



Creating safer places. Together.

Recruiters guide E-Bulk system from Basics to Enhanced

Issued September 2021

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Welcome

Welcome to the thirtyone:eight Disclosure Service. Many thanks for agreeing to fill the vital role of Recruiter for your organisation. By agreeing to become a Recruiter you will be playing an important part in the safer recruitment of workers. This process is crucial in preventing unsuitable or dangerous individuals gaining access to children and vulnerable adults. Operating a safer recruitment policy sends a powerful message to parents, children, visitors as well as those intent on harm, that safeguarding children and vulnerable people is taken seriously in your organisation.

Our data is securely hosted by Capita in the UK – which means full compliance with UK data protection law. The system works to global best practice standards and Capita holds an internationally recognised certificate in information security management (ISO 27001 Accredited). The system is regularly tested and monitored (including vulnerability and penetration testing) – which ensures the security of the data is never compromised. All confidential data is encrypted using an advanced combination of three encryption techniques in addition to regular backups – which prevent unauthorised access. Capita’s high-security data centre operates the latest monitoring and protection systems – including sophisticated anti-virus and online security programmes.

A DBS check is one part of safer recruitment. Taking up a criminal records check is the last stage of an appointment procedure. You will already have followed the safer recruitment process which can be found at thirtyoneeight.org/recruiters or your own organisational guidance.

At thirtyone:eight, our dedicated team of disclosure specialists, who all have first-hand experience of working in churches and youth work, give advice daily to our members on the issue of eligibility. This can be a complex area, which is why getting the right help and advice is crucial for organisations. If anyone has any questions or concerns about DBS checks and the legal eligibility criteria our Disclosure team is at the end of the phone to help all our members.

Barbara Ball,
Head of Advisory Services at thirtyone:eight

Payments

Full details of our charges can be found at [Our charges](#), however if you are part of a large denomination or scheme membership these costs may differ so, please do contact us if needed.

The charges thirtyone:eight makes may vary from time to time due to changes in charges made by the DBS and other external factors. You will always be notified of any changes well in advance.

Thirtyone:eight seeks only to cover the costs of running its Disclosure Service and makes no additional charge for providing consultation on good working practice or individual appointments.



Research suggests thirtyone:eight charges are significantly lower than the majority of other Registered Bodies and most of these do not provide the additional support thirtyone:eight offers.

Why carry out a DBS check?

The Head of Investigations and Enforcement at the Charity Commission, says: 'The public rightly expects charities to be safe and trusted environments where people are protected from harm, including the charity's own staff and volunteers. So all charities need to be alert to the importance of safeguarding those who come into contact with them'.

The UK Government is committed to protecting vulnerable groups including children and wants to see a focused and effective safeguarding system, where harm or risk of harm is identified, acted upon effectively and ultimately prevented. The Government maintains that the State has a key role to play in, for example, barring unsuitable individuals from working with vulnerable groups including children, and in ensuring that organisations can access criminal record information on individuals when the role justifies it. Under the Protection of Freedoms Act 2012, employers have certain responsibilities and the following regulations apply:

- Employers, social services and professional regulators have a duty to refer to the DBS any information about individuals for whom they are responsible who are believed to pose a risk to children or vulnerable adults (where they are working in Regulated Activity).
- If your organisation works with children or vulnerable adults and you dismiss a member of staff or a volunteer (who were working in Regulated Activity) because they have harmed a child or vulnerable adult, or you would have done so if they had not left prior to your intended dismissal, you must tell the Disclosure and Barring Service. This also applies if a worker resigns before any action is taken; or if you remove them from Regulated Activity and place them in another role.
- A person who is barred from working with children or vulnerable adults will be breaking the law (and liable to prosecution incurring imprisonment and/or a fine) if they work or volunteer, or try to work or volunteer in Regulated Activity. An organisation which knowingly employs someone who is barred to work with those groups will also be breaking the law (and liable to prosecution incurring imprisonment and/or a fine).



Further information on the procedure for referrals to the DBS can be found on the DBS website or by phoning the Barring helpline on 03000 200190.

Eligibility for a DBS check

Unless a job is exempt under the provisions of the Rehabilitation of Offenders Act 1974 then an Enhanced check is not legally possible. This means that most people who work with children in a church situation or perform personal care are eligible for an Enhanced DBS check. This meets expectations by most Christian denominations, insurance companies and the Charity Commission (where the charity works with children or vulnerable adults).

Please see our Interactive Eligibility Guide at thirtyoneeight.org/eligibility-guide this will enable you to determine whether your workers are entitled to a DBS Check and if so what level of check they require. Please note you will need to enter the username and password in order to access this guide. For details of this please email disclosure@thirtyoneeight.org as this is different to your E-Bulk login details.

(The full legal definition of Regulated Activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, as amended in particular; by the Protection of Freedoms Act 2012. You will find a link to this from our Interactive Eligibility Guide.)

If you determine that an applicant is not eligible for an Enhanced check then a Basic Disclosure is possible through our Ebulk system (providing your organisation/ Head Office has registered for these). It is important to remember that a Basic Disclosure should never be used where the applicant is eligible for an Enhanced check. Please call the Disclosure Team if you need further help or advice on eligibility requirements or for details of how to register for Basic Disclosures. (If you are part of a diocesan scheme then we will check that your diocese has registered for Basics before giving you access.)

Any person who is working in Regulated Activity must apply for an Enhanced DBS in order to obtain a Barred Lists check.

Being clear about the definition of Regulated Activity matters because:

- An organisation which knowingly allows a barred person to work in Regulated Activity will be breaking the law.
- If you dismiss or remove someone from Regulated Activity (or you would have done if they had not already left) because they harmed or posed a risk of harm to vulnerable groups including children, you are legally required to forward information about that person to the DBS. It is a criminal offence not to do so.

Please call the Disclosure Team if you need further help or advice on eligibility requirements.

Any person who is working in Regulated Activity must apply for an Enhanced DBS in order to obtain a Barred Lists check.

Appointing additional recruiters

In addition to the Lead Recruiter, it is advisable that there is at least one other Recruiter appointed within the church/organisation to handle Disclosures.

This is so that we always have a point of contact if the Lead Recruiter is unavailable; or if they or a relative of theirs needs checking. To do this you will need to complete a 'New Recruiter Appointment Form'. Which can be downloaded from the **Recruiters Information** Section of our website.



The New Recruiter Appointment Form must be authorised by a Senior Leader from your organisation. We will check their details against our records so if you have not already provided us with their details, or that person has changed, then please also complete and return (with the New Recruiter Appointment Form) the Senior Leader Appointment Form. The Senior Leader Appointment Form is also available in the **Recruiters Information** Section of our website.

Please note, if you are a part of a Diocesan/Bespoke Scheme you will have your own New Recruiter Appointment Form

Can I accept a disclosure from another organisation?

The only way certificates are portable from one role to another is via the DBS Update Service. Any applicant can subscribe to this service within 30 days of issue and take their certificate with them from role to role where the same level and type of check are required.



The status can be regularly checked by the employer so there will be no further need to apply for fresh disclosures when renewing them. With the individual's permission, employers can go online for a free and instant check to find out whether the certificate is still up to date.

For further details see the [thirtyone:eight document in our members area: thirtyoneeight.org/recruiters](#)

Is it Possible to Check Workers from Overseas?

If you are recruiting people from overseas and wish to check their overseas criminal record, a Disclosure and Barring Service (DBS) check may not provide a complete picture of their criminal record. This is because the DBS cannot currently access most criminal records held overseas.



For details of the procedure go to: [thirtyoneeight.org/recruiters](#)

The online system

E-Bulk online DBS checks can be completed by accessing the internet from any device.

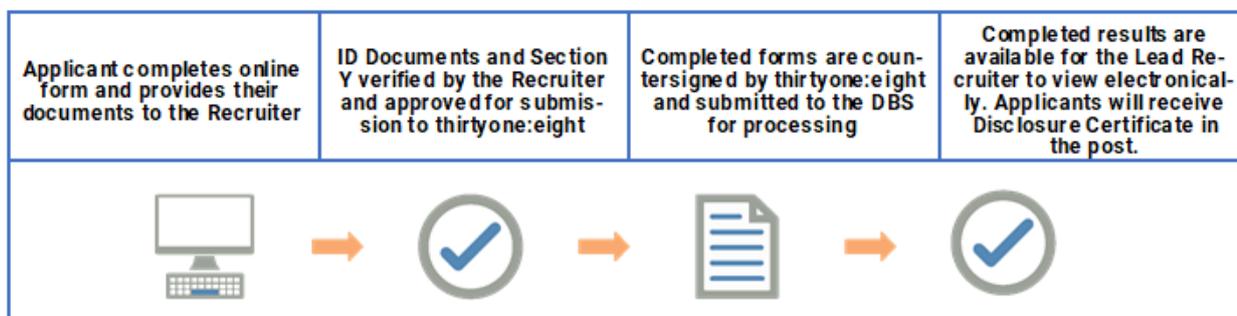
Through the E-Bulk system, information is securely transmitted electronically to and from the DBS. The disclosure result is also received electronically. The applicant will receive their own disclosure certificate sent to them from the DBS directly; however you will be able to tell from accessing the system whether it is 'clear' or 'blemished'. An applicant must always show you their blemished disclosure before they begin to work in their role. Some organisations in scheme membership require that the disclosure is posted to a nominated person at their organisation/denomination Head Quarters before the applicant starts work. We can't stress enough the importance of ensuring that this basic procedure is followed.



IMPORTANT: Before you give the applicant access to an online Enhanced application form, they must have completed and returned to you a Self-declaration Form. This includes their consent for a DBS check. A model Self-declaration Form is found at the back of this guide and also at the back of the guide 'Applying for a DBS Enhanced Disclosure' (some organisations may have their own declaration form for applicants to complete).

