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Help guide

Recruiters Guide Paper System



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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.

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 outlined 'Welcome to the thirtyone:eight Disclosure Service' document found thirtyoneeight.org/before-you-register or your organisational guidance and described in more detail in the recruiters area of our website.

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 and the method of payment can be found at: thirtyoneeight.org/our-charges
Please feel free to contact us if you need any further information.

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 www.gov.uk/dbs or by phoning the Barring helpline on 03000 200 190.

Eligibility for a DBS Check

Unless a job is exempt under the provisions of the Rehabilitation of Offenders Act 1975 then a 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 a 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 the Online interactive 'Regulated Activity Flow Chart' and 'Eligibility for DBS Checks' documents - 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 a username and password in order to access the guide. For details of this please email disclosure@thirtyoneeight.org
<https://thirtyoneeight.org/dbs-service/eligibility-guide/>

(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. In order to process this you will need to register with us for online DBS checks. Please contact the Disclosure Team for further details.

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.

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.

Getting Started

There is important guidance for an applicant completing a DBS paper application form within this guide, and on the first page of the disclosure application. We will also email you an Applicant's Guide when you request paper application forms.



For the sake of keeping our Recruiters Guide to a minimum we have not repeated here the information that you can find on the application form and on our website.

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 please download the New Recruiter form [here](#)

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 individuals 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 thirtyoneeight.org/dbs-update

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 see: thirtyoneeight.org/dbs-service/overseas-workers

Verifying the Applicant's Identity

When the applicant has completed the Disclosure Application Form they must then show you their original identification (not copies). **Full details of acceptable documents can be found in at the back of this document.**

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; see thirtyoneeight.org/dbs-links Please contact us for more details.

What if the applicant has been adopted?

If an applicant has been adopted before the age of 10, they do not need to provide their surname at birth in Section A of the DBS application form, they should give their adoptive name in this section. 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/dbs-links 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.

What Else Must the Recruiter Complete before sending the paper application form to thirtyone:eight?



IMPORTANT

Before you give the applicant access to an application form, they must have completed and returned to you a Self-declaration Form. A model Self-declaration Form is found at the back of this guide.

As a Recruiter you are acting as an agent for thirtyone:eight (your registered body). As such you must complete the following areas of the application form:

The Recruiter must complete:

1. The 'registered body use only' box in section a. This is for verifying the personal information the applicant has entered in section a. As you cross each box you must ensure that you have checked the personal information they have entered against the identification you have been shown. For example by crossing the box to confirm that you have verified a1 – a3 you are confirming that you have checked their title, surname and forenames against their ID. This would also apply for the verification box for a14 – you should check their date of birth against the ID shown. Failure to cross these boxes will result in the form being returned. If you verify the box for a23 you are confirming that you have checked their driving licence no. entered against their original driving licence document (the same applies for verifying the passport in a25). Only original documents (not photocopies) must be seen and verified by you as a Recruiter.
2. The 'registered body use only' box in section b. This confirms that you have checked the current address against the ID the applicant has shown you.

registered body use only	
a1-a3 verified	<input type="checkbox"/>
a14 verified	<input type="checkbox"/>
a21 verified	<input type="checkbox"/>
a23 verified	<input type="checkbox"/>
a25 verified	<input type="checkbox"/>

3. Section w – evidence of identity. Simply complete your full name here and confirm that you have established the true identity of the applicant by examining the required documents (as detailed in the chart in this guidance) and have completed the verification boxes.

registered body use only

current address verified? ☐

W evidence of identity

58 name of evidence checker

59 have you established the true identity of the applicant, by examining a range of documents as set out in DBS guidance, and verified the information provided by the applicant in sections a and b, by completing the verification check boxes? no ☐ yes ☐

Section x:

Line 61 – position applied for. In the first line please enter either ‘child workforce’, ‘adult workforce’, or ‘child and adult workforce’ to indicate the group(s) that the applicant will be working with. Please see and carefully read Appendix 5 for guidance on how to complete the Job title on the second line in X61. Line 62 – organisation name – this should be exactly as recorded on our records.

