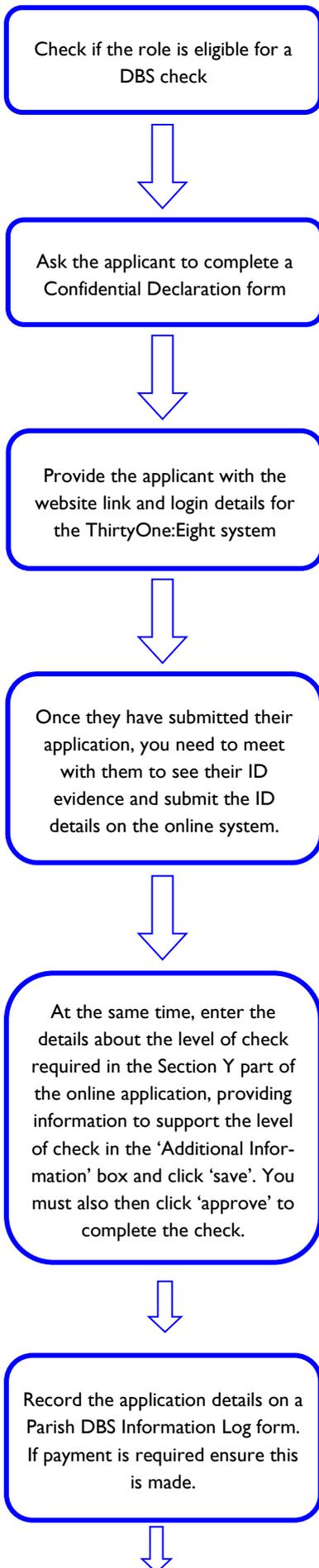


DBS Process for Parish DBS Evidence Checkers



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 an evidence checker.

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

Refer to the table at the back of the Recruiters Guide for guidance. Also use the Thirtyone:eight online eligibility tool. If in doubt, contact the DBS Administrator for advice. Before you click 'approve' make sure you are happy with the application. It cannot be withdrawn after this point.

⇒ 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. Please email the DBS Administrator to confirm the payment has been made, including the name of your church/parish and the full name of the applicant so the payment can be tracked.

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You can now log back into the Thirtyone:eight system at any time to check the progress of the application.



ThirtyOne:Eight and the DBS perform the necessary checks and issue the certificate to the applicant.



The Lead Recruiter will receive an email confirming when the application is complete and must inform the evidence checker responsible for the check, who must then ask the applicant to show you the **original** certificate



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

Thirtyone:eight recommend you check the progress of your applications at least weekly. If there is a problem with an application Thirtyone:eight will send you a message in the system, viewable in the 'notes' section of the application. You will also receive an email prompt to respond to it. Queried applications will have a red flag next to them. Queries must be managed promptly.

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

Further information about Safer Recruitment and People Management, DBS and safeguarding in general can be found on the Diocese of Exeter website on the 'Safeguarding' page: <https://exeter.anglican.org/resources/safeguarding/>

If you have any technical difficulties using the online Thirtyone:Eight application system, please contact Thirtyone:Eight on 0303 003 1111 in the first instance.

If you have read the Recruiters Guide, used the online eligibility tool and are still confused about the level of check required, please contact the Safeguarding and DBS Administrator by email at: dbs@exeter.anglican.org

If at any point you have concerns around the safe appointment of an individual, please contact the Diocesan Safeguarding Team: safeguardinginquiry@exeter.anglican.org

