

Hereford Diocese – Online DBS Check (Disclosure and Barring Service Check) Applicant Guidance Sheet

Introduction

You are reading this document because you have been asked to complete an online DBS check because you have a certain role within the Church of England in the Diocese of Hereford. You may be a member of clergy, a retired member of clergy with permission to officiate, a Licensed Lay Reader, A PCC member or a volunteer working with children, young people or vulnerable adults, or someone carrying out any other role where there is a requirement for a DBS check to be carried out. Thank you for agreeing to complete a DBS Check, it is a vital element to our safer recruitment process.

Please do not delay in completing the application.

Please take the time to read through this information prior to completing the online DBS application. You may also find it beneficial to refer back to it whilst carrying out the task.

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

Confidentiality, Data Protection and Privacy. Hereford Diocese has contracted with APCS to provide its online DBS checking service. APCS is a Government approved provider and complies with all aspects of data protection and confidentiality. It is the major provider of online DBS checks for the majority of dioceses across the country. Your information will be kept secure.

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

If you are unsure about any aspect of the task please get in touch with the DBS Administrator or APCS – we will be happy to assist.

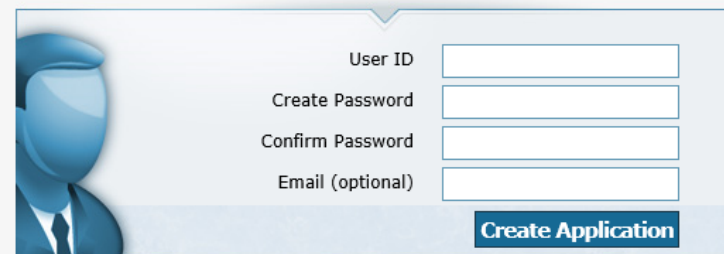
Filling out the Online DBS Form

1. You will be sent a **link to the APCS website** and a **UserID**. You will then need to create a password.
2. You will then need to fill in the online application. Please have the follow information to hand:
 - a. Full name history
 - b. Five-year address history with postcodes, including any foreign addresses
 - c. National Insurance number (if they have one)
 - d. Passport details (if they have one)
 - e. UK driving licence details, full or provisional (if they have one)
3. The following pages will be in the form
 - a. **Names** – You will be asked to fill in your name history and date of birth.
 - b. **Personal Details** – Where you were born and contact details.
 - c. **Identity Check** – ID documents details.
 - d. **Address** – Current address and your history address.
 - e. **Summary** – There is a chance to check your details and edit past pages.
 - f. **Declarations** – You will be asked Yes or No to a few questions about if you have past convictions.
 - g. **Submission** – The last page should tell you that you have successfully submitted your DBS check and the next stage is verification.

Create New Application

If your employer or organisation has given you a UserID for your application, enter it here and set up your password. No one else can access your personal information without your password, so keep it confidential.

Your password must be **at least 8** characters long and contain **at least 1** number. It is case sensitive. Example *River123*



The screenshot shows a web form titled 'Create New Application'. On the left is a blue silhouette of a person's head and shoulders. To the right are four input fields: 'User ID', 'Create Password', 'Confirm Password', and 'Email (optional)'. Below these fields is a blue button with the text 'Create Application'.

Please see the Screenshots below for visual representation.

a. Names

Names > Personal Details > Identity Check > Address > Summary > Declaration > Payment > Submission >

Stage: 0 [Back](#) [Next](#)

Preferred Language?

Date of birth
(dd/mm/yyyy)

Title Mr Mrs Miss Ms Other

Surname

Forename

Middle Name(s)

Gender Male Female

Surname at birth (if different) used until
mm/yyyy

Have you ever been known by any other names? If yes click 'Add name' to add further names.
 No Yes

[Back](#) [Next](#)

b. Personnel Details

Names > **Personal Details** > Identity Check > Address > Summary > Declaration > Payment > Submission >

Stage: 1 [Back](#) [Next](#)

Place of birth (town)

Birth County

Birth Nationality

Place of birth (country)

E-mail Address

Home landline phone number
Please put a space between the STD code and the rest of your telephone number.