For churches who are a part of the Church of England you must show all self-declaration forms which have convictions or other relevant information to your Diocesan Safeguarding Advisor. This is a requirement of the Church of England National office and must be done BEFORE processing a DBS application form.

You will then need to invite the applicant to complete an online form by either completing it with them in your office; or sending them an email giving them your Organisation's Reference, Organisation's Code (not your own personal password) and the position applied for. It is essential that you also attach the relevant applicant's guidance – either for Basic or Enhanced disclosures (depending on the role) so they can complete the online form. (See supporting documents section for sample email wording.)



1 How to log in

The first time you login please follow the instructions below as well as the information contained within the three emails you will have received from us, entitled 'welcome', 'notice', and 'E-Bulk Recruiters Acceptance'- remember to use the default date of birth (1st January 1998).

Please Note: If you are accessing this system for the first time you will be prompted during this login procedure to change your one time password to your own secure personal password (of your choice) and also enter your correct date of birth.

Use the link thirtyoneeight.org/manage-checks to get to the Thirtyone:eight 'Manage applications' page. Then click on the 'Manage applications' button to be taken to the login screen.

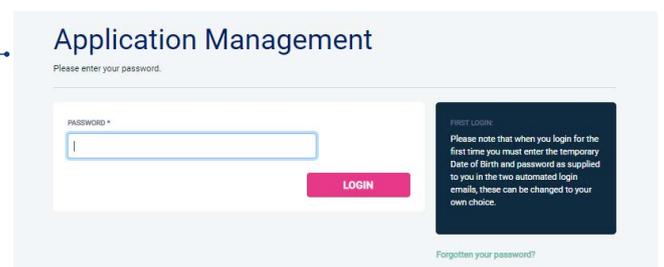
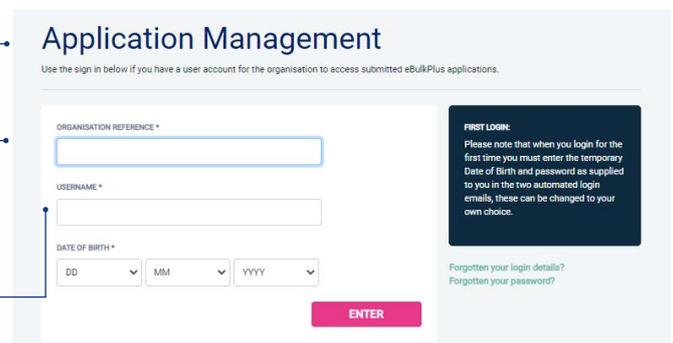
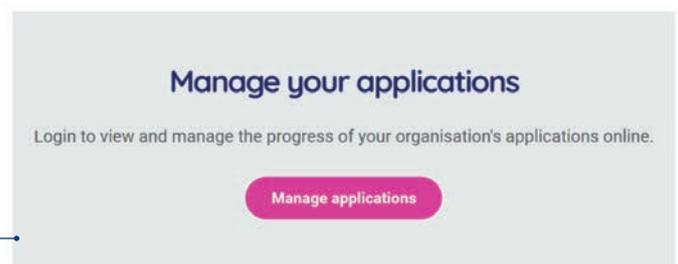
You will now be on the main login page. We would advise that you add this page to your favourites in your web browser for ease of access.

- 1.1 In the 'organisation ref' box enter your thirtyone:eight membership no. (sent to you in your 'welcome' email). If you cannot remember this please click on the 'forgotten your login details?' text at the bottom of the screen to be sent a reminder.
- 1.2 **Enter your User Name** – this will be the email address that you have registered with us for E-Bulk
- 1.3 **Enter your DOB** (or the default DOB of 1st January 1998 for your first login only)

Once you have completed this section click 'Enter'.

- 1.4 Enter your password contained within your 'notice' email (this is case sensitive). If you cannot remember this please click on the 'forgotten your password?' text at the bottom of the screen to be sent a new one-time password.

If you need further help accessing the system please call thirtyone:eight E-Bulk Team on **0303 003 11 11 option 1** or click on the following link to our short video tutorial which will take you through this process step by step and select Recruiter Login thirtyoneeight.org/dbs-tutorials

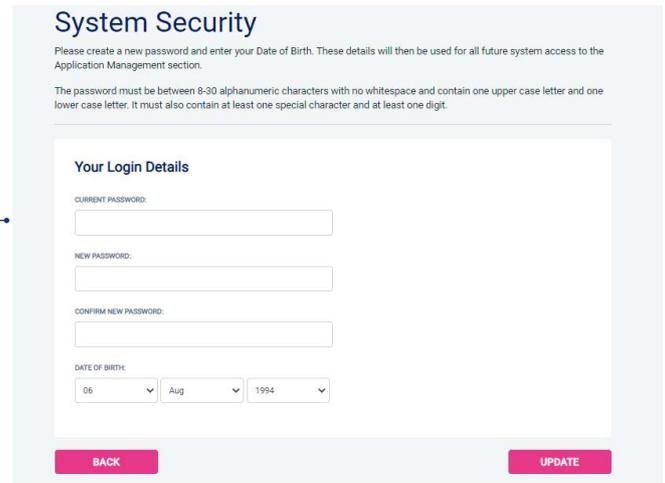


1.5 Click on **Login**

- Please note, after initial login you will be required to set your own password and enter your own date of birth for future login purposes.
- Please re-enter into the '**Current Password**' field the temporary password you received in your initial e-mail and then create your own unique password.
- The password you create must be between 8 & 30 characters containing at least one number, one capital letter and one special character.
- Please then enter your date of birth for future login purposes.
- Please then click **update**.
- If you have successfully created your own password, you will now be able to enter the system by clicking the '**Click here to enter System**' icon in the green box (please note you do not need to re- enter your password details once the green box has appeared).

This will now take you to the main E-Bulk Home Page called the '**Dashboard**'. see the pictures on the following page

Click '**Update**'



System Security

Please create a new password and enter your Date of Birth. These details will then be used for all future system access to the Application Management section.

The password must be between 8-30 alphanumeric characters with no whitespace and contain one upper case letter and one lower case letter. It must also contain at least one special character and at least one digit.

Your Login Details

CURRENT PASSWORD:

NEW PASSWORD:

CONFIRM NEW PASSWORD:

DATE OF BIRTH:
06 Aug 1994

BACK **UPDATE**

2 Access Levels

Your organisation will have agreed with thirtyone:eight which level of access you will have to the system.

It is possible that you will have access to two or more different sections of E-Bulk.

2.1 If you are a Primary Applicant Manager (Lead Recruiter) you will see the following screen.

PRIMARY APPLICANT MANAGER (LEAD RECRUITER) has access to ID verification and Section Y, tracking of applications and disclosure results.

! Please now follow the guidance notes from Stage 3 onwards.

2.2 If you are an ID Checker (Additional Recruiter) you will see the following screen.

The Applications Dashboard provides an overview of the status of current applications. It includes a navigation bar with DASHBOARD, APPLICATIONS, RESULTS, and REPORTS. The main content area is titled 'Applications Dashboard' and contains a table with the following data:

Section	Item	Count	Item	Count
Pre Submission	Awaiting Verification	4	Awaiting External ID	0
	Awaiting Authorisation	0	Queued Applications	0
			Awaiting Payment	0
Transfer	Queued	0		
	Sent	0		
Submitted	Processing	0		
	Certificate Review Required	0		
	Completed	0		

The Applications for ID Checking screen displays a table of applications waiting for ID verification. It includes a navigation bar with APPLICATIONS and a search bar. The main content area is titled 'Applications for ID Checking' and contains a table with the following data:

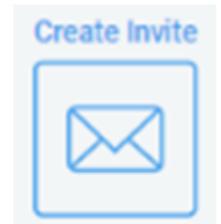
Date Created	Our Ref	Surname	Date Of Birth	Org Ref	
25/09/2020	[BIN]	313APPL4342	APPLICATION	01/08/1994	318
27/08/2020	[BIN]	798TEST4290	TEST	01/01/2000	318

3 Inviting an applicant to submit their application from the systems

In addition to manually providing the details to start an application, you can generate an email invite to an applicant(s) inviting them to submit their application, from within the dashboard. This can be done by clicking the 'Create Invite' button at the top of the dashboard.

You will then be taken to the invitation page where you can generate your invite

- You will need to select the 'Organisation' that you wish the applicant to create their application under (for most people, there will only be one option here).
- Next you will need to select the level of check that you require the applicant to submit from the 'Channel' drop-down field below.
- You are then required to enter the applicant's forename, surname and email address into the boxes provided. If you wish to invite more than one applicant to create this specific level of check for this specific organisation you can click the '**Add Candidate**' button as many times as required to invite multiple applicants.
- If you need to invite a large list of individuals, you can use the '**Bulk Upload**' feature instead allowing you to upload a spreadsheet of applicants to be invited. If you wish to use this feature, please leave the forename, surname, and email address fields blank and instead upload a pre-created spreadsheet. **The spreadsheet must contain 3 columns only (Forename, Surname, Email address), any invalid data contained in the spreadsheet when uploaded will fail validation and be highlighted to you at the top of the screen.**

A screenshot of the 'Create Candidate Invite' form. The title is 'Create Candidate Invite' in blue. Below it is a subtitle: 'Enter the following information to create an email invite issued to the candidate that will ask them to create their application.' A note says 'Mandatory fields are denoted by (*)'. The form is divided into two sections. The first section, 'Invite Details', contains two dropdown menus: 'ORGANISATION *' with '- select -' and 'CHANNEL *' with '- Select -'. The second section contains three text input fields: 'FORENAME *', 'SURNAME *', and 'EMAIL ADDRESS *'.

Next, you are required to select a template from the 'Email Template' drop-down field. You will be able to choose from either a 'New Starter Invite Email' or a 'Renewal Invite Email'. Selecting one of these will populate the content of the invite email on-screen for you to review and amend if required.

