

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

Introduction

You are reading this document because you have been asked to verify an online DBS check for someone who has a certain role within the Church of England in the Diocese of Hereford. They 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 carry out this task, it is a vital element to our safer recruitment process.

Please do not delay in completing the process.

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

The Applicant – What will they have done?

The person applying for the DBS check (**the applicant**) will have been sent an email containing a link to start their online DBS check by the **DBS Administrator** (Rachel) together with an **Applicant Guidance Sheet** and a **Hereford Privacy Statement**.

The applicant will complete their part of the online DBS application form, once they have completed it they will then click on the submit button. If there are any errors when they press the submit button, the application will direct them to check their initial entry to rectify the issue. When it has been successfully completed and submitted it is then ready for verification.

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; you (the identified verifier) will be sent an online link via your email by our DBS Administrator together with this **Verifier Guidance Sheet**.

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

Verification Process – What are you required to do?

The verification process involves **you** meeting with **the applicant** and checking their identity against their ID documents and checking that the documents they have recorded via the DBS application match the ones they present to you. You will then verify the role they are applying for and the level of DBS check required. It is quick and easy to carry out. You will need to have access to a computer, your email and have a connection to the internet.

Before starting the verification process - please be absolutely clear about what role the individual is applying for and the level of DBS check required. Please refer to the “table of roles” below and if in doubt or unsure please contact the **DBS Administrator** for advice.

The applicant will need to bring with them all the ID documents they have used in their application. Plus, if the applicant has changed their name, you should seek to see evidence, this can be proven by a birth certificate or marriage certificate (there isn’t an option to tick for marriage certificate). If they do not have documents to prove their name change, you should ask question till you are satisfied.

Table of Roles – please refer to 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 are verifying 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> Anyone carrying out these activities would be eligible for Enhanced with child barred list
Providing health care	yes	yes	yes	
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	
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

<p>Step 1</p> <p>The adult must be 18 or over</p> <p>and</p> <p>Receiving a listed health or social care service</p> <p>Or</p> <p>Receiving a listed activity set out in legislation</p>	<p>Step 2</p> <p>The employee / volunteer must do one or more of the activities below:</p> <p>Train, teach, instruct, provide assistance, advice or guidance</p> <p>Care for, supervise, provide treatment or therapy</p> <p>Moderate a public interactive electronic communication service</p> <p>Work in a care home</p> <p>Drive adults under contract arrangements</p>	<p>Step 3</p> <p>Carry out work often enough</p> <p>More than 3 days in any 30-day period</p> <p>or</p> <p>Anytime between 2am and 6am</p> <p>or</p> <p>Once per week on an ongoing basis.</p>
<p>Anyone that meets these criteria would be eligible for Enhanced without Adult barred list – they are not carrying out regulated activity but are working with adults – adult workforce.</p>		

Below guidance now takes you through the verification process step by step with illustrated screen shots

APCS – Verifying an Applicant

- 1) First organise a time to meet with the applicant and have their ID Documents ready to check.
- 2) Then click on the link in the email and you will see the below page.
- 3) Please check the applicant's details on the left, to their ID documents in front of you.

4) You will then need to tick the appropriate boxes on the right.

User ID: <input type="text"/>	Reference number: <input type="text"/>
ID Checking	
Please confirm that the details supplied by the applicant are correct, and that required documentation has been supplied and checked.	
Full Name	The following must be verified:
Title: <input type="text"/>	
Forename: <input type="text"/>	Full name verified <input type="checkbox"/>
Middle names: <input type="text"/>	Date of birth verified <input type="checkbox"/>
Surname: <input type="text"/>	Current address verified <input type="checkbox"/>
Birth Surname: <input type="text"/>	The following must be verified if you have seen them:
	National insurance number verified <input type="checkbox"/>
Date of Birth: <input type="text"/>	Driving licence number verified <input type="checkbox"/>
	Passport number verified <input type="checkbox"/>
Place of Birth: <input type="text"/>	Birth Certificate verified <input type="checkbox"/>
	Adoption Certificate verified <input type="checkbox"/>
Gender: <input type="text"/>	Biometric Residence Permit verified <input type="checkbox"/>

5) **Level of Check** - Further down the page you will need to fill in details about the type of check the applicant will need to have this is where you need to refer to the above information and tables. If unsure please contact the DBS administrator.

