

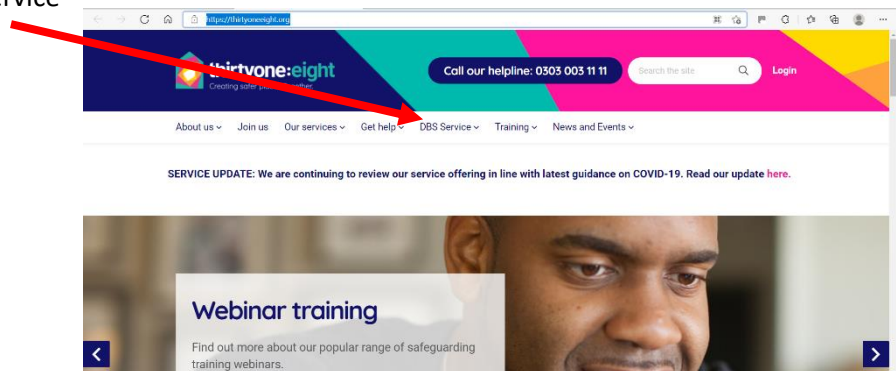
Disclosure and Barring Service – Online Check

Thank you for your willingness to be part of the ministry at St Botolph's, Barton Seagrave.

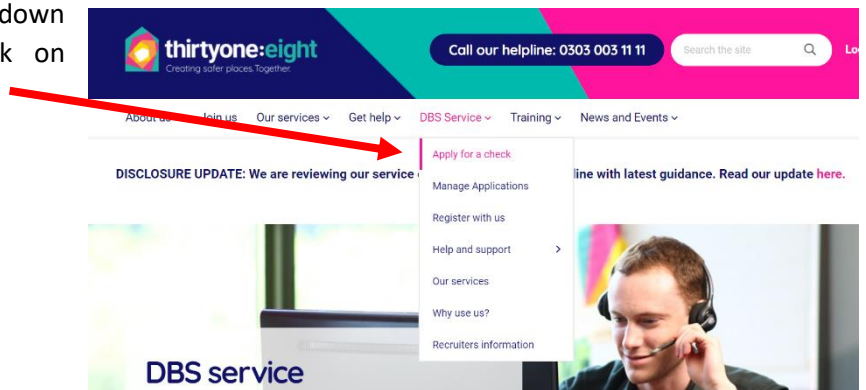
St Botolph's is committed to having the highest standards in its safeguarding of children and vulnerable adults and it is a requirement of the PCC and the Diocese that anyone working or volunteering on behalf of the church, in either of these fields, undergoes a DBS check.

All DBS applications are now completed online. To do this you need to login in using the following instructions:

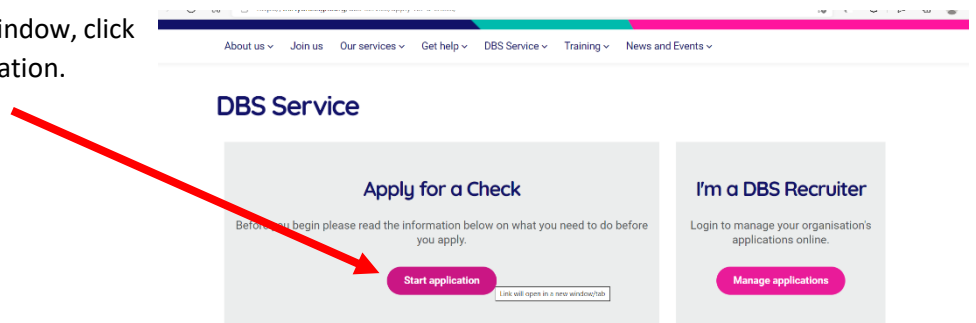
1. Log on to Thirtyone;eight's website using this link - [Thirtyone;eight \(thirtyoneeight.org\)](https://thirtyoneeight.org)
2. Click the DBS Service tab.