Template Details

A screenshot of the 'Template Details' section. It features a dropdown menu labeled 'EMAIL TEMPLATE *' with 'Select' as the current selection. The dropdown menu is open, showing three options: 'Select', 'New Starter Invite Email', and 'Renewal Invite Email'. Below the dropdown is a rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, and a menu icon.

Finally, click 'Send' to generate the invite to issue the invite to the applicant(s) entered.

Once invitations have been generated and sent, they are stored in the system until the applicant creates their application from the invite they have been sent. On the Dashboard the top box entitled Pre-Submission, click on 'Invitations Sent'. You will be able to see the invitations that have been sent, waiting for the applicant to create their application. **Please note, when an applicant has created their application from the invite they have received, it will move from this dashboard folder and into the 'Awaiting Verification' folder.**

Pre Submission

Invitations Sent	5969	Awaiting External ID	3
Awaiting Verification	78	Queried Applications	72
Awaiting Authorisation	2	Awaiting Payment	0

Opening an invite can be done by clicking on an applicant's reference number (in green) to open their invitation. You will then see two tabs - overview and invite. The invite tab contains the details entered for the invitation. If these details are incorrect, these can be amended by clicking the 'Edit' button and updating the information

Invite Created: 20/07/2021

[RESEND](#) [WITHDRAW](#)

[OVERVIEW](#) [INVITE](#)

Invite Header

APPLICANT NAME:	JANE JONES
STATUS:	Invite Sent
EMAIL ADDRESS:	jane.jones@email.com
CHANNEL:	DBS Basic
INVITE REFERENCE:	I446JONE33

[OVERVIEW](#) [INVITE](#)

Personal Details [Edit](#)

FORENAME	JANE
SURNAME	JONES
EMAIL ADDRESS	jane.jones@email.com

If you wish to resend the invitation, please click the 'Resend' button at the top of the page. This will resend the original invitation email to the email address detailed on the 'Invite' tab.

Invitations will be automatically chased by the system 3 times with a week between each chase. After the final chase, the applicant will then have a further 30 days to create their application until the invitation is automatically withdrawn by the system.

If the invitation is no longer required, it can be withdrawn at any time using the 'Withdraw' button at the top of the page. This will remove the invite from the 'Invitations Sent' folder.

A Lead Recruiter can request a change to the intervals between chasing for all their applications, they should simply send us an email to request this.

4 How to Verify ID – Lead Recruiters and/or Additional Recruiters

Verifying ID

- 4.1 If you are a Lead Recruiter you need to click on **'Awaiting Verification'** on your Dashboard screen.
- 4.2 If you are an Additional Recruiter you will be taken straight to the **'Applications for ID checking'** screen.
- 4.3 Click on an applicant's reference number in the **'Our Ref'** column to open up their application form.
- 4.4 You will now see two tabs of the applicant's completed form - Overview and Application).
- 4.5 To view the application details entered by the applicant, click on the **'Application'** tab. Here you can see the entire application submitted by the applicant, this **must** be used to ensure the correct job role has been entered and to verify the ID given by the applicant - remember to carefully check names, addresses, previous names and date of birth against all ID.
- 4.6 At the top of the application it shows what sections have been completed. **It will say in red "incomplete"** if the section has not been completed for either Section Y (for Enhanced applications) or ID verification. If there is a date listed against ID Check or Section Y, it means these sections have been completed.

DASHBOARD APPLICATIONS RESULTS REPORTS

Applications → 313APPL4342

The details of this application can be viewed below.

App Created: 25/09/2020
Check ID: **Incomplete**

WITHDRAW

OVERVIEW APPLICATION NOTES AUDIT

Application Header

APPLICANT NAME	TEST APPLICATION
DATE OF BIRTH	01/08/1994
ORGANISATION NAME	Thirtyone Eight
STATUS	Waiting ID Check
CHANNEL	DBS
OUR REFERENCE	313APPL4342
APPLICATION TYPE	Basic
DATE OF CONSENT	25/09/2020 15:43:41

OVERVIEW APPLICATION NOTES AUDIT

Third Party Details

FORENAME
SURNAME
EMAIL
TELEPHONE NO
JOB TITLE

Personal Details

TITLE	MR
FORENAME	TEST
MIDDLE NAMES	
SURNAME	APPLICATION
DATE OF BIRTH	01/08/1994
GENDER	MALE
NI NUMBER	
VALID PASSPORT	No
VALID DRIVING LICENCE	No
DBS PROFILE NO	

Verifying the applicant's identity

When the applicant has completed the online Disclosure Application Form they must then show you their original identification (not copies and not via a video call/conference). **Full details of acceptable documents can be found in our relevant applicant's guidance documents – either for Basic or Enhanced Disclosures.**

The correct identification and verification of addresses is crucial to the effectiveness of the disclosure process. When identity is verified beyond doubt, names can be matched with criminal records and also checked against DBS barred lists.

ID checking process:

The accuracy of the ID checking process directly impacts on the integrity of the disclosure result. A poor or inaccurate ID check can result in a worthless disclosure being issued.

You Must:

- Cross match the identity documents with the personal information provided on the disclosure application form (name, previous names, date and place of birth, address etc.).
- Only accept valid original documentation.
- where possible, ask for photographic identity (e.g. passport, new style driving licence, etc.) and compare this against the applicant's likeness.
- Ensure that you see the relevant documentation to validate a name change (for example a marriage certificate/deed poll/civil partnership certificate/divorce decree absolute or civil partnership dissolution certificate).
- See at least one document in the applicant's current name.
- See at least one document which confirms the applicant's date of birth.
- See at least one document to confirm the applicant's current address.
- Cross match the applicant's address history with any other information you have been provided with as part of the recruitment, such as their CV. (This can highlight if an address has not been given e.g. if the applicant's CV shows that they have worked in Liverpool in the last 5 years but the application form only shows London addresses, you may wish to question the applicant further about this.)

You Must Not:

- check ID for yourself or an applicant related to you – you must ask another recruiter for your organisation to do this.
- accept photocopies of any identification documents.
- accept documentation printed from the internet e.g. internet bank statements.
- accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents.

What if an applicant is unable to see me with their documents in person?

The applicant can either post you their documents, or for an additional fee they may get their documents checked at a post office via the Post Office Document Certification Service; More details can be found at: thirtyoneeight.org/dbs-links

What if the applicant has been adopted?

If an applicant was adopted before the age of 10, they do not need to provide their surname at birth on the DBS application form. This is because the age of criminal responsibility is deemed to be 10 years, under the Children and Young Persons Act 1933, Chapter 12, Section 50. This means that there is no possibility that an individual could have a criminal record in a name that was used until the age of 10.

How do I check for indicators of fraud?

Always check for signs of tampering when checking identity documents. Documents should be queried if they display any signs of damage, especially in the areas of personal details such as the name and the photograph. Go to: thirtyoneeight.org/recruiters for guidelines which should help you look out for any suspicious signs when authenticating documents.

Recruiters must not attempt to amend the application form without the applicant's knowledge and agreement, as it will invalidate the declaration by the applicant and may breach data protection legislation.

How to enter the ID

3.7 Click on **'Complete ID check'** and this will take you to the Identity Documents screen.

E-Bulk will automatically ascertain the route that should (or must) be taken based on the nationality stated by an applicant within their application form and will also take into account their 5 year address history. If an applicant does not hold sufficient ID to be able to go through Route 1, you will then be required to click the 'Unable to verify ID via Route 1 – proceed to Route 2' button at the bottom of the screen.

- Please select the ID the applicant has provided for you from the drop down boxes. Guidance notes can be found on the right hand side of the screen and are in accordance with the DBS Code of Practice.
- Please ensure at all times that you follow the ID checking rules e.g. do not accept a utility bill if it is more than 3 months old or do not accept an out of date passport. Ensure that you have seen proof of a change of name wherever possible. If the applicant is unable to provide this, then the DBS state that you must have a probing discussion to ascertain why they are unable to show evidence.
- Ensure that you confirm from the drop down boxes that you have verified a document showing the applicant's address and also that you have verified their date of birth - always check ID against the application form. It is not sufficient to make a note of the ID seen and later enter it on the system. If you can't enter ID when the applicant presents it then take a photocopy or image of the original ID to later compare against the application.
- If you require a Cost Code or Personnel Number to be assigned to the specific application, this can be entered in the Cost Code / Personnel Number field - only usually needed for large organisations with different departments.

Route 1 - Identity Documents

Route One must always be attempted to be taken. Three documents in total must be seen; one document must come from Group 1 and a further two documents from Group 1, 2a or 2b. One document must verify the applicant's current address. If you are unable to validate the applicant's identity via Route One due to the absence of a Group 1 document you must satisfy yourself of a valid reason for using Route Two before continuing.

Group 1 Documents > Group 2a Documents > Group 2b Documents >

APPLICANT NAME
MATT TEST

APPLICANT CATEGORY

CURRENT ADDRESS
TEST
BR8 7LT

DATE OF BIRTH
06/05/1992

Please note - the DBS have requested that if an Applicant indicates they have a Passport and/or a Driving Licence then this information must be provided.

If an Applicant declares any changes of name, you must ensure that documentary proof is provided to support this. If an Applicant is unable to provide proof to support a change of name, you should hold a probing discussion with the Applicant about the reasons why before considering to validate their identity.

GROUP 1 DOCUMENT
--select--

DOCUMENT 2
--select--

DOCUMENT 3
--select--

CURRENT ADDRESS CHECKED
No

DATE OF BIRTH CHECKED
No

COST CODE / PERSONNEL NUMBER

EVIDENCE CHECKED BY
MATTHEW COADY

VIEW APPLICATION NEXT ROUTE SAVE

Unable to verify ID via Route 1 - proceed to

- Now click **'Save'** and then click the **'Return to Application'** icon in the green box located at the top of the screen. Now you are ready to complete Section Y of the form (Enhanced Disclosures only)
- For a Basic Disclosure only - please now click on the **'approve'** button to transmit the form to us for processing. Now proceed to stage 5.