Line 63 – level of check - always cross ‘enhanced’ as standard checks don’t apply for those working with children or vulnerable adults.

Lines 64 & 65 – See the definition of Regulated Activity on Appendix 5 of this Guide. If the applicant is eligible for a DBS check but does not work within Regulated Activity, then please do not cross the ‘yes’ box as you are not entitled to ask for a barred list check. Crossing ‘no’ will mean you can obtain an enhanced disclosure without a check of the barred lists. If you are in any doubt then please contact us first.

Line 66 – enter yes or no

Line 67 – cross one of the three boxes

Line 68 – enter yes or no. Please note that this relates to the DBS charge.

Regulations 2002 defines a ‘volunteer’ as:

X apply for a DBS check

60 not used

DO NOT USE

61 position applied for

62 organisation name

63 level of DBS check Please cross one box only standard ☒ If crossed go to x67 enhanced ☒ If crossed go to x64

64 are you entitled to know whether the applicant is barred from working with children? no ☐ yes ☒

65 are you entitled to know whether the applicant is barred from working with adults? no ☐ yes ☒

66 does this position involve working with children or adults at the applicant's home address? no ☐ yes ☒

67 application type application is for a new post holder ☐ application is for an existing post holder ☐ application is for an existing post holder who is being re-checked ☐

68 is this application for a free of charge volunteer? no ☐ yes ☐

By placing a cross in the yes box, you confirm that the post meets the DBS definition of a free of charge volunteer application. Please note that DBS may recover the application fee if this box is marked in error and that this could result in the cancellation of your DBS registration.

‘ Any person engaged in an activity which involves spending time, 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.

Section Y of the DBS Application Form

Leave Section y blank. There should be no entries made in section y as this has to be completed by the thirtyone:eight Disclosure Unit. If a Recruiter completes any of it, the whole form is likely to be rejected by the DBS and in these circumstances a new form would need to be completed.

The completed form(s) should be photocopied and stored in a secure place to be checked against the DBS certificate for accuracy. The original form(s) should then be sent to thirtyone:eight with a completed 'Validation Form' Appendix 2. This form has sections for both the Recruiter and the applicant to complete



Please keep a copy of the Validation Form for your own records

(Remember to send us the original, not the copy). You can use it to check against our direct debit notification and the details also enable you to track the progress of the disclosure application online at <https://thirtyoneeight.org/dbs-links>

When you are satisfied that the forms have been fully and correctly completed, place them and their corresponding Validation Forms into an envelope and send them to:

Thirtyone:eight Disclosure Service, PO Box 133, Swanley, Kent, BR8 7UQ.

Examining the DBS Certificate

Once you have tracked the application via the DBS website and seen that the applicant has received their certificate they must show it to you before they start work. You should check that the certificate is accurate. In thirtyone:eight's experience, even an error of a single letter in a name has meant the wrong person being checked and conviction information not contained in the certificate sent out by the DBS.

Please check the certificates' security features to check they're genuine:

- 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

If the information on the certificate is 'blemished' in any way we strongly advise you to contact our helpline on **0303 003 1111 option 2** to speak to a professional adviser.

You can then return the DBS certificate to the applicant - it is an important document for them to keep safe.

For guidance on how to store and handle certificate information, please refer to our model policy at <https://thirtyoneeight.org/dbs-service/our-services/handling-of-disclosure-information/>

And Finally

Please do not forget there is more help and guidance in the Recruiters Information area at <https://thirtyoneeight.org/dbs-service/recruiters-information/>

Validation Form

Please return this two page form to: **thirtyone:eight Disclosure Service, PO BOX 133, SWANLEY, Kent, BR8 7UQ**

To be completed for each disclosure application form



please keep a copy for you own records, as the information detailed here can be used to track the application online at <https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>

Applicants Name: _____

DOB: _____ Form Reference: _____

Section A- Volunteer Status

You must answer the following questions (yes or no):

- | | |
|--------------------------------------------------------------------------------------------------------------|--------|
| 1. Is the applicant in receipt of any payment (except for travel and other approved out-of-pocket expenses)? | YES/NO |
| 2. Is the applicant on a work placement which is a requirement of a qualification? | YES/NO |
| 3. Is the applicant on a course that requires them to do this job role? | YES/NO |
| 4. Is the applicant in a trainee position that will lead to a full-time role / qualification? | YES/NO |

Please note: If the answer to any of the above questions is 'yes' there will be an additional DBS fee levied, as the applicant will not qualify for a volunteer check. Fees will be taken by thirtyone:eight and paid direct to the DBS on your behalf.