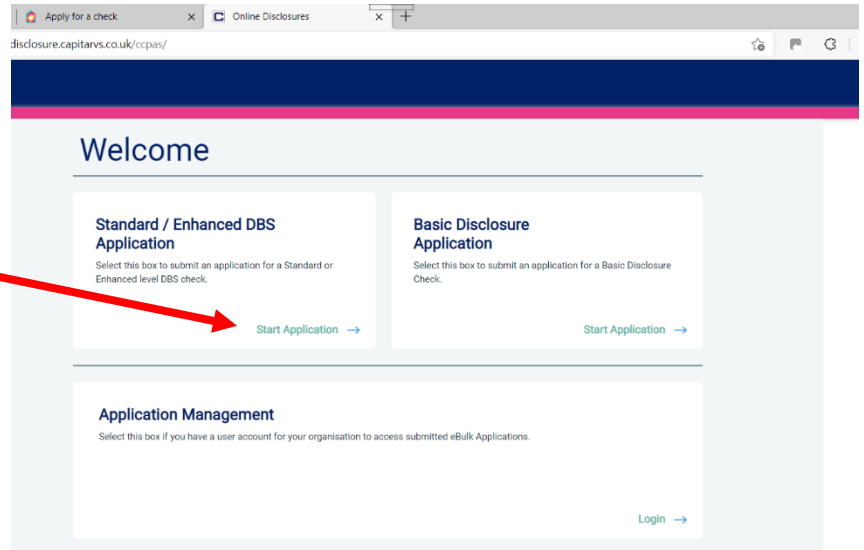
3. When the drop down window opens, click on **Apply for a check.**



4. On the next window, click to start application.



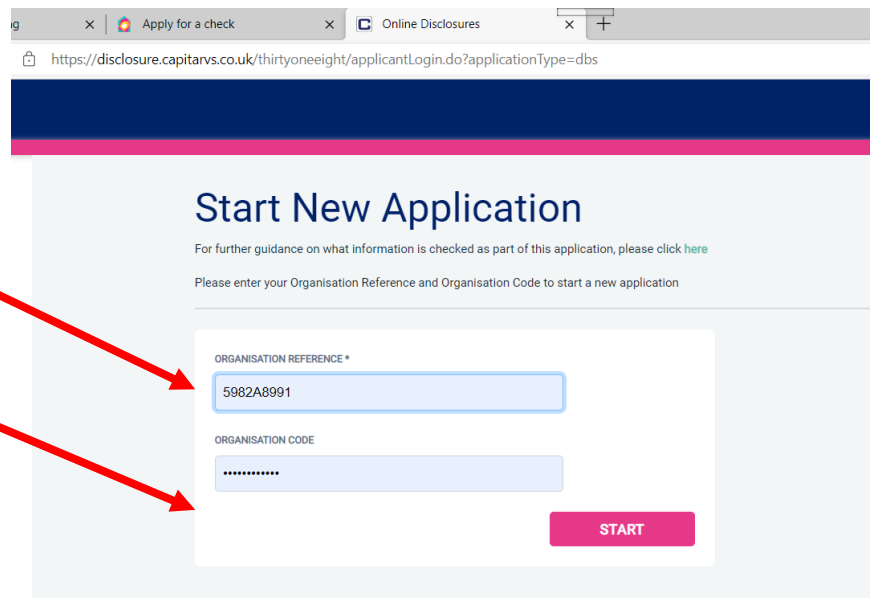
5. In the next window, click to start a **Standard/Enhanced DBS Application**



6. Then enter our Organisation Reference: **5982A8991**

and Organisation code: **BOTOLPHS8991**

You should now be able to complete the application, entering details of the role(s) that mean that a DBS is required.



To complete the application you will need your National Insurance number.

When the application is complete, you will need to show your identification documents to either Heather Knighton in the church office or to me. You need to present **three** documents:

- One must be one of the 'big five' which for most people means passport, complete driving licence or birth certificate.
- The second must be a different official document **from within the last three months** that has your address on it (utility bills, bank statements, correspondence from a government/local council department, benefit documentation etc)
- The third document can come from either of the two previous groups. Detailed guidance is available on the website when you make the application.

If you have any questions, please contact me on safe@stbots.org.uk

Martin Adamson (Safeguarding Officer)