Basic Disclosures only – please note, that if an applicant cannot verify their identity via the routes available on screen then a Basic application can't be processed through the Ebulk system.

Enhanced Disclosures only - please note, that if an applicant cannot verify their identity via Routes 1, 2 or 3 they will not be able to process their application through E-Bulk and will need to complete a paper application stating 'NO' in section W59. Fingerprints will need to be taken and consent will be required by the applicant.

A full list of DBS acceptable ID for each route can be found in our relevant applicants guidance. Please note that the ID requirements do differ for Basic and Enhanced checks.

External ID validation check (Route Two applicants only)

3.8 As part of the ID checking process for Route Two, an External ID validation check is required in addition to the forms of identification that are witnessed. An external ID validation check is a way of verifying the identity of an applicant. The procedure is explained in full detail in Appendix 4.

The result of the External ID validation check must be stated on the ID screen before the application can be approved for Countersignatory Authorisation. The result of the External ID validation check will simply be a PASS or FAIL. Dependent on the result of the external ID validation check, you will then either authenticate the applicant or consider moving to Route Three. **ALL ID Verifiers must have exhausted Routes One and Two before considering processing via Route Three.**

If the result of the External ID validation check is PASS, then this must be selected from the drop down box on the identification screen. Once PASS is selected, this will open up two more fields that can be completed, one for **'Validation Notes'** of the External ID validation check result and one for an **'External Reference'** if a reference number is provided with the result.

Finally click **'Save'** to complete the identification verification process.

If the result of the External ID validation check is FAIL, then this must be selected from the drop down box on the identification screen. Once FAIL is selected, a pop up box will appear advising you that you may now consider proceeding to Route Three. To do this click the **'Proceed to Route 3'** button in the bottom left hand corner of the pop up box.

If you are unable to proceed to Route Three, the applicant will be required to complete a paper application and give consent to have their fingerprints taken. If this is the case, you must click the **'OK – fingerprints required'** button in the bottom right hand corner of the pop up box. The application will then be archived from the system.

If the applicant cannot meet the requirements of Route One and Two, you should have had a probing discussion with them to establish why they could not meet these requirements and whether there has been a recent or previous change of name that has not been declared.

If you are an Additional Recruiter your part of the process is now complete. Please note that once you have entered the I.D. the application will disappear from your records. Your Lead Recruiter will complete the process and send the application to thirtyone:eight.

4 Enhanced Disclosures: how to complete Section Y – Lead Recruiters only

- 4.1 From the Dashboard page, box titled 'Pre Submission' click on 'Awaiting Verification'
- 4.2 Click on an applicant's reference number in the 'Our Ref' column to open up their application form
- 4.3 You will now see an overview of the applicant's completed form with three other available tabs; Application, Notes and Audit.

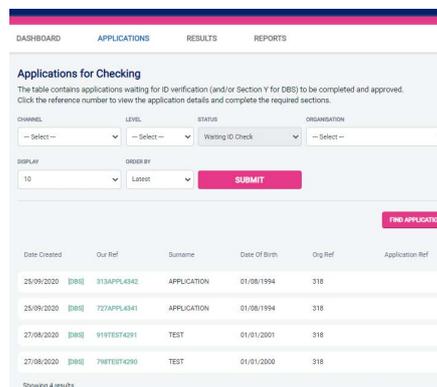
Notes tab – this facility should only be used for responding to a rejected application. You will see that thirtyone:eight will have entered a note to detail the further information we require from you and the application has been flagged. It is important that you respond promptly to any queries to avoid the application being withdrawn. For this reason, please don't submit applications if you are going to be unavailable over the next few days e.g. due to be going on holiday.

 For further guidance on how to respond to a flagged query please click on the following link to a short video tutorial thirtyoneeight.org/dbs-tutorials and select 'Queried Applications'

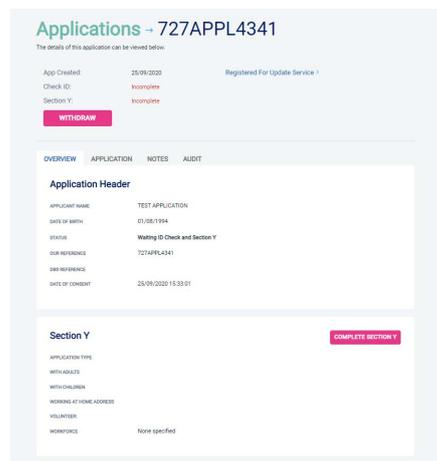
- **Audit tab** – this provides a real-time audit trail of any activity relating to an application. This will show the date and time when a user views or edits an application as well as when the ID Check/ Section Y was completed. To view the application details entered by the applicant, click on the 'Application' tab. Here you can see the entire application submitted by the applicant, this can be used to ensure the correct job role has been entered and to verify any ID given by the applicant in a previous surname or previous address.

If any of the information stated on the application is incorrect this can be amended by the Lead Recruiter (with the applicant's consent). To edit any part of the application, click 'Edit' against that section of the application. Once you have amended the information on the application, click the 'Next' button on the right hand side to go back to the overview screen. A Lead Recruiter can amend any part of the application up until it has been countersigned by thirtyone:eight; once the application has been countersigned it can no longer be edited.

For further guidance on editing applications please click on the following link to a video tutorial thirtyoneeight.org/dbs-tutorials and select Editing an Application



Date Created	Our Ref	Surname	Date of Birth	Org Ref	Application Ref
25/09/2020	[DBS] 313APPL4342	APPLICATION	01/08/1994	318	
25/09/2020	[DBS] 727APPL4341	APPLICATION	01/08/1994	318	
27/08/2020	[DBS] 519TEST4291	TEST	01/01/2001	318	
27/08/2020	[DBS] 798TEST4290	TEST	01/01/2000	318	

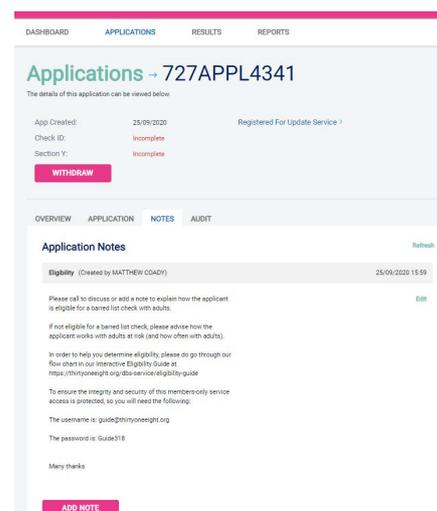


Application Header

Applicant Name	TEST APPLICATION
Date of Birth	01/08/1994
Status	Waiting ID Check and Section Y
Our Reference	727APPL4341
DBS Reference	
Date of Consent	25/09/2020 15:55:01

Section Y

Application Type	
With Adults	
With Children	
Working at Home Address	
Volunteer	
Workforce	None specified



Application Notes

Eligibility (Created by MATTHEW COADY) 25/09/2020 15:59

Please call to discuss or add a note to explain how the applicant is eligible for a barred list check with adults.

If not eligible for a barred list check, please advise how the applicant works with adults at risk (and how often with adults).

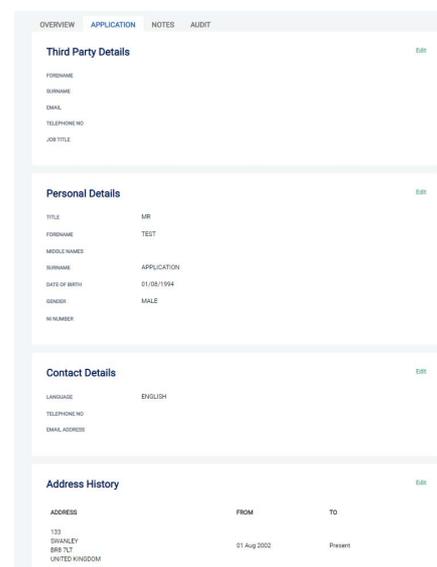
In order to help you determine eligibility, please go through our flow chart in our interactive Eligibility Guide at <https://thirtyoneeight.org/dbs-service-eligibility-guide>

To ensure the integrity and security of this members-only service access is protected so you will need the following:

The username is: guid@thirtyoneeight.org

The password is: Guide218

Many thanks



Third Party Details Edit

Forename	
Surname	
Email	
Telephone No	
Job Title	

Personal Details Edit

Title	MR
Forename	TEST
Module Names	
Surname	APPLICATION
Date of Birth	01/08/1994
Gender	MALE
NINumber	

Contact Details Edit

Language	ENGLISH
Telephone No	
Email Address	

Address History Edit

Address	From	To
133 SHANLEY BR7 7L UNITED KINGDOM	01 Aug 2002	Present

4.4 To complete Section Y click on '**Complete Section Y**'. Access to this section is located in two places – clicking section Y at the top of the application form or on the overview of the actual form itself. You will now be on the '**Section Y**' screen.

- **Application Type** - always select '**Enhanced**'.
- **Workforce** - this relates to the group of people that the applicant will be working with. E.g. a Youth Worker or Sunday School Teacher will be working in the Child Workforce and a Church Minister working with children and vulnerable adults will be in the Child and Adult Workforce. The '**other**' workforce option should NEVER be used.
- **Regulated Activity** - You are only entitled to know if a person is barred from working with children and/or adults if they are applying to work in Regulated Activity. Regulated Activity is work that a barred person MUST NOT do. Please see thirtyoneeight.org/eligibility-guide to clarify the disclosure type required. This is important as you should only confirm that they are working in Regulated Activity (RA) if they meet the DBS Criteria. If they are working with children and/or adults at risk and qualify for an Enhanced disclosure (but not in RA) then you should select 'no'.
- **Working with vulnerable groups at the applicants home address** - Enter '**yes**' for applicants who carry out some or all of their work with children or adults at risk from the place where they live. You can also enter '**yes**' for individuals whose application is eligible for a check because they live in the household of someone who is being or has been checked because they work with CHILDREN and carry out some or all of their work from their own home. There must be the opportunity for the household member to have contact with children in the home.
- **Volunteers** - Regulation 2 of the Police Act 1997 (Criminal Records) Regulations 2002 defines a 'volunteer' as: 'Any person engaged in an activity which involves spending time with, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative.'

