ALL USERS – PLEASE LOG OFF AT THE END OF YOUR SESSION (FOR SECURITY REASONS). IF A SESSION IS INACTIVE FOR MORE THAN TEN MINUTES YOU WILL BE AUTOMATICALLY LOGGED OFF.**



**SECTION C: ENCLOSURE DETAILS** - Please tick **one** of the following:

- I enclose an existing original (not a photocopy) paper Enhanced Disclosure Certificate for the new Recruiter issued within the last three years and a self-addressed pre-paid Special Delivery envelope for its return.
- A DBS check for the new Recruiter has been completed through the CCPAS online system within the **last 6 months** (no need to enclose online certificate).  
Certificate No: \_\_\_\_\_ Date: \_\_\_\_\_
- The new Recruiter named in Section B is already a CCPAS approved Recruiter and their full pin number is: \_\_\_\_\_
- The new Recruiter does not work with children or vulnerable adults for our organisation and does not qualify for a DBS check. We have therefore enclosed two signed references recommending them for the role of Recruiter.

**SECTION D: EBULK USERS ONLY - Request for Access by New Recruiter to EBulk**

- This organisation is registered with the EBulk system and we request that the new Recruiter is cleared for access. The new Recruiter has read the CCPAS Statement of Fair Processing and the EBulk Recruiter Agreement <http://services.ccpas.co.uk/disclosure-files/FairProcessing.pdf> and we understand that by signing in Section B the new Recruiter agrees to abide by the terms and conditions therein.
- This organisation is registered with the EBulk system – but we do not wish the new Recruiter to have access to this system. (Not recommended)

(NB if neither box is ticked we will assume you do not wish the New Recruiter to have access to EBulk)

**SECTION E: CURRENT LEAD RECRUITER DECLARATION OR SENIOR LEADER DECLARATION (IF YOU ARE NO LONGER IN CONTACT WITH THE LEAD RECRUITER)**

Please sign **ONE** of the following:

1. Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Pin No: \_\_\_\_\_ / \_\_\_\_\_  
(Org Membership No/Date of Birth)

Position: LEAD RECRUITER

2. Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Senior Leader)

Print name: \_\_\_\_\_ Position: \_\_\_\_\_

CCPAS reserves the right to contact the Senior Leader or the previous Recruiter of your organisation to confirm the changes.

**Remember - if you are a part of a Diocesan Scheme this form is not applicable. You will have your own New Recruiter Appointment Form contained within your bespoke scheme guidance.**

CCPAS USE ONLY	
DATE	___ / ___ / ___
SIG CHECK	
ADD CHECK	
EBULK SET-UP	
REC ACC SENT	
CHECKED	

## Appendix 2- Self-declaration Form for a Position Requiring a Disclosure

### STRICTLY CONFIDENTIAL

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 General Data Protection Regulations (from 25th May 2018) and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form, detach it from the Application Form and return it, **to the Recruiter detailed below, in a separate sealed envelope**

To: \_\_\_\_\_  
(Name of Recruiter/responsible person in place of worship/organisation processing Criminal Records Disclosure checks)

Address: \_\_\_\_\_  
\_\_\_\_\_

Appointment applied for: \_\_\_\_\_

### CONVICTION HISTORY

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules\*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules\*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974\*\* and the DBS filtering guidance\*.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes    No    (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*For notes marked with an asterisk, please see links on page .*

## Police Investigations

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?

Yes    No    (please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

-----  
-----

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated

by, Social Services/Social Work Department (Children's or Adult Social Care)?

Yes    No    (please tick) If yes, please provide details, we will need to discuss this with you.

-----  
-----

Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults?

Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes    No    (please tick) If yes, please give details.

-----  
-----

### DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) \_\_\_\_\_ of (address) \_\_\_\_\_ consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

**I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.**

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.**

**I confirm that I am not barred from working with children / vulnerable adults.**

**Signed:**

**Date:**

**NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.**

\*<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>

<http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf>

\*\*[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/148542/rehabilitationoffenders.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitationoffenders.pdf)

## **LEGALESE – ATTACHED NOTES**

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales), SCRO (Scotland), ACCESS NI (Northern Ireland).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/SCRO/PVA (NI) Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS/SCRO/ACCESS NI Service.

