



Parish Identity Verifier Induction

Welcome to your new role!



This presentation is ***not*** your safer recruitment training.
A Parish Identity Verifier must complete The Church of England
safeguarding modules Basic Awareness, Foundations and Safer
Recruitment & People Management online at
<https://safeguardingtraining.cofeportal.org/>

The Role

The Parish Identity Verifier role is to:

- ✓ Invite a person to apply for a DBS check
- ✓ See and check their identity documents
- ✓ Enter ID and DBS eligibility information on to their 31:8 DBS dashboard
- ✓ Record DBS certificate information on their Church's Safeguarding Hub

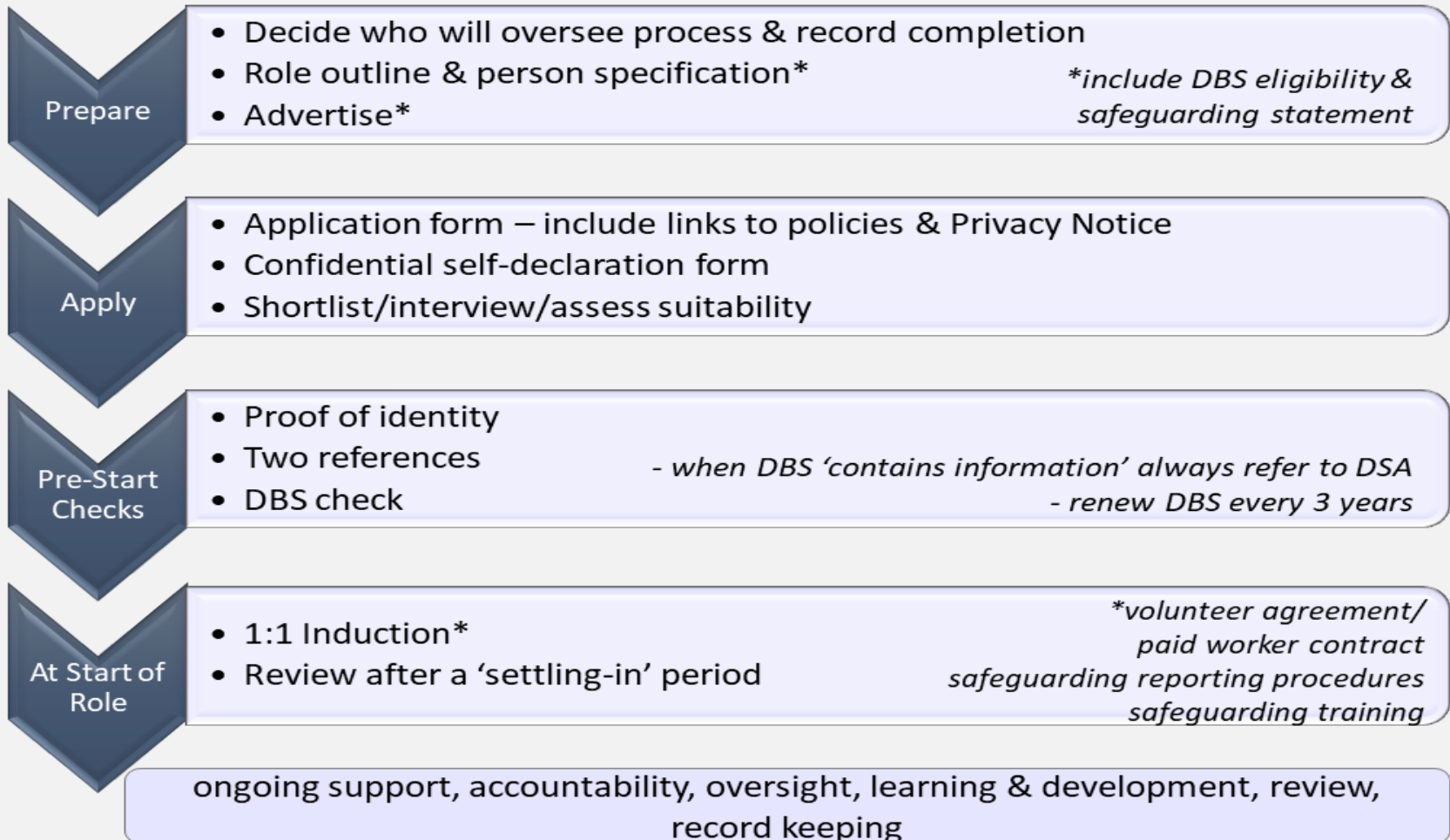
Safer Recruitment & People Management

The role is an important part of The Church of England's Safer Recruitment & People Management procedures - available in the Church's safeguarding e-manual at