Mobile phone number

[Back](#) [Next](#)

c. Identity Check

Names > Personal Details > Identity Check > **Address** > Summary > Declaration > Payment > Submission >

Stage: 3 [Back](#) [Next](#)

Address

Town/City

County

Postcode ? [Examples: CH45 0JZ, E1 1BB](#)

Country

At address since / (mm/yyyy)

You must provide all other addresses where you have lived in the last 5 years. You must provide these in descending date order and the day/month/year that you left one address must be the same day/month/year that you moved into the next address.

You must click the 'Add This Address' button for every previous address entered otherwise you will not be able to move on to the next page.

Address History

Address ? [Add This Address](#)

Town/City

County

Postcode

Country

Dates from and to / (mm/yyyy) / (mm/yyyy)

d. Address

Stage: 2 [Back](#) [Next](#)

Mothers Maiden Name ?

Do you have a National Insurance number? ? No Yes If 'yes' you must enter your National Insurance number

National Insurance number

Do you hold a valid UK driving licence? ? No Yes If 'yes' you must enter your Driving License details

Driving licence number Photo Paper
[Example UK Format: SMITH601214J99AB](#)
[Example NI Format: 12345678](#)

Post Code on Driving Licence

Driving licence valid from date / / (dd/mm/yyyy)

Northern Ireland Driving Licence? Tick here if your driving licence was issued by the DVA in Northern Ireland

Do you hold a valid passport? ? No Yes If 'yes' you must enter all of the following

Passport number

Nationality

Country of issue

Date of birth on passport / / (dd/mm/yyyy)

Passport issue date / / (dd/mm/yyyy)

Passport expiry date / / (dd/mm/yyyy)

e. Summary

Check carefully that all details are entered correctly. Used the EDIT buttons to return to a screen if corrections are necessary. Use the PRINT button if you want a printed copy. Click the DECLARATION/NEXT button when you are ready to continue

Names Edit

Full Name: Mr Hereford Diocese

Birth Surname: DIOCESE - used until 05/2022

Other Names:

Diocese. Valid from 05/1995 to 05/2022

Personal Details Edit

Date of birth: 24/05/1995

Gender: Male

Place of birth (town): HEREFORD

Place of birth (country): GB

Email address: Rachel.Arnold@hereford.anglian.org

Identity Check Edit

Do you have a National Insurance number: No

Do you have a valid UK driving licence: No

Do you hold a valid passport: No

Address Edit

THE DIOCESAN OFFICE, THE PALACE, HEREFORD, HEREFORDSHIRE, HR4 9BL, UNITED KINGDOM since 06/1995

f. Declarations

Convictions No Yes Do you have any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance?

Privacy Policy No Yes I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.

Consent by the applicant No Yes I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains information. In some cases the registered body may provide this information directly to my employer prior to me receiving my certificate.

Declaration by the applicant By placing a tick in this box, you confirm that the information that you have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

Re-enter your full name
(max 300 characters)
Do not include your title, Example Format: John Alan Smith

Date of declaration
(dd/mm/yyyy)

g. Submission

Thank you.

Your DBS Check has been submitted successfully.

The next stage will be to get your application details checked against your ID documents.

APCS or your employer will have arranged this, or may get in touch with you to do so.

Once your application details have been verified, your application can be submitted for processing.

You can check the progress of your application at any time by logging back in and this will take you to a summary page with your Application's current status.

**If you have any queries regarding your application, please contact APCS quoting the following reference number:
11016743**

Your application was submitted on 24 May 2022

Close

Verification Process

A person suitable to carry out verification will have been identified. Those that can verify are: Members of Clergy, Parish Safeguarding Officers or Parish DBS Verifiers, any member of the Safeguarding Team or any member of the Bishop's Office staff.

When it is ready for verification; the verifier will be sent an online link via email by our DBS Administrator together with the **Verifier Guidance Sheet**.

The verifier will need to organise a time to meet with you, they will need to have access to a computer, email and have a connection to the internet.

They will need to check your original physical ID documents against what you have written on your online application. If you have changed your name, if possible please show your verifier evidence to prove this. It can be proven by your birth certificate, marriage certificate, deed poll etc. Also they will be inputting information about the role you are applying for and the level of DBS check required.