## **Notes for England, Wales & Northern Ireland Only - Children and Young People**

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

DBS Eligibility from: <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

## Appendix 3- Invitation To Applicant Example

Dear

Thank you for your application to work with children and / or adults at risk. In order to complete your online version of the DBS application form please follow the information given in the attached Applicant's Guide.

Your Organisation Reference is: *Recruiter please enter your CCPAS membership no.*

Your password is: *Recruiter please enter organisation password not your own personal one (supplied in the main body of the E-Bulk Recruiters Acceptance email).*

Your position applied for (to be entered on the form) is: *Recruiter please enter applicants job role as per Appendix 5.*

Don't forget that once you have completed your form online you will need to show me your identification documents. Please make sure that I have your completed Self-declaration Form (Appendix 2 of the attached guide). This form will be assessed before we process your disclosure application.

If you need any further assistance, please feel free to contact me as your organisation's Recruiter.

Kind regards,

## Appendix 4- External Validation Process

If you are unable to verify an applicant's ID using Route 1 you will next need to attempt the process for Route 2. Under these circumstances you will need to carry out an External Validation Process. Please be aware that there is a fee of £5.00 + VAT per check.

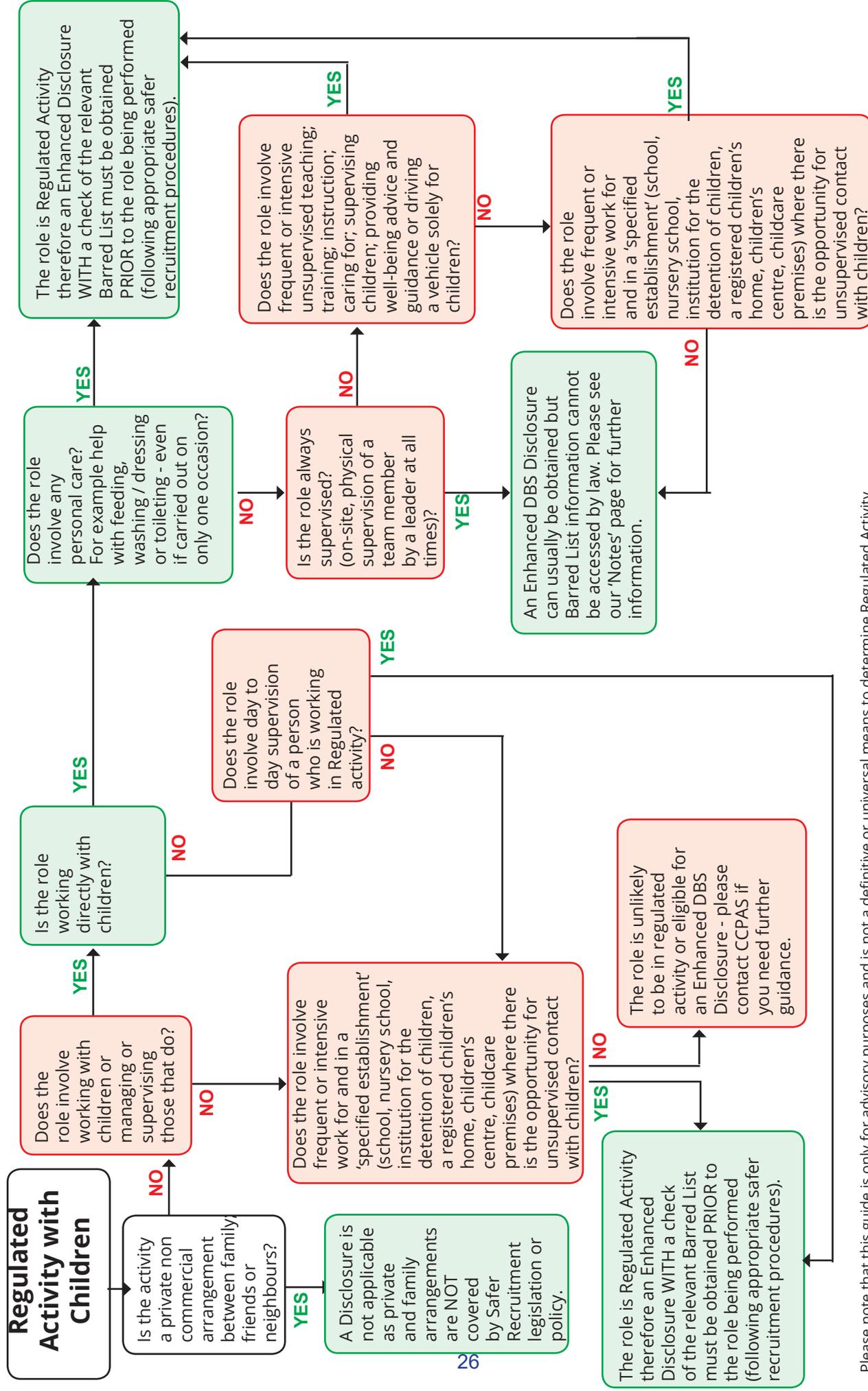
### **ID Verification – how does the process work?**