<https://www.churchofengland.org/safeguarding/safeguarding-e-manual>

See next slide for a summary

Safer Recruitment Process - Summary



Parish Identity Verifier Registration Form

To use your 31:8 DBS dashboard you must complete a registration form and return it to the diocesan safeguarding team at safeguardingsupport@cofebirmingham.com.

31:8, the organisation we use to process our DBS checks, will email you details on how to set up your account to use your DBS dashboard.

If you have not yet completed a registration form, please do this now. The form is available on our website at <https://www.cofebirmingham.com/info-for-parishes/safeguarding/safer-recruitment/>

Managing DBS Applications

Please read 31:8's 'Guidance for DBS Recruiters' in their Recruiters Hub at:

<https://thirtyoneeight.org/help-and-resources/ebulk-recruiter-resources/guide-for-recruiters/>

Digital ID Checking

‘Guidance for DBS Recruiters’ refers to Digital ID Checking.

This is an additional service for which there is a fee per DBS application that will be automatically charged to your PCC.

**We therefore strongly recommend that you
DO NOT use this service.**

Ensure you follow the procedures for Manual ID Checking.

- Invite the applicant to undertake a digital ID check (plus digital Right to Work check if required)

SELECT THIS OPTION IF YOU WISH TO INVITE THE APPLICANT TO UNDERGO A DIGITAL ID CHECK USING OUR CERTIFIED IDENTITY SERVICE PROVIDER (IDSP)

- Complete the ID check using a digital ID check already obtained

SELECT THIS OPTION IF YOU HAVE ALREADY CARRIED OUT A DIGITAL ID CHECK THROUGH YOUR OWN PROVIDER

- Complete the ID check manually using original documents provided by the applicant

SELECT THIS OPTION IF YOU HAVE CARRIED OUT THE ID CHECK MANUALLY USING DOCUMENTS PROVIDED BY THE APPLICANT

Select this option to manually check ID

BACK

NEXT

Confidential Self-Declaration Form

**A new Confidential Self-Declaration form is REQUIRED
whenever a DBS application is made**
- new applications and renewals

If the role is not eligible for a DBS check this form *cannot* be used.

Only the template on our website can be used – the parish **MUST NOT** use its own form

<https://www.cofebirmingham.com/info-for-parishes/safeguarding/safer-recruitment/>

Confidential Self-Declaration Form

Where information is disclosed by an applicant,
the form MUST be sent to
the Diocesan Safeguarding Officer for assessment.

Email: safeguardingsupport@cofebirmingham.com

Post: Diocesan Safeguarding Officer
The Church of England – Birmingham
JC House, 190 Corporation Street,
BIRMINGHAM B4 6QD

Does the role need a DBS check?

The screenshot shows a website interface for the DBS Eligibility Guide. On the left is a navigation menu with items: Home, My dashboard, Eligibility Guide (highlighted in pink), FAQs and Scenarios, Definitions and notes, Church Roles, Other Roles, and Route 2 ID Check. The main content area is titled 'Eligibility Guide' and features a pink box with the text 'Find out if a role meets the eligibility criteria for a DBS check.' and a 'Check eligibility' button. Below this are four grey boxes: 'Church Specific Roles' with an 'Access list' button, 'Definitions and notes' with a 'Read more' button, 'Other Roles' with an 'Other Roles' button, and 'FAQs and Scenarios' with a 'Read more' button. Text in the main area explains that the interactive guide helps decide if a role meets DBS criteria and provides relevant advice, while also noting it is for advisory purposes and not a definitive means to determine eligibility, with a link to government guidance.