For the purposes of this definition, applicants claiming volunteer status must be unpaid. The DBS advise that the applicant must not be in receipt of any form of payment, be it remuneration, an allowance, benefit, payment in kind, or other means of support in relation to the activity (except where they are considered by the DBS to constitute 'travel and other agreed out-of-pocket expenses'). Students on placement or individuals working towards ordination or accreditation (for example in counselling) are not regarded as volunteers as they will personally benefit from the work they are doing by means of accreditation or a qualification.

If you have any doubts about a particular situation in terms of whether a check can be legally carried out or if an individual qualifies as a 'volunteer', then contact thirtyone:eight. We will seek clarification from the DBS where necessary.

The image shows a screenshot of the 'Application Details' form. The form contains several dropdown menus with 'Select' as the current option. Callout lines from the text on the left point to the following fields:

- APPLICATION TYPE
- WORKFORCE
- ARE YOU ENTITLED TO KNOW WHETHER THE APPLICANT IS BARRED FROM WORKING WITH ADULTS
- ARE YOU ENTITLED TO KNOW WHETHER THE APPLICANT IS BARRED FROM WORKING WITH CHILDREN
- WORKING WITH VULNERABLE GROUPS AT THE APPLICANT'S HOME ADDRESS
- IS VOLUNTEER
- DBS ADULT FIRST CHECK REQUIRED

- **Adult First Check** - Please note that a DBS Adult First is a check of the adult barred list which simply asks for the barring information without waiting for the full disclosure to be completed. It is a service exclusive to the health sector. Requests for DBS Adult First checks carry a strict criteria and are permissible only where it is necessary to take such action because of a real danger that staffing levels will fall below statutory obligations, there is an additional charge for this service and you should always phone thirtyone:eight to discuss this before requesting this check.

4.5 In the **'Additional Information'** box it is your responsibility to give a description of the applicant's job role and how they are working in regulated activity (if applicable). This will greatly increase the speed with which the application is processed and ensure that the correct level of check is applied for. If the level of check requested in Section Y does not match the information provided in the additional information box and the position applied for then we will change the check requested to the appropriate level as we can't request ineligible checks e.g. if the applicant is a Youth Worker or Sunday School Teacher then they would be **'child workforce'** – not adult; neither would they be working in regulated activity with adults in that scenario.

4.6 Finally click **'Save'** then click on **'Return to Application'** in the green box at the top of the screen.

If you need any further help completing section Y then please click on the following link to a short video tutorial and select Completing Section Y thirtyoneeight.org/dbs-tutorials

The screenshot shows a web form with two main sections: 'Application Details' and 'Additional Information'. The 'Application Details' section contains seven dropdown menus, each with a 'Select' option and a help icon (i). The dropdowns are: APPLICATION TYPE, WORKFORCE, ARE YOU ENTITLED TO KNOW WHETHER THE APPLICANT IS BARRED FROM WORKING WITH ADULTS, ARE YOU ENTITLED TO KNOW WHETHER THE APPLICANT IS BARRED FROM WORKING WITH CHILDREN, WORKING WITH VULNERABLE GROUPS AT THE APPLICANT'S HOME ADDRESS, IS VOLUNTEER, and DBS ADULT FIRST CHECK REQUIRED. The 'Additional Information' section features a large empty text box with a small icon in the bottom right corner. Below the text box is a note: 'Use this box to provide any other information relevant to the application (max 250 characters)'. At the bottom of the form are two pink buttons: 'BACK' on the left and 'SAVE' on the right.

5 Approving and Sending the Form to thirtyone:eight – Lead Recruiters only

5.1 Now click on the pink 'Approve' button just below the green box.

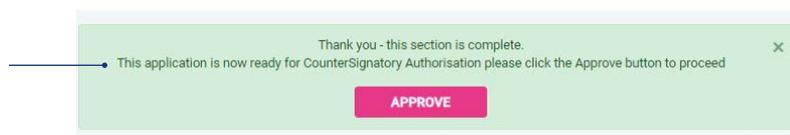
(Please note that if you are not already in the applicant's details this is accessed by clicking on the applicant's reference in the 'Our Ref' box). This sends the application to thirtyone:eight and moves it into the 'Awaiting Authorisation' box. (This box is found on your Dashboard screen).



If you do not click the 'Approve' button the form will not be sent to thirtyone:eight and it will not progress any further

5.2 Once a form has been countersigned by thirtyone:eight, the application will be moved to the 'Transfer' section. Applications at this stage are awaiting collection by the DBS. Once the DBS have collected them they will move into the processing stage.

NB. An application form can be withdrawn at any time up to and including Countersignatory stage. Once a form has been electronically transferred to the DBS from thirtyone:eight we cannot withdraw it without incurring the DBS charge. If you wish to withdraw an application at Countersignatory stage, please contact thirtyone:eight by phone immediately, to enable the process to be halted.



6 Tracking Applications and Monitoring Results – Lead Recruiters Only

- 6.1 On the Dashboard you will see a section called **'Submitted'**.
- 6.2 To track an application with the DBS click on **'Processing'**, this will take you to a screen which will show all the applications for your organisation that are being processed by the DBS.
- 6.3 To track an individual's application click the word **'track'** in the right hand column e.g. E0000069136 Track. This will take you directly into the DBS's tracking page for that applicant.
- 6.4 To view a disclosure result from the Dashboard DBS box click **'Completed'**. This gives you the disclosure results for applications completed for 180 days from the issue date of the certificate. (There will be no need for you to check this daily as you will receive an automated email prompting you to log on to the system, when a disclosure result is available for you to view.) You will not have the facility to download a certificate from the online system.

Once an application has been completed, the certificate result status will be one of two statuses;

- **'Certificate contains no information'** – This means the certificate contains no relevant criminal convictions, cautions, warnings, reprimands or other police information. By clicking on **'certificate contains no information'** you will be able to view a Result Snapshot. Please note that this is for information purposes only, it does not represent a DBS Certificate or act as an alternative. The information contained within the snapshot is not to be viewed by or passed on to any individual who does not have the appropriate authority to view it.
- **'Please wait to view applicant's certificate'** – This means the certificate contains information and you will have to view the applicant's certificate to see this information before they can begin work in their role. When viewing a certificate remember to ensure its authenticity by making sure it has:
 - A 'crown seal' watermark repeated down the right hand side, visible both on the surface and when holding it up to the light
 - A background design featuring the word 'Disclosure', which appears in a wave-like pattern across both sides of the certificate; the pattern's colour alternates between blue and green on the reverse of the certificate
 - Ink and paper that change colour when wet

The screenshot shows the 'Applications Dashboard' with a navigation bar (DASHBOARD, APPLICATIONS, RESULTS, REPORTS). Below the title, a note states: 'The table below provides an overview of the status of your current applications within the system, completed DBS applications over 180 days old and Disclosure Scorecard applications over 90 days old have been automatically archived.'

Pre Submission			
Awaiting Verification	4	Awaiting External ID	0
Awaiting Authorisation	0	Quoted Applications	1
		Awaiting Payment	0

Date Created	Our Ref	Surname	Date of Birth	Org Ref	Application Ref
29/05/2013	[E] 208CUMH31	DUNN	06/05/1990	CHEQSORG	E0000000018 Track

Showing 1 result

The screenshot shows the 'Applications - 262ENHA3987' page. It includes a navigation bar (DASHBOARD, APPLICATIONS, RESULTS, RB ADMIN, REPORTS) and a sub-header 'Applications - 262ENHA3987'. Below this, it says 'The full detail of this application can be viewed below.' and lists details: App Created: 01/05/2020, Csig Auth: 01/05/2020, App Sent: 01/05/2020. There are links for 'Registered For Update Service', 'Leavers Date', and 'Download Personal Data'. A red 'DELETE' button is visible.

The screenshot shows the 'Certificate Information' page. It has a navigation bar (OVERVIEW, APPLICATION, NOTES, AUDIT) and a sub-header 'Certificate Information'. The 'CERTIFICATE RESULT' is 'Please wait to view applicant certificate'. Other details include 'CERTIFICATE NO: 34232421321312364211' and 'ISSUE DATE: 06/08/2020'. A 'Download Cover Letter' link is present.



If the information on the certificate is 'blemished' in any way we strongly advise you to contact our helpline on 0303 003 11 11 option 2 to speak to a professional adviser or in the case of an organisational scheme you must speak to your organisation HQ/Diocese.

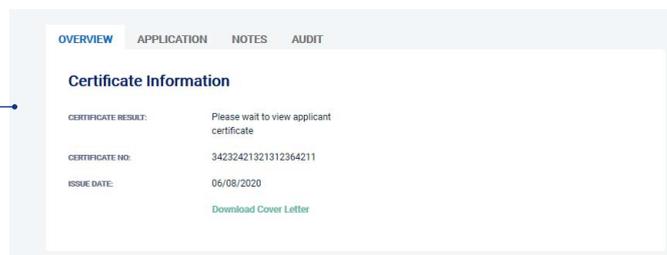
Helpful hint - an easy way for you to view the blemished disclosure results is to click on the 'Completed' folder found in the DBS box on the dashboard. From the dropdown menu select 'match'. Then click on 'Go'. This will show all blemished disclosures for the last six months. Don't forget you MUST see the applicant's paper certificate in these circumstances and in the case of an organisational/ Diocesan scheme this must be shown to your HQ/Diocese before the applicant works in the role applied for.