- The Recruiter obtains consent from the applicant to undergo an ID Verification Check.
- The Recruiter follows the link given below to an online form in a secure area of our website.
- The Recruiter enters their name, organisation name and reference number along with the applicant's full name, previous name (if applicable), title, address (including postcode), date of birth and email address – all of this information is essential and you will be unable to progress without it.
- The applicant will be sent an email from us confirming that the Recruiter from your organisation has requested a check. The check will appear on the applicant's credit file as an ID check but will not affect their ability to obtain credit in any way.
- Once the result is received we will email the Lead Recruiter with either a 'pass' or 'fail' result for the applicant.
- If a 'pass' is received you can then enter the reference number of the check - which will be given in the result email – onto the online application form.
- If a 'fail' is received you will need to follow Route 3.

To action an external validation check please follow this link: <https://services.ccpas.co.uk/Forms/IDVerification>



## Regulated Activity Decision Making Flowchart For Children



Please note that this guide is only for advisory purposes and is not a definitive or universal means to determine Regulated Activity. For a full legal definition please see government guidance at <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>. In addition **CCPAS members** can access an interactive eligibility guide, church role tables and video tutorials and receive specific eligibility advice from CCPAS on 0303 003 1 11 (option one). CCPAS 2018 ©

## Regulated Activity Decision Making Flowchart Notes

**Adults** – If an applicant is not in Regulated Activity but works with adults who may be vulnerable then it is possible they are still eligible for an enhanced DBS check but without a check of the barred lists. It is the expectation of the Charity Commission, major Christian denominations and many insurance companies that you apply for a DBS check where the applicant's role is legally eligible for one. The worker may still be able to have an enhanced check (without a check of the barred list) if they are a Trustee of a charity that works with adults at risk or are working weekly, or 4 or more days in a 30 day period, or overnight with those who are receiving health or social care and they are giving care, supervision, treatment, therapy, advocacy, transportation, teaching, advice, guidance and/or assistance in a group aimed at adults who need help because of their age, illness, disability or live in certain types of accommodation such as a prison, remand centre, residential care home etc. Workers employed in a care home who are not in Regulated Activity will be eligible for an Enhanced check. A recent example of workers not eligible for any check is a church group for adults with learning disabilities where no personal care is undertaken nor any other roles in Regulated Activity. They do teach those adults but as the group meets twice a month it is not frequent enough to be legally eligible for a check.

**Children** – If you have worked through the Regulated Activity Flowchart and determined that an applicant is not in regulated activity but they supervise, teach, train, instruct and/or care for children, or provide advice/guidance on well-being or drive a vehicle only for children on more than one occasion then they are eligible for an enhanced DBS check but without a check of the barred lists. It is the expectation of the Charity Commission, major Christian denominations and many insurance companies that you apply for a DBS check where the applicant's role is legally eligible for one.

There is eligibility for an enhanced check (WITH a check of the barred lists) where a person lives in a household of someone who is working in regulated activity with children and who carries out some/all work from home. A trustee of a charity that works with children is eligible for an Enhanced DBS check.

\*This only applies if the member of the household has opportunity for contact with the children- they are not in regulated activity but the barred listed can still be checked. This is an exception to the rule.