Eligibility Guide

Our interactive eligibility guide will help you decide whether or not a role meets the eligibility criteria set by the DBS. Using a series of questions about the role, you'll be given relevant advice to help you in your decision making.

This guide is only for advisory purposes and is not a definitive means to determine eligibility. For a full legal definition please view this [government guidance](#) or contact our DBS team for advice.

Check eligibility

Church Specific Roles
See our eligibility guidance for a full list of church specific roles
Access list

Definitions and notes
Read our definitions and notes that relate to DBS eligibility
Read more

Other Roles
See our eligibility guidance for other roles that are outside of a church based setting.
Other Roles

FAQs and Scenarios
See answers to some of the common questions surrounding eligibility.
Read more

31:8 have developed an online interactive DBS eligibility tool that is simple and easy to use

To use the 31:8 Interactive Eligibility Guide...

- 31:8 home page: <https://thirtyoneeight.org/>
- Click on: login/register in the top right corner
- Click on: Member Portal
- Enter: Username: guide@thirtyoneeight.org
- Password: Guide318
- Click on: Eligibility Guide
- Click on: Check Eligibility

Completing Section Y

Section Y asks you about the type of DBS check you are applying for.

NEVER select 'other workforce'

A DBS Adult First check is **ALWAYS No**

If you select No by accident for 'Is a Volunteer' your PCC will be charged for the DBS check.

The next few slides give examples of how to complete Section Y for some common church roles

PCC Member

Application Type:

Enhanced

Workforce:

Child and Adult Workforce

Are you entitled to know whether the applicant is barred from working with adults:

NO

Are you entitled to know whether the applicant is barred from working with children:

NO

Working with vulnerable groups at the applicant's home address:

NO

Is Volunteer:

YES

DBS adult first check required:

NO

Children/Youth leader/helper less than 4 times per month

Application Type:	Enhanced
Workforce:	Child Workforce
Are you entitled to know whether the applicant is barred from working with adults:	NO
Are you entitled to know whether the applicant is barred from working with children:	NO
Working with vulnerable groups at the applicant's home address:	NO
Is Volunteer:	YES
DBS adult first check required:	NO

Children/Youth leader/helper more than 4 times per month

Application Type:	Enhanced
Workforce:	Child Workforce
Are you entitled to know whether the applicant is barred from working with adults:	NO
Are you entitled to know whether the applicant is barred from working with children:	YES
Working with vulnerable groups at the applicant's home address:	NO
Is Volunteer:	YES
DBS adult first check required:	NO

Pastoral Visitor visiting more than 4 times per month

Application Type:	Enhanced
Workforce:	Adult Workforce
Are you entitled to know whether the applicant is barred from working with adults:	NO
Are you entitled to know whether the applicant is barred from working with children:	NO
Working with vulnerable groups at the applicant's home address:	NO
Is Volunteer:	YES
DBS adult first check required:	NO

Parish Safeguarding Co-ordinator

Application Type:	Enhanced
Workforce:	Child and Adult Workforce
Are you entitled to know whether the applicant is barred from working with adults:	YES
Are you entitled to know whether the applicant is barred from working with children:	YES
Working with vulnerable groups at the applicant's home address:	NO
Is Volunteer:	YES
DBS adult first check required:	NO

Verifying Identity for Readers

- DBS checks for Readers are processed by the diocesan safeguarding team
- A Parish Identity Verifier does not need to apply for another DBS check for any other roles the Reader undertakes in the parish
- For any queries about DBS checks for Readers please email the diocesan safeguarding team at safeguardingsupport@cofebirmingham.com

Overseas Applicants

If the role is eligible for a DBS check and the candidate has lived or spent a period of time abroad they must provide you



with criminality information - a certificate of good conduct/character from the relevant embassy/high commission - in addition to the DBS check

For more information see:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

DBS Update Service

The Church does not accept DBS checks from any other organization.

However, if the volunteer has subscribed to the DBS Update Service, you may be able to do a Status Check instead of a new DBS check application.

