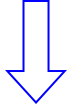
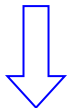


DBS Process for Parish DBS Evidence Checkers

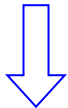
Check if the role is eligible for a DBS check



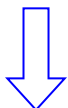
Ask the applicant to complete a Confidential Declaration form



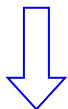
Provide the applicant with the website link and login details for the ThirtyOne:Eight system



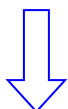
Once they have submitted their application, you need to meet with them to see their ID evidence and submit the details on the online system



Record their details and the ID seen on a 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 flowcharts and notes in the Supporting Documents of the Thirtyone:eight Recruiters Guide.

A parish-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 parish.

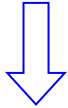
Easiest via email so you can also attach the Applicants guide to help them through the process. The organisation reference number and organisation password were sent to you by ThirtyOne:Eight when you registered as a verifier.

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 the Safeguarding Resources section of the Diocese of Exeter website. These forms are retained in the parish.

- ⇒ It is easiest to email the cover sheet
- ⇒ If it is a paid/non-volunteer role, or a Basic check, you need to pay the DBS fee via BACS or send a cheque payable to EDBF Ltd - applications will not be processed until the cheque or confirmation of payment is received.

(From first page)



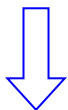
The Archdeacon's PA completes 'Section Y' of the application and approves the application



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 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 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 Parish Information Log form, the applicant keeps their certificate. Use the Parish Information Log to track renewals.

Further Help & Advice



ThirtyOne:Eight: 0303 003 11 11

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

If you have difficulty using the online ThirtyOne:Eight application system, please contact ThirtyOne:Eight on their helpline.

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

Archdeaconry of Exeter (volunteer checks only):

Jacque Ward - archdeacon.of.barnstaple@exeter.anglican.org

Archdeaconry of Plymouth:

Debbie Delaney - debbie.delaney@exeter.anglican.org

Archdeaconry of Totnes:

Debbie Delaney - debbie.delaney@exeter.anglican.org



If the Archdeacons' PAs 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