**Definitions:** Health Care is defined as health care provided by a health care professional (meaning a person regulated by bodies like General Medical Council; Nursing & Midwifery council for example). Health care means all forms of health care provided for adults for physical or mental health needs and includes palliative care. Psychotherapy and counselling are included when provided by or referred by a health care professional or a social services placement/referral. Services not provided by a health care professional are not covered by Regulated Activity i.e. life coaching; pastoral counselling etc; although if these are performed at least once a week, or four or more days in a 30 day period, or overnight they could be eligible for an enhanced DBS check without a check of the barred list/s. Please contact CCPAS for specific advice.

Personal Care (Adults) is defined as those who provide or prompt an adult with physical assistance with eating; drinking; toileting; washing or bathing; dressing; oral care or care of skin, hair or nails due to the adult's age, illness or disability, these would all be in Regulated Activity (except in circumstances where a hairdresser or a person cuts the hair of an adult).

Personal Care (Children) is defined as physical help with eating, drinking, toileting, washing, bathing or dressing for reasons of age, illness or disability as is prompting, supervision or training when a child is otherwise unable to decide for themselves in relation to any of these personal care activities

Frequently / Intensively for the purpose of Regulated Activity only 'frequently' is once a week or more; 'intensively' is four or more days in a 30 day period or overnight between the hours of 2 and 6am

### Scenarios of Roles and their eligibility basis:

- A creche worker who physically assists young children with going to the toilet (on one occasion or more) would be in Regulated Activity.
- A Sunday School worker would only be in a Regulated Activity if they work every week or more and are not always supervised; or if they are providing personal care to the children e.g. toileting. If this does not apply they would still be eligible for an enhanced DBS check without a check of the barred lists even if they are always supervised.
- Purely administrative roles i.e. Church Administrator or Treasurer are NOT eligible for a Disclosure (unless they are a Trustee) as they do not work directly with vulnerable groups. Additionally Disclosures cannot be accessed for those who handle sensitive or confidential information (unless they are supervising those working in Regulated Activity).
- A church worker who visits housebound people and on occasions is asked by the homeowner to do some shopping or pay a bill on their behalf is engaging in Regulated Activity.
- A church worker who is part of a group of volunteers that drive/ accompany church members to their GP surgery or hospital appointments is working in Regulated Activity.
- A luncheon club/foodbank or street outreach whose workers just serve food, drinks, or have a friendly chat with those they work with will not be in a Regulated Activity with adults unless they are giving professional counselling/health care or personal care to adults. They will qualify for Regulated Activity with children if they are advising/supervising/caring etc for children frequently or intensively on an unsupervised basis. If they are not in Regulated Activity but they do care for/supervise/give guidance/mentor children or vulnerable adults then they are likely to be eligible for an enhanced DBS check without a check of the barred lists - see additional notes above.
- Prayer teams whose members pray with/for adults and children in a public area/town centre type setting are not in Regulated Activity nor do they qualify for an enhanced DBS check. If however, their job role includes praying with a child/children frequently or intensively in an unsupervised setting, this would be Regulated Activity.

## DBS Eligibility for Church Workers Guide

Please note this list is not prescriptive – eligibility decisions should always be made on the specific and individual duties within a role.