Indicating sight of the applicant's certificate – see screen shot on the right of this page.

6.5 To help an organisation keep track of which applicants have brought their certificate in to be viewed by the organisation, the system is able to record the date the applicant's certificate has been seen by their organisation. As a Lead Recruiter, you are able to add this date on to an application to indicate that their certificate has been seen. This is an essential part of the procedure for any blemished disclosure. Some organisations require sight of all applicants' certificates regardless of the outcome, however this is for your organisation to decide.

To add a date or to view whether a date has been added to indicate sight of an applicant's certificate, click on the reference number of the application from the **'Application Complete'** folder or the **'Awaiting Applicant Certificate'** folder. Once in the application, the date can be added in the **'Applicant's Certificate Seen'** section of the Processing Details box on the right of the screen.

This will then move the application out of the **'Certificate review required'** section to the **'Completed'** section. For this reason it is vitally important to search for blemished disclosures using the **'Completed'** box as per the process detailed in 6:4.



7 Reports – Lead Recruiters only

Lead Recruiters are able to run management information reports in relation to their organisation.

The most common reports that organisations may require are shown on the above screen shot and can be generated by selecting the **'Report'** icon. Alternatively Lead Recruiters can create their own specific report by clicking on the **'Custom Report'** icon (top right of the screen).

When creating a custom report, you must also click on **'Search Archived'** if you have entered dates more than 6 months ago. Clicking **'Search Archived'** will not bring up results for the last 6 months even if you have entered that period in the dates from and to.

To reconcile your monthly Direct Debit notification (not applicable for those organisations whose fees are paid by their Head Office):

1. From the main **'dashboard'** click on the reports section (found on the top bar furthest to the right).
2. Click on Invoice report within the Standard/Enhanced or Basic on the reports section
3. In the boxes **'Date From'** and **'Date To'**, select the date from the 1st of month to the last day of the month you were charged for (you will receive the direct debit notification from us after the last day of that month). (This will automatically be set for the latest invoice month).
4. Click on **'Submit'**

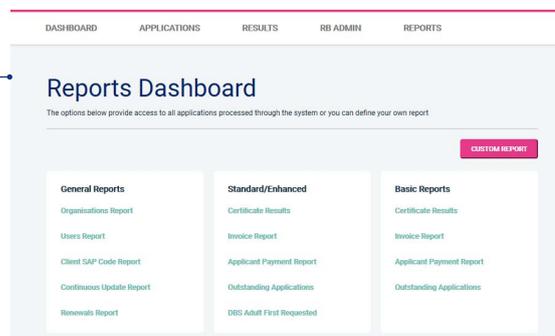
This Report shows all the online applications that were billed for the month shown. This can be downloaded into an Excel or PDF document by clicking on the appropriate image.

If you need further help running reports then please click on the following link to view our video tutorial.

thirtyoneeight.org/dbs-tutorials



All users – please log off at the end of your session (for security reasons). If a session is inactive for more than ten minutes you will be automatically logged off.



Supporting documents

Self-declaration form for a position requiring an enhanced Disclosure

Strictly confidential

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 General Data Protection Regulations (from 25th May 2018) and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form, detach it from the Application Form and return it, to the Recruiter detailed below, in a separate sealed envelope

To: _____

(Name of Recruiter/responsible person in place of worship/organisation processing Criminal Records Disclosure checks)

Address: _____

Position applied for: _____

Conviction history

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974 and the DBS filtering guidance*.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes No (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

*links can be found at thirtyoneight.org/dbs-links

Police investigation

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?

Yes No (please tick) If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

Yes No (please tick) If yes, please provide details, we will need to discuss this with you.

Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults?

Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes No (please tick) If yes, please give details.

Declaration

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) _____ of (address) _____

consent to a criminal records check if appointed to the position for which I have applied. I have read the Standard/Enhanced Check Privacy Policy for applicants – thirtyoneeight.org/dbs-links. I understand how DBS will process my personal data and the options available to me for processing an application. I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: _____ **Date:** _____

Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

I confirm that I am not barred from working with children OR I confirm that I am not barred from working with adults at risk

Signed: _____ **Date:** _____

NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

Legalese – attached notes

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders / Model Equal Opportunities Policy.

As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales) or through Access NI if you are in Northern Ireland or through Disclosure Scotland if you live in Scotland.

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules.

In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed.

The DBS Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk.

As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the General Data Protection Regulations effective from May 25th 2018, as well as the expectations of the DBS.

Notes - Children and Young People

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check. For applicants in Scotland and Northern Ireland, similar provisions apply.

DBS Eligibility from: thirtyoneeight.org/dbs-links

Invitation to applicant example

Dear

Thank you for your application to work as *Recruiter please enter the job role*.

In order to complete your online version of the DBS application form please follow the information given in the attached Applicant's Guide. *Recruiter please attach our relevant applicant's guidance – either 'Applying for a DBS Basic Disclosure' or 'Applying for a DBS Enhanced Disclosure'*.

Your Organisation Reference is: **Recruiter please enter your thirtyone:eight membership no.**

Your Organisation Code is: **Recruiter please enter organisation code not your own personal one (supplied in the main body of the E-Bulk Recruiters Acceptance email).**

Your position applied for (to be entered on the form) is: *Recruiter please enter applicants job role as per Appendix 5.*

Don't forget that once you have completed your form online you will need to show me your identification documents. Please make sure that I have your completed Self-declaration Form Found in the supporting documents section of the guide, for Enhanced disclosures only.

This form will be assessed before we process your disclosure application.

If you need any further assistance, please feel free to contact me as your organisation's Recruiter.

Kind regards,

External validation process enhanced disclosures only

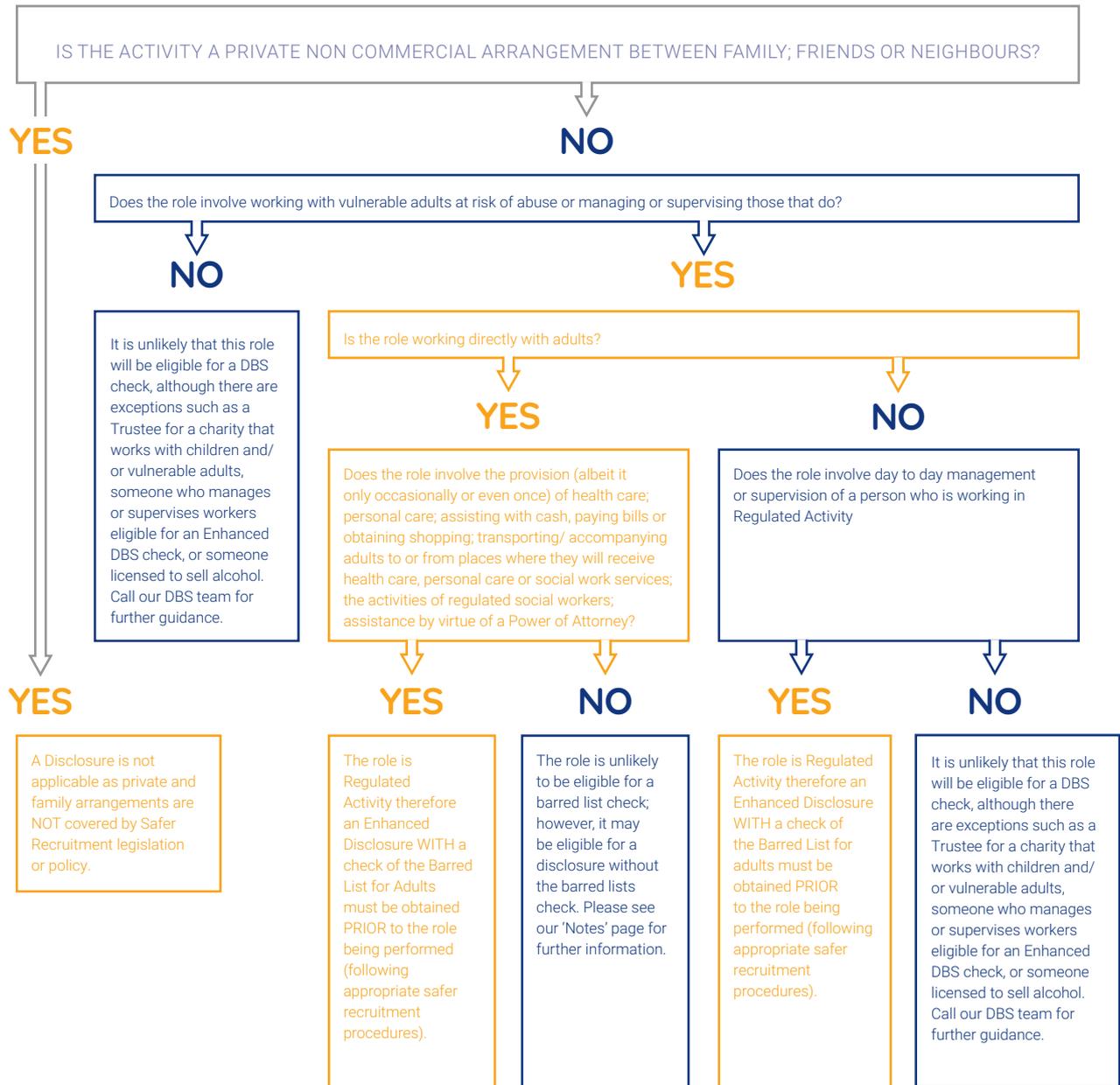
If you are unable to verify an applicant's ID using Route 1 you will next need to attempt the process for Route 2. Under these circumstances you will need to carry out an External Validation Process. Please be aware that there is a fee of £5.00 + VAT per check.

ID Verification – how does the process work?