Section B- Identification Details

For full details on the I.D checking procedure please follow section beginning on page six of the Recruiters Guide.

Routes 1 or 2

What identity documents have you seen for this applicant (please list)

1. _____
2. _____
3. _____

Route 2 only:

Please provide the reference number of your ID verification check Ref: _____ (see Appendix 3)

Route 3 only:

Please give the Birth Certificate date of issue: _____

Please state other ID documents seen. 1 document from group 2a and 3 further documents from group 2a or 2b (address must be verified)

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

If the applicant could not produce the required documents, please cross NO in W59 of the disclosure application form and the DBS will contact the applicant to arrange for them to have their fingerprints taken.

Section C- Eligibility Details

Is the applicant in Regulated Activity with children? YES/NO

Is the applicant in Regulated Activity with adults? YES/NO

(Follow the chart on Appendix 5 of the Recruiters guide and cross the corresponding boxes in lines X64 and X65 of the DBS application form.)

Please refer to our eligibility guidance and explain how the applicant is eligible for the level of check you have requested.

Section D- Applicant and Recruiter Declaration

I confirm that the documentation and information for the above applicant listed complies with the DBS Code of Practice and the applicant is legally eligible for a check. I have personally inspected the identity documents listed above. The applicant is not related to me and I understand that the Criminal Records check is the last stage of the safer recruitment procedure which we have completed. I declare that the information I have provided in support of this application is complete and true and understand that to knowingly make a false statement for this purpose may be a criminal offence.

Signed: _____ Print Name: _____

Date: _____ Full Pin No: _____ / _____ Daytime Phone No. _____

Applicant declaration

I have read the standard/enhanced check privacy policy for applicants <https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy> and I understand how DBS will process my personal data and the options available to me for submitting an application.

Applicants Signature: _____ Date: _____

Applicant Name: _____

External Validation Process

If you are unable to verify an applicant's ID using Route 1 you will need to follow 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 validation form.
- If a 'fail' is received you will need to follow Route 3.

In order for you to conduct the ID validation check please follow the link thirtyoneeight.org/portal/id-check/ which will take you to the login page of a secure part of our website.

Continuation sheet

form reference

Keep a record of your Form Reference number to track your DBS application online at www.gov.uk/dbs

YOU MUST

- enter the form reference number located on the front of your application form
- complete all sections marked **Yellow**
- use **BLACK INK** throughout
- use **CAPITAL LETTERS** to complete the sheet

YOU MUST NOT

- staple this sheet to the application form
- use correction fluid
- place stamps or stickers on the sheet
- strike out any section that is not applicable.
Please leave it blank

applicant's details

You must complete this section ensuring the details match the application form.

[illegible]

other names

Please supply any additional names you have been known by, ensuring you supply both surname and forename(s) and date of each name combination used.

[illegible][illegible][illegible][illegible]

Continuation sheet

form reference

Keep a record of your Form Reference number to track your DBS application online at www.gov.uk/dbs

other addresses

You must provide all other addresses where you have lived in the last 5 years. There must be no gaps in dates, however, overlapping dates are acceptable.

All fields must be completed for each address.