Please note there will be a delay after the application is submitted before the Verifier is sent their verification link – this is because the DBS Administrator needs to carry out a short administrative process.

(If you wish to meet with the verifier and carry out the application and verification process in one transaction you will need to arrange this with the DBS Administrator so she can be available to administer the process. Please note this will need to be during standard office hours)

Conclusion of the process

Once your DBS application has been verified, it will go off to the DBS office to do the appropriate checks.

You can check the progress of your application on the DBS's website. To do this you will need:

1. The Application Form Reference from the list above
2. The Applicant's Date of Birth

If you follow the relevant link below and enter these details, you will be able to see the current status of the application.

Track enhanced check: <https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>

There are 5 different stages to the DBS process. However, the application will vary if it goes to all stages depending on the level of disclosure and if the barred list is to be carried out. The stages are:

Stage 1: Receipt of Validated Application (as per the date above)

Stage 2: Application to be checked against the police national computer

Stage 3: DBS Children, DBS Adults and List 99 searched, where applicable

Stage 4: Application to be checked by local police forces

Stage 5: Certificate printing

Unfortunately, we have no control over the priority in which the DBS or Police Forces process the application so we cannot influence this.

When your check is complete

The DBS Administrator will be notified by APCS when your check is complete, they will then inform the appropriate people that you are cleared to perform your church role. If you are a member of clergy, retired member of clergy with permission to officiate or a licensed lay Reader relevant information will be uploaded to your personnel file.

If there is a problem with your DBS check please do not worry you will be contacted by the DBS administrator who then explain what happens next.

Table of Roles – the verifier will use the below table to identify what role requires what level of check.

Church Role	Level of DBS check Required	Which Workforce to put on online Verification	What to tick on online Verification	Comments
Clergy, Priest, SSM, Associate Minister, Curate, Ordinand, including Clergy performing Diocesan Officer Roles	Enhanced with barred list (child and adult)	Child & Adult Workforce	Regulated activity children Regulated activity adults Home Working	SSM is volunteer
Clergy with Permission to officiate	Enhanced with barred (child and adult list)	Child & Adult Workforce	Regulated activity children Regulated activity adults	Volunteer Should not be home working
Ordination Candidate – pre BAP	Enhanced with barred (child and adult list)	Child & Adult Workforce	Regulated activity children Regulated activity adults	Not Volunteer Should not be home working
Intern / Intergenerational Missioner	Enhanced with barred (child) Enhanced without barred (adults)	Child & Adult Workforce	Regulated activity children Adult workforce	Not Volunteer Should not be home working
Licensed Lay Reader	Enhanced with barred (child) Enhanced without barred (adult)	Child & Adult Workforce	Regulated activity children Adult workforce	Volunteer Should not be home working
Lay Worship Leaders	Enhanced with barred (child) Enhanced without barred (adult)	Child & Adult Workforce	Regulated activity children	Volunteer Should not be home working
In frequent Lay Worship Leaders – less than 1 day per week	Standard			Volunteer No home working
Pastoral Home Visitor	Enhanced without barred (adult)	Adult workforce	Regulated activity adults	Volunteer Should not be home working
Pastoral Carer: listener, Outreach Worker, Verger with pastoral caring responsibilities	Enhanced with barred (child) Enhanced without barred (adult)	Child & Adult Workforce	Regulated activity children	Volunteer Should not be home working

