

Sending the form to the Safeguarding Team

Once you have ensured that all relevant sections of the application form have been completed correctly, you must:

- 1) Record the Form Reference Number from the front of the application form and the applicant's date of birth, so that you can track the progress online at www.gov.uk/dbs. The tracking service is free to use.
- 2) Supply the Form Reference Number to the applicant so they can join the Update Service if they wish to do so.
- 3) Send the application form, any continuation sheets used & the completed acceptable identification evidence form to the Safeguarding Team at the Diocesan Office, 53 New Street, Chelmsford, CM1 1AT as soon as possible for checking, processing and onward transmission.

DBS Certificate

The DBS Certificate will be sent by the DBS directly to the applicant at the current address specified on their DBS form. A copy is **not** received by the Diocesan Safeguarding Team. New and renewal applicants must show their certificate for inspection by you as soon as possible.

Before a new applicant can be appointed to the role they **must** present their original DBS certificate for inspection by you. **The applicant cannot just give you their Disclosure information, or provide you with a photocopy of the certificate. You MUST see the original certificate and record important information from it.**

As soon as you have seen the original certificate from the applicant you need to contact the Safeguarding Team with the following information:

- applicant's name
- certificate number
- certificate issue date
- details of any disclosures shown in the boxes on the certificate



The Church of England
in Essex and East London
Diocese of Chelmsford

DBS Paper Application: Evidence Checker's Guide

This booklet will help you to ensure DBS applications you send in to the Diocesan Safeguarding Team at Chelmsford are successfully processed.

To avoid the application being rejected make sure:

- The job role is eligible for a DBS check using the Eligibility Flowchart, which can be found at; www.chelmsford.anglican.org/safeguarding/
- You only use a pen with **black** ink.
- You only use **CAPITAL LETTERS**.
- All fields marked in **yellow** in sections a - e **are** completed by the Applicant, and other fields in sections a - e as required.
- You only complete sections **w** and **x**.
- Fields that are not applicable are left **blank**.
- You correct mistakes neatly: If you have selected more than one of the **no/yes** options in error, place a cross in the correct box and circle it, and neatly strike through any incorrect answer once.
- Keep your answers **inside the boxes**—the forms are read by machines.
- You must complete an Identification Document Checklist and submit this with the application form

and...

- **Never** use correction fluid or tape e.g. Tippex.
- **Never** stick or staple anything to the form.
- **Never** include any photocopies of the DBS application form or any identity documents you check.

For more information and quick links please see:
www.chelmsford.anglican.org/safeguarding



You can also find guidance on the DBS website:

www.gov.uk/government/organisations/disclosure-and-barring-service

Section W - checking the applicant's identity

Irrespective of how well you know the applicant, you are the Registered Body's approved identification evidence checker and you must vigorously check their identity from the list of approved documents. This is vital to the application process and the integrity of the checks carried out by the DBS, so please ensure extreme diligence throughout this process.

Original documents must be provided by the applicant. Do not accept copies.

Documents in a previous name can be accepted, but only where the applicant can provide documentation supporting a name change.

Please use the Acceptable Identification Evidence document available on the Safeguarding pages of the Diocesan website as a guide:

www.chelmsford.anglican.org/safeguarding

For more information about the range of documents that can be accepted as evidence of an applicant's identity, go to the publications section of the DBS website www.gov.uk/dbs

W58 - As the person who has checked all the applicant's identity documents please enter your full name with a blank space between names.

W59 - When the applicant's identity is confirmed the evidence checker should enter YES.

DBS Online Update Service

For paid workers there is an annual cost to register for the online update service of £13.00. As this is in addition to the initial DBS application fee of £44.00 the Diocese is unable to reimburse this extra cost for any role.

However, we strongly recommend that volunteers register for the online update service (at the same time as applying for their DBS check), which they must do themselves online at www.gov.uk/dbs-update-service. This would enable them to use their DBS certificate for more than one organisation, not have to renew their application every five years as long as they remain registered, and the service is absolutely free. They can register from the time of applying for a DBS check until 30 days from the date of issue of their Certificate.

For more information on the DBS Update Service please see www.gov.uk/dbs-update-service or please contact the Safeguarding Team at the Diocesan Office.

An applicant for a church role can use an existing certificate issued by a different organisation if they are registered with the online update service. Always contact the Diocesan Safeguarding Team for advice in these cases.

Section X

Complete this section to indicate what level of DBS check is required, what workforce the applicant is applying to work in and what position the applicant will hold.

X60 - You must **not** complete section X60.

X61 - Enter the workforce and position applied for in section X61 as follows:

Line 1: enter the relevant workforce; either

- **'Child Workforce'** or
- **'Adult Workforce'** or
- **'Child and Adult Workforce'**

Line 2: Enter the position applied for. Please make the role title as clear as possible in the space to show the applicant is eligible for an ENHANCED DBS check. If the description is too vague it could delay the processing of the application.

The accurate completion of both of these fields in X61 is critical because they are required for the consideration of relevance by the police, and will allow the applicant to use the DBS Update Service if they choose to do so.

X62 - Enter the parish (Church name and location) where the applicant will be carrying out this role.

X63 - Please select **ENHANCED** as church roles are not eligible for standard DBS checks.

X64 & X65 - Indicate whether you are entitled to know whether the applicant is barred from working with children or adults (please refer to the Regulated Activity flowchart).

You must NOT leave these fields blank because you have selected an enhanced DBS.

X66 - This indicates whether the applicant will be *primarily* working from their home address, e.g. clergy from the Vicarage.

X68 - DBS checks for **volunteers** are free of charge. If an applicant is not a volunteer, please forward a cheque for £44.00 payable to Chelmsford Diocesan Board of Finance. (Not applicable for clergy applicants as these are paid on a Diocesan account.)

Section Y

You must **not** complete section Y.