[illegible][illegible]

additional information

[illegible]

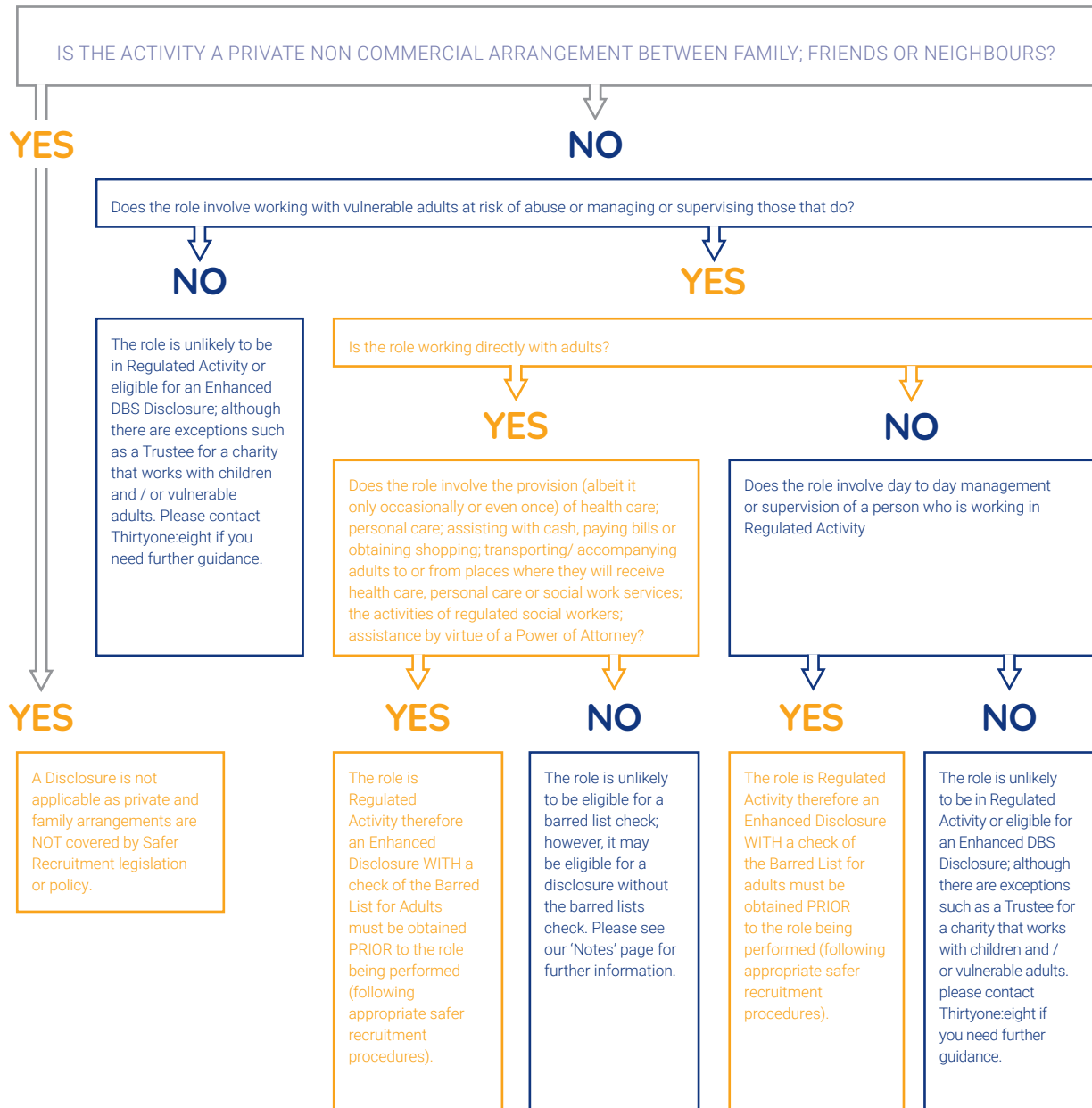
statement by registered person

I confirm that the requisite documentation and information has been supplied and checked in accordance with DBS guidance. I declare that the information I have provided in support of the application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence. I certify that, where requested, an application for a DBS check is required for the purpose of asking an exempted question under the Rehabilitation of Offenders Act 1974 (Exception) Order 1975; or for a prescribed purpose as defined in the Police Act 1997 (Criminal Records) Regulations 2002

signature of registered person (please sign within the box provided)