Role	Eligibility Criteria	Level of Check & Advisory Notes	Preferred Title to be Entered on Form (if different from 'Role')
BAPs/Ordination training candidate	Eligible	Regulated Activity with children and adults (this is a paid role)	Trainee Minister
Bellringer	Not Eligible	Unless in a supervisory/teaching role with junior bellringers	Bellringer supervising Children
CAP Befriender	Eligible	Usually Enhanced, possibly Regulated Activity see Flowchart and notes as this is dependant on individual role	
CAP Centre Manager	Eligible	Regulated Activity with adults	
CAP Debt Counsellor	Eligible	Enhanced – Regulated Activity with adults if dealing with money on behalf of client	
Caretaker/Premises Manager	Not Eligible	Unless they work in a school or their responsibilities include supervising children	Caretaker supervising children
Chalice Bearer	Not Eligible		
Childcare Practitioner	Eligible	Regulated Activity with children	
Children's worker	Eligible	Enhanced if working on more than one occasion – but Regulated Activity if role includes taking children to the toilet or they work frequently or intensively unsupervised	Church Children's Worker
Choir Chaperone	Eligible	Enhanced or Regulated Activity with children - see Flowchart and notes	Choir Chaperone with Children
Choir Master	Eligible	Eligible only if supervising/teaching children or supervising those who do – then usually Enhanced and Regulated Activity with children	Choir Master with Children
Choir member	Not Eligible	Unless also has chaperone/teaching role with junior choir members	Choir Supervising Children
Churchwarden	Eligible	Enhanced (if a Trustee of a charity that works with children or adults at risk) or Regulated Activity depending on their role	Churchwarden/Trustee
Coffee/tea servers	Not Eligible		
Counsellor	Eligible	Enhanced if carried out frequently or intensively with adults or on more than one occasion with children* and Regulated Activity if receiving referrals from healthcare professionals and/or if unsupervised with children.	Either Counsellor or Counsellor in Regulated Activity
Creche Worker	Eligible	Enhanced – with Regulated Activity if changing nappies/toileting children and/or not supervised.	
Debt Advisor	Eligible	Enhanced if working frequently or intensively* with adults at risk – Regulated Activity if dealing with money on behalf of client or provide counselling by means of a social services or health care professional referral.	
Director of Music	Eligible	Eligible only if supervising/teaching children or supervising those who do – then usually Enhanced and Regulated Activity with children	Leader of Music Supervising Children
Driver of Adults at Risk	Eligible	Enhanced if carried out frequently or intensively* Regulated Activity if taking adults to or from a place where they receive health care i.e. hospital, GP surgery, nursing home (not residential home) etc. on one occasion or more	
Driver of Children	Eligible	Regulated Activity with children if frequently or intensively. Enhanced if on more than one occasion.	

Elder	Not Eligible	Unless a Trustee and/or responsibilities include supervising the work of children or adults at risk	Trustee/Church Leader; supervising children/adults at risk
Evangelist	Eligible	Enhanced if a C of E commissioned Evangelist	Lay Minister/Evangelist
Flower Arranger	Not Eligible		
Foodbank Worker	Not Eligible	Generally not eligible but see Flowchart and notes	
Head Server	Eligible	Only eligible if on more than one occasion supervising/teaching children	Head Server supervising children
Home Visitor	Eligible	Enhanced if frequently or intensively with adults	
Homeless Shelter Worker	Eligible	Enhanced and possibly Regulated Activity - see Flowchart and notes – unless only serving food/refreshments or having a supervised 'friendly chat' in which case not eligible	
Hospital Chaplain	Eligible	Enhanced usually Regulated Activity with adults and/or children	
Incumbent/Clergy/Church Leader	Eligible	Regulated Activity with children and adults	
Junior Church Helper/Leader	Eligible	Enhanced if working on more than one occasion – but Regulated Activity if role includes taking children to the toilet or they work frequently or intensively unsupervised	
Lay Minister of Communion	Not Eligible		
Licensed Lay Minister (LLM)	Eligible	Enhanced and usually RA depending on terms of license.	
Minister	Eligible	Regulated Activity with children and adults	
Nightshelter Worker	Eligible	Enhanced and possibly Regulated Activity - see Flowchart and notes – unless only serving food/refreshments or having a supervised 'friendly chat' in which case not eligible	
Nursery Manager/Worker	Eligible	Regulated Activity	
Open the Book Volunteer	Eligible	Only Regulated Activity if unsupervised	
Ordinand in training	Eligible	Regulated Activity with children and adults (this is a paid role)	
Organist	Not Eligible	Unless also has chaperone/teaching role with junior choir members	Children's Choir Supervisor
Overseas Childrens Worker	Eligible	Usually Regulated Activity	
Parent and Toddler Group helper	Not Eligible	Unless they supervise activities with children in which case normally Enhanced – see Flowchart and notes	
Parent and Toddler Group Leader	Eligible	Group leader is usually eligible for Enhanced Check in Regulated Activity if the role includes supervising/caring for/toileting children away from the parent/carer	
Parish Administrator/Secretary	Not Eligible		
Parish Safeguarding Officer	See notes	C of E guidance suggests the Safeguarding Lead should be on the PCC and checked in that capacity as a Trustee; otherwise not eligible unless supervising those engaged in RA or they work directly with children or adults at risk	Safeguarding Officer Supervising Regulated Activity
Pastor	Eligible	Regulated Activity with children and adults	
Pastoral Assistant	Eligible	Enhanced if carried out frequently or intensively* Regulated Activity if doing shopping and therefore taking money	Pastoral Worker
Pastoral Team Member	Eligible	Enhanced if carried out frequently or intensively* Regulated Activity if doing shopping and therefore taking money	Pastoral Worker
Pastoral Visitor	Eligible	Enhanced if carried out frequently or intensively* Regulated Activity if doing shopping and therefore taking money	Pastoral Worker