- The Recruiter obtains consent from the applicant to undergo an ID Verification Check.
- The Recruiter follows the link given below to an online form in a secure area of our website.
- The Recruiter enters their name, organisation name and reference number along with the applicant's full name, previous name (if applicable), title, address (including postcode), date of birth and email address – all of this information is essential and you will be unable to progress without it.
- The applicant will be sent an email from us confirming that the Recruiter from your organisation has requested a check. The check will appear on the applicant's credit file as an ID check but will not affect their ability to obtain credit in any way.
- Once the result is received we will email the Lead Recruiter with either a 'pass' or 'fail' result for the applicant.
- If a 'pass' is received you can then enter the reference number of the check - which will be given in the result email – onto the online application form.
- If a 'fail' is received you will need to follow Route 3.
- To action an external validation check please follow this link: thirtyoneeight.org/portal/id-check/

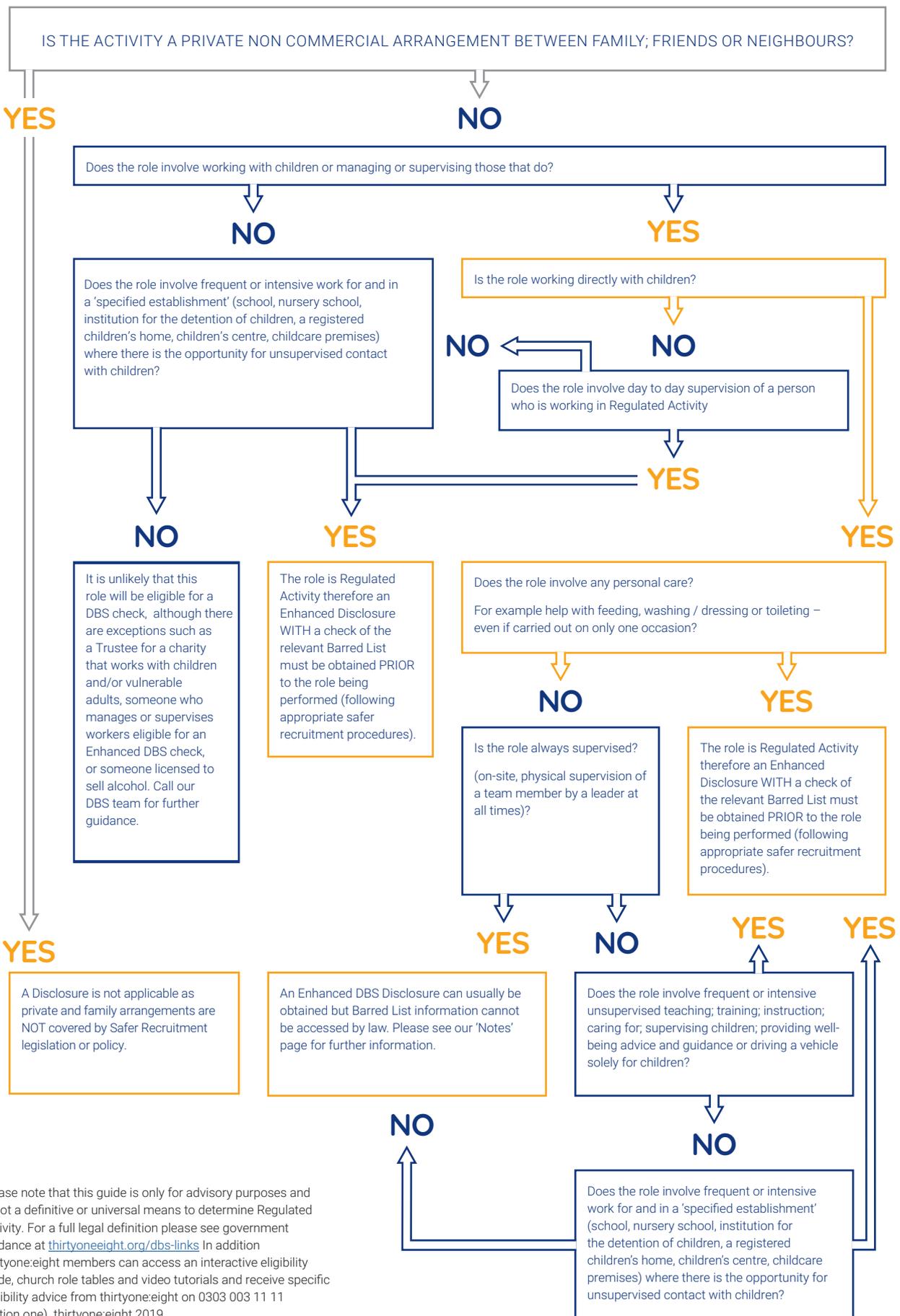
Regulated Activity decision making flowchart

Regulated Activity with adults



Please note that this guide is only for advisory purposes and is not a definitive or universal means to determine Regulated Activity. For a full legal definition please see government guidance at thirtyoneeight.org/dbs-links In addition thirtyone:eight members can access an interactive eligibility guide, church role tables and video tutorials and receive specific eligibility advice from thirtyone:eight on 0303 003 11 11 (option one). thirtyone:eight 2019

Regulated Activity Decision Making Flowchart For Children



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Regulated Activity decision making flowchart notes

Adults

If an applicant is not in Regulated Activity but works with adults who may be vulnerable then it is possible they are still eligible for an enhanced DBS check but without a check of the barred lists. It is the expectation of the Charity Commission, major Christian denominations and many insurance companies that you apply for a DBS check where the applicant's role is legally eligible for one.

The worker may still be able to have an enhanced check (without a check of the barred list) if they are working weekly, or 4 or more days in a 30 day period, or overnight with those who are receiving health or social care and they are giving care, supervision, treatment, therapy, advocacy, transportation, teaching, advice, guidance and/or assistance in a group aimed at adults who need help because of their age, illness, disability or live in certain types of accommodation such as a prison, remand centre, residential care home etc. Workers employed in a care home who are not in Regulated Activity will be eligible for an Enhanced check.

The worker will be able to have an enhanced check (without a check of the barred list) if they are a Trustee of a charity that works with adults at risk. In addition someone who is supervising/managing workers who are eligible for an Enhanced DBS check will be eligible for a DBS check at the same level of those they are supervising/managing).

Children

If you have worked through the Regulated Activity Flowchart and determined that an applicant is not in regulated activity but they supervise, teach, train, instruct and/or care for children, or provide advice/guidance on well-being or drive a vehicle only for children on more than one occasion then they are eligible for an enhanced DBS check but without a check of the barred lists. It is the expectation of the Charity Commission, major Christian denominations and many insurance companies that you apply for a DBS check where the applicant's role is legally eligible for one.

There is eligibility for an enhanced check (WITH a check of the barred lists) where a person lives in a household of someone who is working in regulated activity with children and who carries out some/all work from home. (*This only applies if the member of the household has opportunity for contact with the children- they are not in regulated activity but the barred listed can still be checked. This is an exception to the rule.)

A trustee of a charity that works with children is eligible for an Enhanced DBS check. In addition someone who is supervising/managing workers who are eligible for an Enhanced DBS check will be eligible for a DBS check at the same level of those they are supervising/managing.

Definitions

Health Care is defined as health care provided by a health care professional (meaning a person regulated by bodies like General Medical Council; Nursing & Midwifery council for example). Health care means all forms of health care provided for adults for physical or mental health needs and includes palliative care.

Psychotherapy and counselling are included when provided by or referred by a health care professional or a social services placement/referral. Services not provided by a health care professional are not covered by Regulated Activity i.e. life coaching; pastoral counselling etc; although if these are performed at least once a week, or four or more days in a 30 day period, or overnight they could be eligible for an enhanced DBS check without a check of the barred list/s. Please contact thirtyone:eight for specific advice.

Personal Care (Adults) is defined as those who provide or prompt an adult with physical assistance with eating; drinking; toileting; washing or bathing; dressing; oral care or care of skin, hair or nails due to the adult's age, illness or disability, these would all be in Regulated Activity (except in circumstances where a hairdresser or a person cuts the hair of an adult).

Personal Care (Children) is defined as physical help with eating, drinking, toileting, washing, bathing or dressing for reasons of age, illness or disability as is prompting, supervision or training when a child is otherwise unable to decide for themselves in relation to any of these personal care activities

Frequently / Intensively for the purpose of Regulated Activity only 'frequently' is once a week or more; 'intensively' is four or more days in a 30 day period or overnight between the hours of 2 and 6am

Scenarios of Roles and their eligibility basis:

- A creche worker who physically assists young children with going to the toilet (on one occasion or more) would be in Regulated Activity.
- A Sunday School worker would only be in a Regulated Activity if they work every week or more and are not always supervised; or if they are providing personal care to the children e.g. toileting. If this does not apply they would still be eligible for an enhanced DBS check without a check of the barred lists even if they are always supervised.
- Purely administrative roles ie Church Administrator or Treasurer are NOT eligible for an Enhanced Disclosure (unless they are a Trustee) as they do not work directly with vulnerable groups. In these situations you can consider a Basic check. Additionally Disclosures cannot be accessed for those who handle sensitive or confidential information (unless they are supervising/managing workers who are eligible for an Enhanced DBS check, in which case they will be eligible for a DBS check at the same level of those they are supervising/managing).
- A church worker who visits housebound people and on occasions is asked by the homeowner to do some shopping or pay a bill on their behalf is engaging in Regulated Activity.
- A church worker who is part of a group of volunteers that drive/ accompany church members to their GP surgery or hospital appointments is working in Regulated Activity.
- A luncheon club/foodbank or street outreach whose workers just serve food, drinks, or have a friendly chat with those they work with will not be in a Regulated Activity with adults unless they are giving professional counselling/health care or personal care to adults. They will qualify for Regulated Activity with children if they are advising/supervising/caring etc for children frequently or intensively on an unsupervised basis. If they are not in Regulated Activity but they do care for/supervise/give guidance/mentor children or vulnerable adults then they are likely to be eligible for an enhanced DBS check without a check of the barred lists - see additional notes above.
- Prayer teams whose members pray with/for adults and children in a public area/town centre type setting are not in Regulated Activity nor do they qualify for an enhanced DBS check, though you can consider a basic check. If however, their job role includes praying with a child/children frequently or intensively in an unsupervised setting, this would be Regulated Activity.