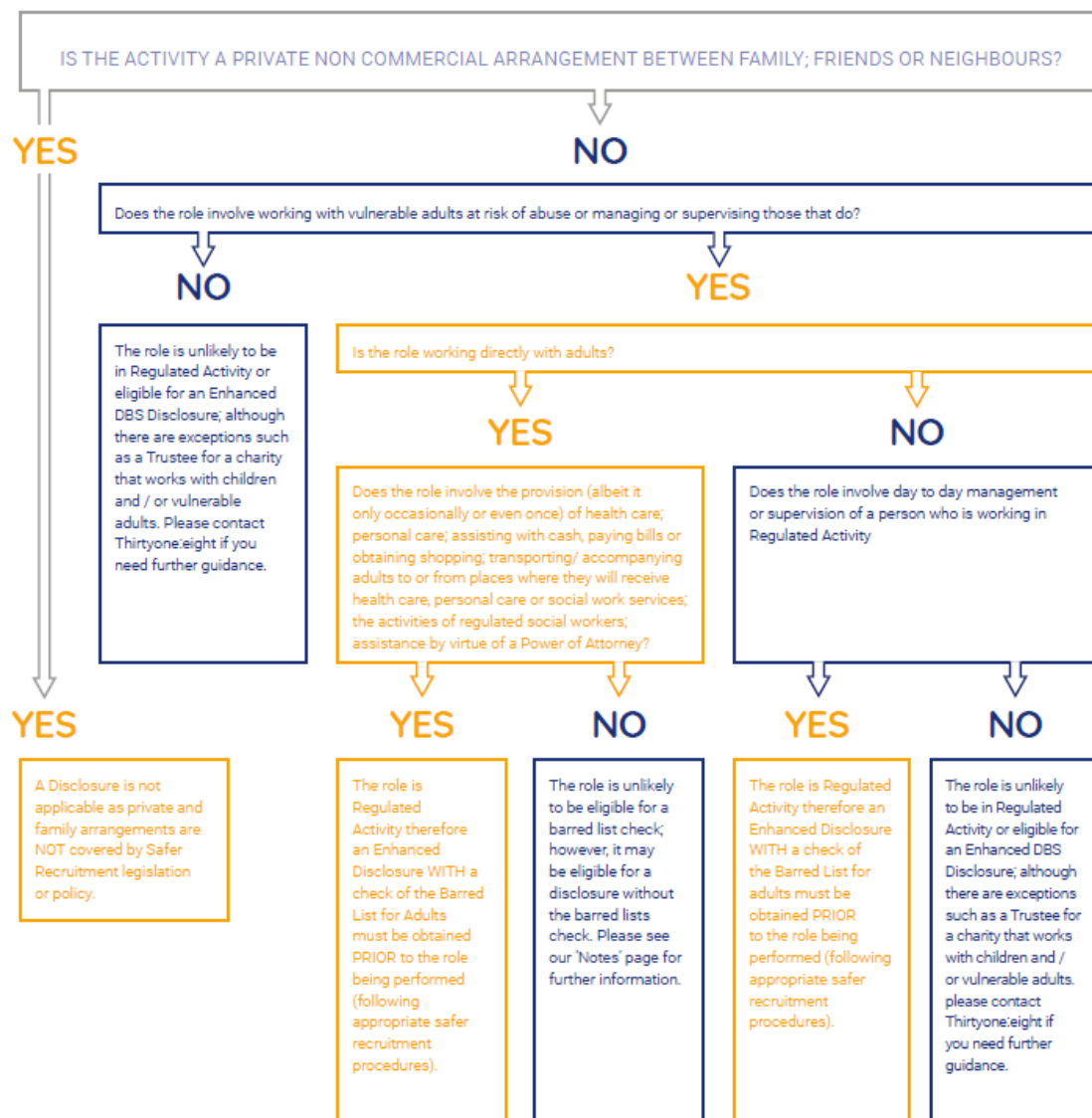
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Regulated Activity with Adults



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



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 a Trustee of a charity that works with adults at risk or 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. A recent example of workers not eligible for any check is a church group for adults with learning disabilities where no personal care is undertaken nor any other roles in Regulated Activity. They do teach those adults but as the group meets twice a month it is not frequent enough to be legally eligible for a check

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* A trustee of a charity that works with children is eligible for an Enhanced DBS check.