Pastoral Worker	Eligible	Enhanced if carried out frequently or intensively*. Not usually Regulated Activity unless specific duties –see Flowchart and notes (i.e. doing shopping and therefore taking money)	
PCC Member	Eligible	Only for churches that are a charity and work with children or adults at risk. Enhanced - as Trustees of a charity that works with children or adults at risk, good practice would say that they are checked	Church Warden/Trustee
Prayer Team Member	Not Eligible	Unless regularly*praying unsupervised with children	
Reader	Eligible	Often Regulated Activity with children/Enhanced Adults (but can differ according to core responsibilities and role) Post-licensing renewals subject to diocesan policy	Lay Minister/Reader
Sacristan	Not Eligible	May qualify if also a Server – follow guidance for that role	
Safeguarding Officer	Eligible	Eligible if supervising those engaged in Regulated Activity, or working with children or adults at risk. For the Church of England the role is also eligible if the applicant serves on the PCC. See PCC role notes.	Safeguarding Officer Supervising RA or Safeguarding Officer / Trustee
Server	Not Eligible	Unless in a supervisory/teaching role with junior servers	Server Supervising Children
Steward/Sidesperson	Not Eligible	Unless specifically designated to supervise/toilet children	Steward Supervising Children
Street Pastor	Eligible	Only eligible for Enhanced with children	
Sunday School Helper/Assistant	Eligible	Enhanced if working on more than one occasion – but Regulated Activity if role includes taking children to the toilet or they work frequently or intensively unsupervised	Sunday School Helper
Sunday School Teacher/Leader	Eligible	Enhanced if working on more than one occasion – but Regulated Activity if role includes taking children to the toilet or they work frequently or intensively* unsupervised	
Support Worker	Eligible	Usually Enhanced, possibly Regulated Activity see Flowchart and notes	
Tower Captain	Eligible	Eligible if supervising/teaching children or supervising those who do – then Enhanced and Regulated Activity with children	Bellringer Supervising Children
Treasurer	Not Eligible	Unless they are also a Trustee of a charity that works with children or adults at risk – see notes under 'Trustee'	Trustee of Charity
Trustee	Eligible	Only eligible for Enhanced Check if Trustee for a charity that works with children or adults at risk	Trustee of charity
Verger	Not Eligible	It is highly unlikely that your verger will be eligible at all, unless there is a specific duty/role within the job description for working with children and/or vulnerable adults. Any contact is likely to be deemed to be incidental to the main purpose. That said there may be eligibility, if there are any duties which mean they are directly engaged or have substantial contact with children/vulnerable adults, (such as where they are authorised to provide pastoral care).	
Welcomer	Not Eligible	Unless specifically designated to supervise/toilet children	
Worship Leader	Not Eligible	Unless also has chaperone/teaching role with children in which case 'children's worship leader' should be the position applied for	
Youth Camp Worker	Eligible	Usually in Regulated Activity	
Youth worker	Eligible	Enhanced if working on more than one occasion and often Regulated Activity if working weekly, intensively or overnight not supervised	

