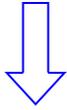
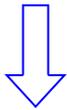


# DBS Process for Parish Verifiers - Diocese of Exeter

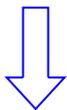
Check if the role is eligible for a DBS check



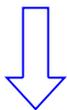
Ask the applicant to complete a Confidential Declaration form



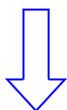
Provide the applicant with the link to and login details for the CCPAS E-bulk system



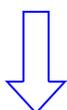
Once they have submitted their application, you need to meet with them to see their ID evidence and submit the details on the E-bulk system



Record their details and the ID seen on a Parish Information Log form



Complete a Disclosure Cover Sheet and send it to the appropriate Archdeacon's office (along with the fee where applicable)



(Continued on next page)

See the flowchart and notes in Appendix 6 of the Exeter E-bulk Guide for Verifiers

The Church of England's version of the Confidential Declaration form is available in the 'Safer Recruitment' guide, Appendix 5. These forms are retained in the parish.

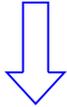
Easiest via email so you can also attach the applicants guide to help them through the process. The organisation reference number and organisation password were sent to you by CCPAS when you registered as a verifier.

Easiest to check ID while sat at a computer so you can enter the required evidence details straight into the online system

Parish Information Log forms can be found in Appendix 2 of the Exeter E-bulk Guide for Verifiers. These forms are retained in the parish

- ⇒ If this is a volunteer role, it is easiest to just email the cover sheet
- ⇒ If it is a paid/non-volunteer role, you need to send a hard copy of the sheet to the Archdeacon's office with a cheque payable to EDBF for £44 to cover the DBS fee - applications will not be processed until the fee is received

(From first page)



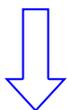
The Archdeacons' Personal Assistants complete 'Section Y' of the application and approve the application



CCPAS and the Disclosure & Barring Service perform the necessary checks and issue the certificate to the applicant



As the verifier, you need to ask the applicant to show you the **original** certificate



You need to record the certificate details on their Parish Information Log form

If you realise a mistake has been made in the application, this is the last stage at which an application can be withdrawn without the Disclosure & Barring Service making a charge

Note that only the applicant receives a hard copy of the certificate. Certificates are not and cannot be sent to the recruiter or the Diocese by the DBS

**If the certificate contains any disclosure**, no matter how seemingly minor, **the original certificate must be sent to the Diocesan Safeguarding Adviser**, who will advise whether the person is safe to appoint or what special measures if any will be required to ensure risks can be managed

Once you have recorded the certificate details on their Parish Information Log form, the applicant keeps their certificate

## Further Help & Advice



CCPAS Helpline: 0845 120 45 49

You can find the 'Safer Recruitment' document with its appendices and other useful resources on the Diocese of Exeter website at:

<http://exeter.anglican.org/resources/safeguarding/resources/>

The CCPAS E-bulk system guides for Verifiers and for Applicants, along with editable copies of the forms can be found on the Diocese of Exeter website at:

<http://exeter.anglican.org/resources/safeguarding/dbs/>

If you are having difficulty using the online CCPAS E-bulk application system, please contact CCPAS on their helpline above.

Where you have other general queries regarding eligibility and the application or verification processes, you can contact your local Archdeacon's Office:

Archdeaconry of Barnstaple:

Jacque Ward - [archdeacon.of.barnstaple@exeter.anglican.org](mailto:archdeacon.of.barnstaple@exeter.anglican.org)

Archdeaconry of Exeter (volunteer checks only):

Jacque Ward - [archdeacon.of.barnstaple@exeter.anglican.org](mailto:archdeacon.of.barnstaple@exeter.anglican.org)

Archdeaconry of Plymouth:

Bev Smerdon - [bev.smerdon@exeter.anglican.org](mailto:bev.smerdon@exeter.anglican.org)

Archdeaconry of Totnes:

Chris Brathwaite - [chris.brathwaite@exeter.anglican.org](mailto:chris.brathwaite@exeter.anglican.org)



If CCPAS or the Archdeacons' PAs are unable to help, please contact the Diocesan DBS Coordinator: [dbs@exeter.anglican.org](mailto:dbs@exeter.anglican.org)



If at any point you have concerns around the safe appointment of an individual, please contact the Diocesan Safeguarding team: [safeguarding@exeter.anglican.org](mailto:safeguarding@exeter.anglican.org)