*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.

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 i.e. Church Administrator or Treasurer are NOT eligible for a Disclosure (unless they are a Trustee) as they do not work directly with vulnerable groups. Additionally Disclosures cannot be accessed for those who handle sensitive or confidential information (unless they are supervising those working in Regulated Activity).
- 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. If however, their job role includes praying with a child/children frequently or intensively in an unsupervised setting, this would be Regulated Activity.

Enhanced 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	

* 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.

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 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.

What documents do I need to produce?

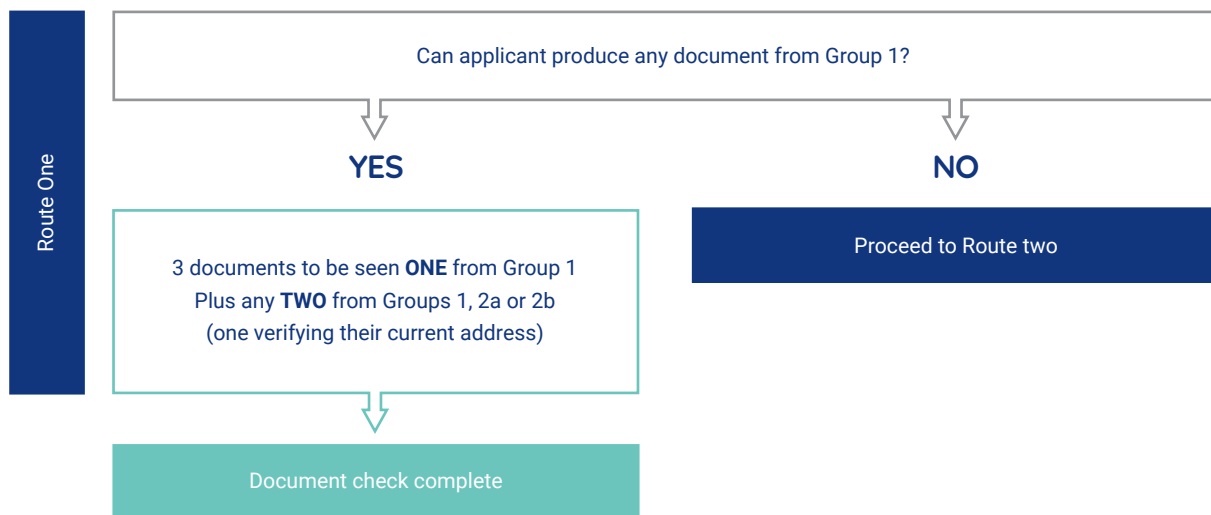
Please read this flow chart in conjunction with the list of documents accepted (overleaf

All applicants must initially be considered for Route One except for Non-UK Nationals who are seeking paid employment. Full guidance on acceptable documents for these applicants ONLY can be found: **in the 'useful links' section at:** thirtyoneeight.org/dbs-links