Children / Young Persons Group Leader or Helper, including Sunday School and Open the Book	Enhanced with barred (child)	Child Workforce	Regulated activity children	Volunteer / Paid role Should not be home working
Adult Group Leader or Helper	Enhanced without Barred (adult)	Adult workforce		Volunteer / Paid Role Should not be home working
PCC member including Church Warden -(Where PCC qualifies as children's or -vulnerable adult's charity-sponsors work with children or adults)	Enhanced without barred	Child & Adult Workforce		Volunteer Should not be home working
PCC member including Church Warden which does not qualify as Charity	Basic Check			
Choir Leader with children and or vulnerable adults	Enhanced with barred (child) Enhanced without barred (adult)	Child & Adult Workforce	Regulated activity Children	Volunteer No home working.
Choir Leader just adult	Basic			
Head Server when role includes supervision or training of children	Enhanced with Barred (child) Enhanced without barred (adult)	Child & Adult Workforce	Regulated activity Children	Volunteer No home working
Bell Tower Captain	Enhanced with Barred (child) Enhanced without barred (adult)	Child & Adult Workforce	Regulated activity Children	Volunteer Should not be homeworking
Bell Ringing Teacher Child or Adult	Enhanced with Barred (child) Enhanced without barred (adult)	Child & Adult Workforce	Regulated activity Children	Volunteer Should not be homeworking
Managers or supervisors of those working with Children, young people and vulnerable adults	Enhanced with barred (child) Enhanced without barred (adults)	Child & Adult Workforce	Regulated activity children	Paid / Volunteer No homeworking
Diocesan Safeguarding Officers	Enhanced with barred (child) Enhanced without barred (adults)	Child & Adult Workforce	Regulated activity children	Paid No home working

Parish Volunteer Drivers – approved by PCC - not private arrangement No driving children	Enhanced without barred (adult)	Adult workforce		Volunteer No home working
Parish Volunteer Driver – approved by PCC - not private arrangement For healthcare or social care appt	Enhanced with barred	Adult workforce	Regulated activity Adults	Volunteer No home working.
Church Lottery administrator	Standard	Other Workforce		
Foodbank Worker	Basic			
Good Neighbourhood Scheme – Only if they are shopping, providing transport for healthcare	Enhanced with Barred (adults)	Adult workforce	Regulated activity Adults	Volunteer No home working
Good Neighbourhood Scheme – if transport for social event	Enhanced without barred (adults)	Adult workforce		Volunteer
Spiritual Director	Enhanced without barred adults	Adult workforce		Volunteer Home working
House Group Leader – if House group activity is commissioned by PCC	Enhanced with barred children -if Children attend Enhanced without barred if children do not attend	Child workforce Adult workforce	Regulated activity children if children attend	Volunteer Homeworking

If the role you doing isn't in the above list – use the below tables to identify the level of DBS check required or seek advice from the DBS administrator.

Regulated Activity Children

	Once	More than 3 days in a 30 day period	Once overnight contact between 2am – 6 am	<u>Regulated Activity with Children</u>
Providing health care	yes	yes	yes	Anyone carrying out these activities would be eligible for
Providing personal care	yes	yes	yes	
Teaching training and instruction - unsupervised	No	yes	yes	
Caring for or supervising - unsupervised	No	yes	yes	

Providing advice or guidance on physical, emotional or educational well being	No	yes	yes	Enhanced with child barred list
Driving Children under arrangement	No	yes	No	
Moderating a web based service	No	yes	No	

Regulated Activity with Adults

If done once the following activities are regulated activity with adults		
Providing health care	By or under supervision of healthcare professional	Anyone carrying out this activity will be eligible for an Enhanced with adult's barred list
Providing personal care	Washing dressing, eating, drinking and toileting	
Social work	Provided by social care worker to an adult who is a client or potential client	
Assistance with day to day financial running of the adult's household	Managing cash, bills or shopping	
Assistance with the conduct of an adult's affairs	Power of attorney, deputies appointed under Mental Health Orders	
Conveying an adult	Must be for health, personal or social care due to age illness or disability	

Work with adults which is not regulated activity

Step 1	Step 2	Step 3
The adult must be 18 or over and Receiving a listed health or social care service Or Receiving a listed activity set out in legislation	The employee / volunteer must do one or more of the activities below: Train, teach, instruct, provide assistance, advice or guidance Care for, supervise, provide treatment or therapy Moderate a public interactive electronic communication service Work in a care home	Carry out work often enough More than 3 days in any 30-day period or Anytime between 2am and 6am or Once per week on an ongoing basis.

	Drive adults under contract arrangements	
Anyone that meets this criterion would be eligible for Enhanced without Adult barred list – they are not carrying out regulated activity but are working with adults – adult workforce.		

If you are unsure about any aspect of the process please contact the DBS Administrator (Rachel) on 01432 373317 dbsadmin@hereford.anglican.org