Enhanced DBS Eligibility for Church Workers Guide

Please note this list is not prescriptive – eligibility decisions should always be made on the specific and individual duties within a role. Remember, there is no eligibility criteria for a basic disclosure

Role	Enhanced Eligibility Criteria	Level of Check & Advisory Notes	Preferred Title to be Entered on Form (if different from 'Role')
BAPs/Ordination training candidate	Eligible	Regulated Activity with children and adults (this is a paid role)	Trainee Minister
Bellringer	Not Eligible	Unless in a supervisory/teaching role with junior bellringers	Bellringer supervising Children
CAP Befriender	Eligible	Usually Enhanced, possibly Regulated Activity see Flowchart and notes as this is dependant on individual role	
CAP Centre Manager	Eligible	Regulated Activity with adults	
CAP Debt Counsellor	Eligible	Enhanced – Regulated Activity with adults if dealing with money on behalf of client	
Caretaker/Premises Manager	Not Eligible	Unless they work in a school or their responsibilities include supervising children	Caretaker supervising children
Chalice Bearer	Not Eligible		
Childcare Practitioner	Eligible	Regulated Activity with children	
Children's worker	Eligible	Enhanced If working on more than one occasion – but Regulated Activity if role includes taking children to the toilet or they work frequently or intensively unsupervised	Church Children's Worker
Choir Chaperone	Eligible	Enhanced or Regulated Activity with children - see Flowchart and notes	Choir Chaperone with Children
Choir Master	Eligible	Eligible only if supervising/teaching children or supervising those who do – then usually Enhanced and Regulated Activity with children	Choir Master with Children

Role	Enhanced Eligibility Criteria	Level of Check & Advisory Notes	Preferred Title to be Entered on Form (if different from 'Role')
Choir member	Not Eligible	Unless also has chaperone/teaching role with junior choir members	Choir Supervising Children
Churchwarden	Eligible	Enhanced (if a Trustee of a charity that works with children or adults at risk) or Regulated Activity depending on their role	Churchwarden/Trustee
Coffee/tea servers	Not Eligible		
Counsellor	Eligible	Enhanced if carried out frequently or intensively with adults or on more than one occasion with children* and Regulated Activity if receiving referrals from healthcare professionals and/or if unsupervised with children.	Either Counsellor or Counsellor in Regulated Activity
Creche Worker	Eligible	Enhanced – with Regulated Activity if changing nappies/toileting children and/or not supervised.	
Debt Advisor	Eligible	Enhanced If working frequently or intensively* with adults at risk – Regulated Activity if dealing with money on behalf of client or provide counselling by means of a social services or health care professional referral.	
Director of Music	Eligible	Eligible only if supervising/teaching children or supervising those who do – then usually Enhanced and Regulated Activity with children	Leader of Music Supervising Children
Driver of Adults at Risk	Eligible	Enhanced if carried out frequently or intensively* Regulated Activity if taking adults to or from a place where they receive health care i.e. hospital, GP surgery, nursing home (not residential home) etc. on one occasion or more	
Driver of Children	Eligible	Regulated Activity with children if frequently or intensively. Enhanced if on more than one occasion.	
Elder	Not Eligible	Unless a Trustee and/or responsibilities include supervising the work of children or adults at risk	Trustee/Church Leader; supervising children/adults at risk

Role	Enhanced Eligibility Criteria	Level of Check & Advisory Notes	Preferred Title to be Entered on Form (if different from 'Role')
Evangelist	Eligible	Enhanced if a C of E commissioned Evangelist	Lay Minister/Evangelist
Flower Arranger	Not Eligible		
Foodbank Worker	Not Eligible	Generally not eligible but see Flowchart and notes	
Head Server	Eligible	Only eligible if on more than one occasion supervising/teaching children	Head Server supervising children
Home Visitor	Eligible	Enhanced if frequently or intensively with adults	
Homeless Shelter Worker	Eligible	Enhanced and possibly Regulated Activity - see Flowchart and notes – unless only serving food/refreshments or having a supervised 'friendly chat' in which case not eligible	
Hospital Chaplain	Eligible	Enhanced usually Regulated Activity with adults and/or children	
Incumbent/Clergy/Church Leader	Eligible	Regulated Activity with children and adults	
Junior Church Helper/Leader	Eligible	Enhanced If working on more than one occasion – but Regulated Activity if role includes taking children to the toilet or they work frequently or intensively unsupervised	
Lay Minister of Communion	Not Eligible		
Licensed Lay Minister (LLM)	Eligible	Enhanced and usually RA depending on terms of license.	
Minister	Eligible	Regulated Activity with children and adults	
Nightshelter Worker	Eligible	Enhanced and possibly Regulated Activity - see Flowchart and notes – unless only serving food/refreshments or having a supervised 'friendly chat' in which case not eligible	
Nursery Manager/Worker	Eligible	Regulated Activity	
Open the Book Volunteer	Eligible	Only Regulated Activity if unsupervised	
Ordinand in training	Eligible	Regulated Activity with children and adults (this is a paid role)	
Organist	Not Eligible	Unless also has chaperone/teaching role with junior choir members	Children's Choir Supervisor

Role	Enhanced Eligibility Criteria	Level of Check & Advisory Notes	Preferred Title to be Entered on Form (if different from 'Role')
Overseas Childrens Worker	Eligible	Usually Regulated Activity	
Parent and Toddler Group helper	Not Eligible	Unless they supervise activities with children in which case normally Enhanced – see Flowchart and notes	
Parent and Toddler Group Leader	Eligible	Group leader is usually eligible for Enhanced Check in Regulated Activity if the role includes supervising/caring for/toileting children away from the parent/carer	
Parish Administrator/ Secretary	Not Eligible		
Pastor	Eligible	Regulated Activity with children and adults	
Pastoral Assistant	Eligible	Enhanced If carried out frequently or intensively* Regulated Activity if doing shopping and therefore taking money	Pastoral Worker
Pastoral Team Member	Eligible	Enhanced If carried out frequently or intensively* Regulated Activity if doing shopping and therefore taking money	Pastoral Worker
Pastoral Visitor	Eligible	Enhanced If carried out frequently or intensively* Regulated Activity if doing shopping and therefore taking money	Pastoral Worker
Pastoral Worker	Eligible	Enhanced If carried out frequently or intensively*. Not usually Regulated Activity unless specific duties –see Flowchart and notes (i.e. doing shopping and therefore taking money)	
PCC Member	Eligible	Only for churches that are a charity and work with children or adults at risk. Enhanced - as Trustees of a charity that works with children or adults at risk, good practice would say that they are checked	Church Warden/Trustee
Prayer Team Member	Not Eligible	Unless regularly*praying unsupervised with children	

Role	Enhanced Eligibility Criteria	Level of Check & Advisory Notes	Preferred Title to be Entered on Form (if different from 'Role')
Reader	Eligible	Often Regulated Activity with children/Enhanced Adults (but can differ according to core responsibilities and role) Post-licensing renewals subject to diocesan policy	Lay Minister/Reader
Sacristan	Not Eligible	May qualify if also a Server – follow guidance for that role	
Safeguarding Officer	Eligible	Eligible if supervising workers eligible for Enhanced Disclosures and/or those engaged in Regulated Activity, or working with children or adults at risk For the Church of England the role is also eligible if the applicant serves on the PCC See PCC role notes	Safeguarding Officer Supervising RA or Safeguarding Officer / Trustee
Server	Not Eligible	Unless in a supervisory/ teaching role with junior servers	Server Supervising Children
Steward/Sidesperson	Not Eligible	Unless specifically designated to supervise/toilet children	Steward Supervising Children
Street Pastor	Eligible	Only eligible for Enhanced with children	
Sunday School Helper/ Assistant	Eligible	Enhanced If working on more than one occasion – but Regulated Activity if role includes taking children to the toilet or they work frequently or intensively unsupervised	Sunday School Helper
Sunday School Teacher/ Leader	Eligible	Enhanced If working on more than one occasion – but Regulated Activity if role includes taking children to the toilet or they work frequently or intensively* unsupervised	
Support Worker	Eligible	Usually Enhanced, possibly Regulated Activity see Flowchart and notes	
Tower Captain	Eligible	Eligible if supervising/ teaching children or supervising those who do – then Enhanced and Regulated Activity with children	Bellringer Supervising Children
Treasurer	Not Eligible	Unless they are also a Trustee of a charity that works with children or adults at risk – see notes under 'Trustee'	Trustee of Charity
Trustee	Eligible	Only eligible for Enhanced Check if Trustee for a charity that works with children or adults at risk	Trustee of charity

Role	Enhanced Eligibility Criteria	Level of Check & Advisory Notes	Preferred Title to be Entered on Form (if different from 'Role')
Verger	Not Eligible	It is highly unlikely that your verger will be eligible at all, unless there is a specific duty/role within the job description for working with children and/or vulnerable adults. Any contact is likely to be deemed to be incidental to the main purpose. That said there may be eligibility, if there are any duties which mean they are directly engaged or have substantial contact with children/vulnerable adults, (such as where they are authorised to provide pastoral care).	
Welcomer	Not Eligible	Unless specifically designated to supervise/toilet children	
Worship Leader	Not Eligible	Unless also has chaperone/teaching role with children in which case 'children's worship leader' should be the position applied for	
Youth Camp Worker	Eligible	Usually in Regulated Activity	
Youth worker	Eligible	Enhanced if working on more than one occasion and often Regulated Activity if working weekly, intensively or overnight not supervised	

* Frequently or intensively means carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30 day period (or in some cases overnight between 2am and 6am, where there is opportunity for face-to-face contact). Regularly is the dictionary definition.