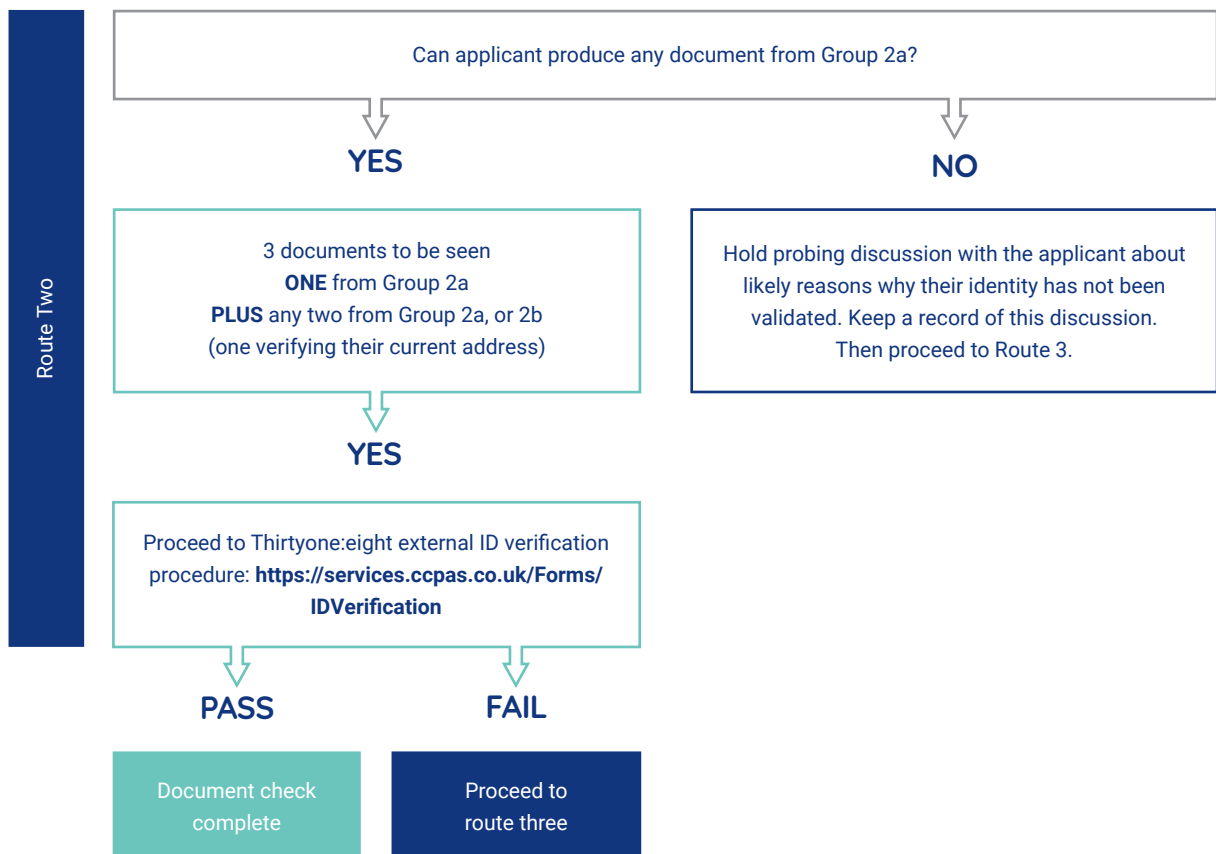
Please ensure that where an applicant has changed their name you also see the relevant documentation to validate it eg. marriage cert/deed absolute etc