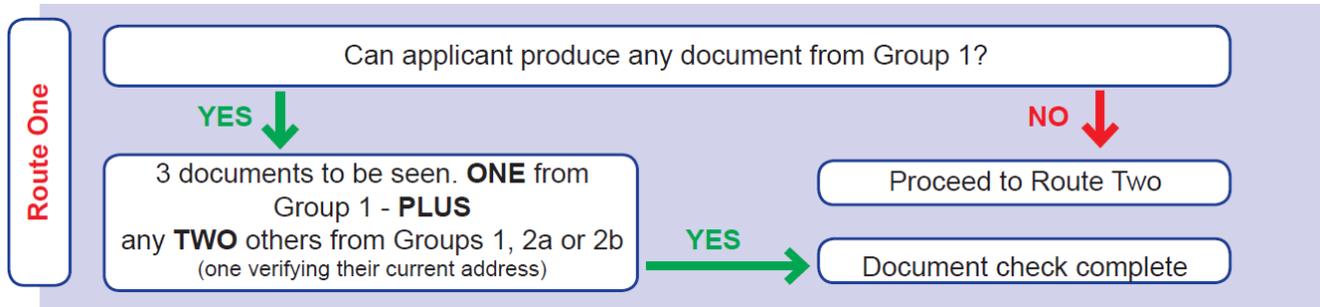
\* Frequently or intensively means carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30 day period (or in some cases overnight between 2am and 6am, where there is opportunity for face-to-face contact). Regularly is the dictionary definition.

## Appendix 6- What Documents Do I Need to Produce?

Please read this flow chart in conjunction with the list of documents accepted (overleaf)

All applicants must initially be considered for Route One except for Non-EEA Nationals who are seeking paid employment. Full guidance on acceptable documents for these applicants ONLY can be found at: <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

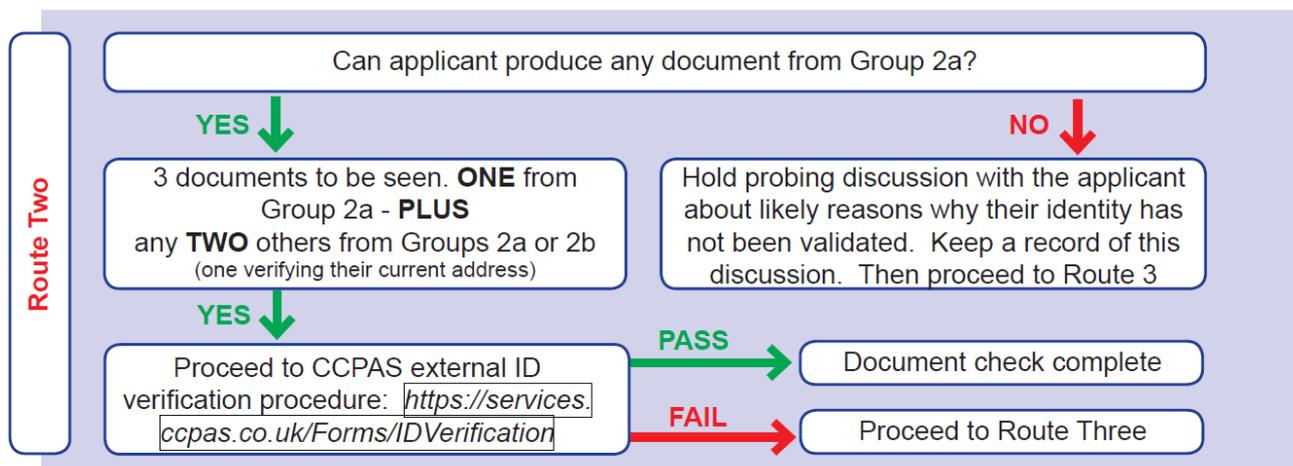
Please ensure that where an applicant has changed their name you also see the relevant documentation to validate it eg. marriage cert/decree absolute etc