<p>Gender: [Redacted]</p> <p>Email: [Redacted]</p> <p>Other Names: [Redacted]</p> <p>Contact Details: [Redacted]</p> <p>National Insurance Number: [Redacted]</p> <p>Driving licence: [Redacted]</p> <p>Current Address: [Redacted]</p> <p><i>(Other Addresses Declared)</i></p> <p>Organisation Name: Diocese of Hereford</p> <p>Supplementary Services</p> <p>DBS Adult First requested? <input type="checkbox"/></p> <p>Photo ID card requested? <input type="checkbox"/></p> <p>ID Vetting requested? <input type="checkbox"/></p> <p>Apostille requested? <input type="checkbox"/></p> <p>Embassy Attestation? <input type="checkbox"/></p> <p>[Not Required] <input type="checkbox"/></p>	<p>Level of Disclosure Required DBS - Enhanced <input type="checkbox"/></p> <p>Position applied for [Redacted] (30 chars max) You must provide an accurate description of the position applied for with an Enhanced Disclosure to justify why this level of Check is required. Example: School Cleaner instead of Cleaner</p> <p>Workforce Please Select ... <input type="checkbox"/></p> <p>Is the position a Regulated Activity for children? <input checked="" type="checkbox"/></p> <p>Is the position a Regulated Activity for adults? <input checked="" type="checkbox"/></p> <p>Does this position involve working with children or adults at the home address of the applicant? <input type="checkbox"/></p> <p>Is the application for an unpaid volunteer? (a person on work placement or working towards a work related qualification is not considered to be a volunteer) <input type="checkbox"/></p> <p>Employment Sector -- Please Select -- <input type="checkbox"/></p> <p>ID Checker Details</p> <p>Name of evidence checker [Redacted]</p> <p>Contact telephone number [Redacted]</p> <p>Have you established the true identity of the applicant, by examining a range of documents set out in DBS guidance, and verified the information provided by the applicant by crossing the verification checkboxes above? <input type="checkbox"/></p> <p>Please enter any notes you need to pass onto APCS regarding this application (250 chars max). [Redacted]</p>
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- 6) **Eligibility** - On the next page, they will ask you the below questions. Again, you must refer to the above information. Please ensure that you tick on the appropriate Yes or No button to confirm eligibility.
- 7) Then please click Submit.

Applicant Name:

Eligibility

The DBS are particularly stringent about the Eligibility of Applications and will query those that are incorrectly specified. This will delay the issue date of the disclosure.

Eligibility for Regulated Activities with Children
do (activities), where they work (establishments) or who they are (specified position).

- Unsupervised activities: teach, train, instruct, care for or supervise children, or drive a vehicle only for children, carried out on a frequent, intensive or overnight basis.
- Work for a limited range of establishments (schools, nursery schools, childcare premises, children’s homes, children’s centres) with the opportunity for contact with children, carried out on a frequent, intensive or overnight basis.
- Providing healthcare – provision by a healthcare professional or under the direction or supervision of one.
- Providing personal care – physical assistance with eating or drinking with going to the toilet, washing or bathing or dressing because of the age, illness or disability.
- Registered childminders and foster carers
- supervision of individuals carrying out Regulated Activity relating to children

Is the position a Regulated Activity for children? **Waiting Confirmation**
Please confirm eligibility **Yes** **No**

Is the position a Regulated Activity for adults? **Waiting Confirmation**
Please confirm eligibility **Yes** **No**

Is the application for an unpaid volunteer? **Waiting Confirmation**
Please confirm eligibility **Yes** **No**

The Submit button will work when all requested Eligibilities are confirmed or there is Nothing to Confirm.

Print **Pending** **Reject** **Submit** **Back**

Conclusion of the process – what happens next.

Once you have completed the verification process and successfully submitted it – you will receive a message on your screen saying so. At this point the check goes through online via APCS through to the DBS office. Once the DBS office has completed the check – they will send a hard copy certificate to the applicant. APCS will send a notification through to the DBS Administrator who will then inform the relevant person in parish. This may or may not be you it depends on who is responsible for collating this information. If you are the nominated individual you are required to keep a record of the information and ensure you comply with data protection requirements.

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