Download 'Disclosure & Barring Service update service procedures' from our website to find out how to do this.

<https://www.cofebirmingham.com/info-for-parishes/safeguarding/safer-recruitment/>

DBS Check follow up

The DBS certificate is sent directly to the applicant

The Lead Parish Identity Verifier is notified of the result of the DBS check on their Dashboard when they log in to 31:8's online system

Where the result is '*certificate contains no information*' the parish may continue with the appointment

A record of the certificate number, date of issue and level of check must be kept - use your Safeguarding Hub to keep this information.

Safeguarding Assessment

Where the result is *'please wait to see certificate'* the parish **MUST NOT** continue with the appointment until advised to do so

The Diocesan Safeguarding Officer will contact the person directly and ask them to send their certificate to the diocese

The Diocesan Safeguarding Officer will contact the Parish Identity Verifier and ask them to send the confidential self-declaration form to the diocese

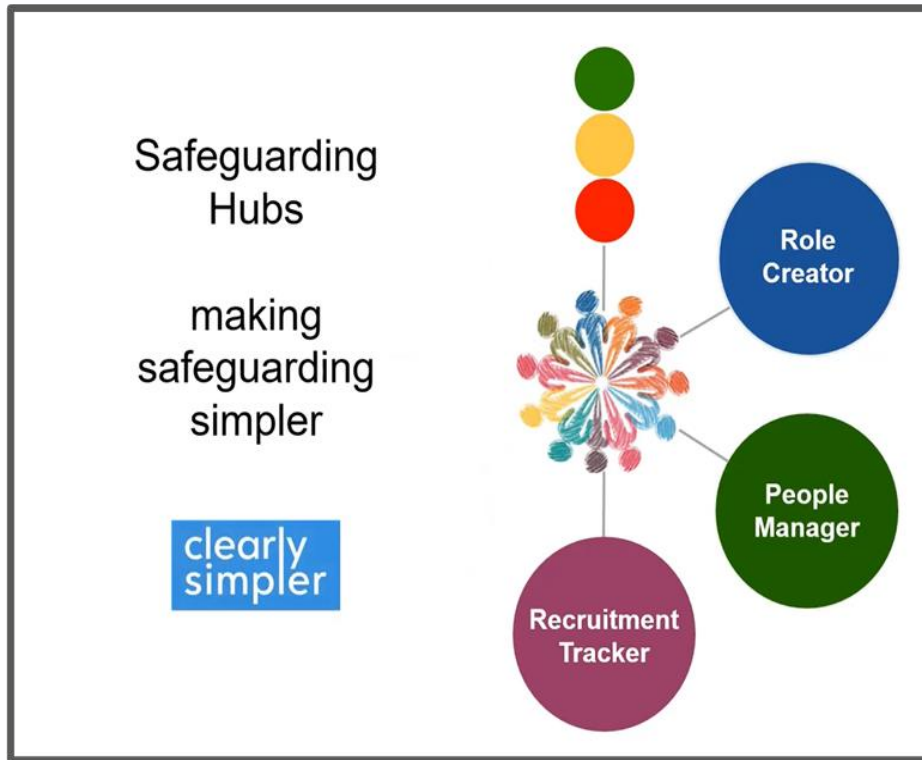
Safeguarding Assessment

The Diocesan Safeguarding Officer will carry out an assessment of the information on the certificate and confidential self declaration form and notify the parish and paid worker or volunteer of the outcome.

The outcome could be:

- to continue with the appointment
- to continue with the appointment only if some specified conditions or restrictions are met
- not to appoint

Safeguarding Hub



The Safeguarding Hub is an add-on to your church's Parish Safeguarding Dashboard.

If your church is using the Hub to record safeguarding training and DBS checks, email us for an invitation to join:

safeguardingsupport@cofebirmingham.com

If you still have further questions
please get in touch with us:

Email:

safeguardingsupport@cofebirmingham.com

Tel: 0121 426 0407 (option 2)

For queries on how to use your 31:8 DBS
Dashboard and manage your DBS
applications please contact 31:8

[0303 003 1111](tel:03030031111) (option 1)