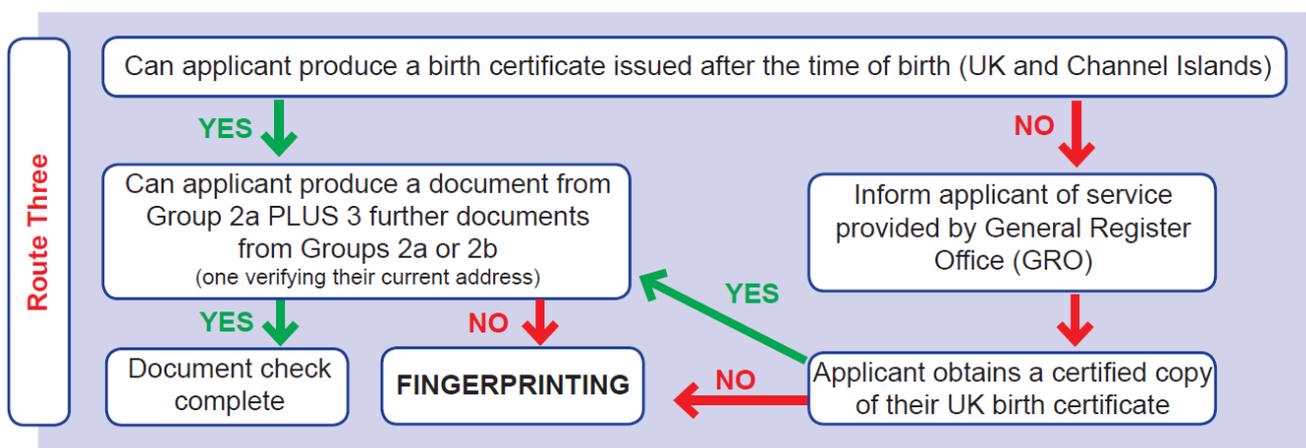
If the applicant has satisfied this route, then the document check is complete.

**IMPORTANT NOTE - EEA Nationals (Non-UK):** Where an EEA National has been resident in the UK for five years or less, the Recruiter must validate identity via Route One through the checking of a Current Passport or Current UK /EU Driving Licence plus 2 further documents. In the absence of a Group 1 document the Recruiter must inform CCPAS Disclosure Service, in writing, of a valid reason for using Route 2.

If the applicant cannot produce a Group 1 document then go to Route Two.



If you have endeavoured to use Route Two, but have been unable to validate the applicant's identity successfully, you must proceed to Route Three.



## What Identity Documents Are Accepted?

### Group 1 – Primary Trusted Identity Credentials

- Any current valid Passport.
- Biometric Residence Permit (UK).
- Current valid driving licence – photocard - (full or provisional). UK/Isle of Man/Channel Islands and EEA. All licences must be valid in line with current DVLA requirements.
- Birth Certificate (UK, Isle of Man and Channel Islands) - issued within 12 months of birth including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.
- Adoption Certificate (UK and Channel Islands).

### Group 2a – Trusted Government/State Issued Documents

- Current valid driving licence- photocard (full or provisional). All countries outside of the EEA (excluding Isle of Man and Channel Islands)
- Current valid driving licence – paper version (if issued before 1998). UK/Isle of Man/Channel Islands and EEA (full or provisional). All licences must be valid in line with current DVLA requirements.
- Birth Certificate (UK, Isle of Man and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars).
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- Immigration document, visa or work permit - (Issued by a country outside the EEA.) - Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based)
- HM Forces ID Card (UK).
- Fire Arms Licence (UK, Isle of Man and Channel Islands).

### Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA)\*\* (Non-EEA statements must not be accepted).
- Bank/Building Society Statement (UK and Channel Islands or EEA) \*
- Bank/Building Society Statement (countries outside the EEA) – the branch must be in the country where the applicant lives and works.
- Bank/Building Society Account Opening Confirmation Letter (UK)\*.
- Credit Card Statement (UK or EEA)\* (Non-EEA statements must not be accepted).
- Financial Statement \*\* - e.g. pension, endowment (UK).
- P45/P60 Statement \*\*(UK & Channel Islands).
- Council Tax Statement (UK & Channel Islands). \*\*
- Letter of Sponsorship from future employment provider \*\*\* (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application).
- Utility Bill (UK)\* – Not Mobile Telephone bill.
- Benefit Statement\* - e.g. Child Benefit, Pension.
- A document from Central/ Local Government/ Government Agency/ Local Council giving entitlement (UK & Channel Islands)\* - e.g. from the Department for Work and Pensions, the Employment Service , HMRC.
- EEA National ID Card. \*\*\*
- Cards carrying the PASS accreditation logo \*\*\* (UK, Isle of Man and Channel Islands).
- Letter from Head Teacher or College Principal \*\*\* (16/19 year olds in full time education UK only – to be used in exceptional circumstances when all other documents have been exhausted).

**Please note: If a document in the List of Valid Identity Documents is:**

**Denoted with \* - it should be less than three months old.**

**Denoted with \*\* - it should be issued within the past 12 months.**

**Denoted with \*\*\* - it must still be valid.**

**Not denoted- it can be more than 12 months old.**