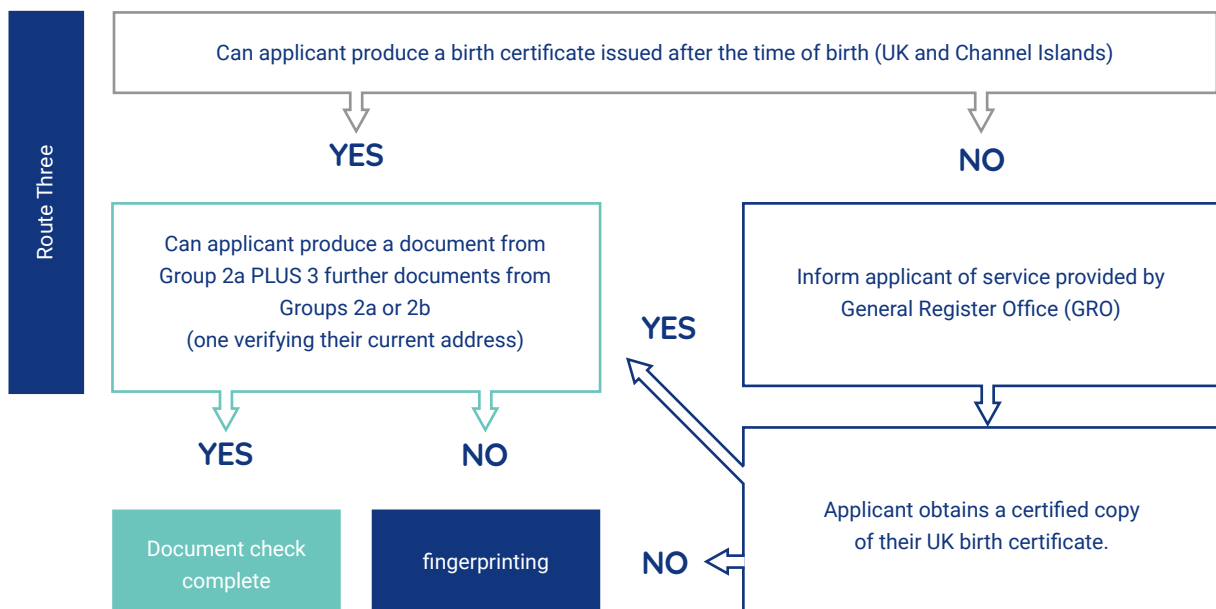
IMPORTANT NOTE - Non - UK Nationals (Have been resident in the UK for five years or less, the Recruiter must validate identity via Route One through the checking of a Current Passport or Current UK /EU Driving Licence plus 2 further documents. In the absence of a Group 1 document the Recruiter must inform thirtyone:eight Disclosure Service, in writing, of a valid reason for using Route 2.



If the applicant has satisfied this route, then the document check is complete.



 If you have endeavoured to use Route Two, but have been unable to validate the applicant's identity successfully, you must proceed to Route Three.



What identity documents are accepted?

Group 1

Primary trusted identity credentials

- Any current and valid passport
- Biometric residence permit (UK)
- Current driving licence - photocard UK, Isle of Man, and Channel Islands- (full or provisional)
- Birth certificate (UK, Isle of Man, and Channel Islands) - issued within 12 months of birth including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
- Adoption certificate (UK and Channel Islands)

Group 2a

Trusted government/state issued documents

- Current driving licence - photocard - (full or provisional) All countries outside the UK (excluding Isle of Man and Channel Islands).
- Current driving licence - paper version (if issued before 1998) UK, Isle of Man, and Channel Islands (full or provisional).
- Birth certificate (UK, Isle of Man, and Channel Islands) - issued after time of birth by the General Register Office/relevant authority i.e., Registrars.
- Marriage/civil partnership certificate (UK and Channel Islands)
- Immigration document, visa, or work permit (Issued by a country outside the UK) - Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based
- HM Forces ID card (UK)
- Firearms licence (UK, Isle of Man, and Channel Islands)



Please note: If a document in the List of Valid Identity Documents is:

Denoted with * - it should be less than three months old.

Denoted with ** - it should be issued within the past 12 months.

Denoted with *** - it must still be valid. Not denoted- it can be more than 12 months old.

Group 2b

Financial/social history documents

- Mortgage statement (UK)**
- Bank or building society statement (UK and Channel Islands) *
- Bank or building society statement (Countries outside the UK) - branch must be in the country where the applicant lives and works. *
- Bank or building society account opening confirmation letter (UK)*
- Credit card statement (UK) *
- Financial statement, for example pension or endowment (UK)**
- P45 or P60 statement (UK and Channel Islands) **
- Council Tax statement (UK and Channel Islands) **
- Letter of sponsorship from future employment provider *** (Non-UK only) - valid only for applicants residing outside of the UK at time of application.
- Utility bill (UK)* - not mobile telephone bill
- Benefit statement (UK)* , for example Child Benefit, pension.
- A document from central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC (UK and Channel Islands)*
- EEA National ID card***
- Irish Passport Card - Cannot be used with an Irish passport ****
- Cards carrying the PASS accreditation logo *** (UK, Isle of Man, and Channel Islands)
- Letter from head teacher or college principal *** (UK - for 16- to 19-year-olds in full time education - only used in exceptional circumstances if other documents have been exhausted).

Please note: If a document in the List of Valid Identity Documents is:

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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 thirtyoneeight.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