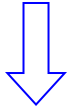
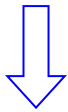


DBS Process for Exeter Cathedral DBS Evidence Checkers

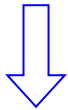
Check if the role is eligible for a DBS check



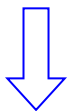
Ask the applicant to complete a Confidential Declaration form



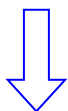
Provide the applicant with the website link and login details for the ThirtyOne:Eight system



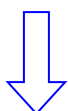
Once they have submitted their application, you need to meet with them to see their ID evidence and submit the details on the online system



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



Complete a Disclosure Cover Sheet and send it to the Diocesan DBS Coordinator (and request fee payment where applicable)



(Continued on next page)

See the flowcharts and notes in the Supporting Documents section of the Thirtyone:eight Recruiters Guide.

A Cathedral-specific version of the Church of England's Confidential Declaration form needs to be completed for all Enhanced DBS checks. These forms are retained in the Cathedral.

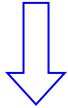
Easiest via email so you can also attach the Applicants Guide to help them through the process. The organisation reference number is 9461A070 and organisation password is EXETER9461. Both use all uppercase letters and no spaces.

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

Cathedral Information Log forms are retained in the Cathedral.

- ⇒ It is easiest to email the cover sheet
- ⇒ If it is a paid/non-volunteer role, you need to request payment of £40 to EDBF to cover the DBS fee - applications will not be processed until confirmation of payment is received. Basic DBS checks are £23

(From first page)



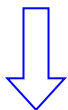
The Diocesan DBS Coordinator completes 'Section Y' of the application and approves the application



ThirtyOne:Eight and the DBS 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 Cathedral Information Log

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, the Cathedral or the Diocese by the DBS.

If the certificate contains any disclosure, no matter how seemingly minor, **the Diocesan Safeguarding Team must approve the appointment**. They will arrange to see the certificate and will assess 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 Cathedral Information Log form, the applicant keeps their certificate. Use the Cathedral Information Log to track renewals.

Further Help & Advice



Helpline: 0303 003 11 11

You can find the 'Safer Recruitment and People Management' guidance and other useful resources on the Diocese of Exeter website in the Safeguarding section at: <https://exeter.anglican.org/resources/safeguarding/>

If you are having difficulty using the online E-bulk application system or have queries regarding role eligibility, please contact ThirtyOne:Eight on their helpline above.



If ThirtyOne:Eight are unable to help, please contact the Diocesan DBS Coordinator: 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