



Creating safer places. Together.



The Church of England – Birmingham

Parish Identity Verifiers Guide to the  
thirtyone:eight E-Bulk System for  
Enhanced Disclosure & Barring Service Checks



# Contents

	Page
Welcome	3
Who is this guidance for?	4
Why carry out a DBS check?	4
Eligibility for a DBS check	5
Appointing additional Parish Identity Verifiers	5
Can I accept a disclosure from another organisation?	5
Is it possible to check workers from overseas?	6
The online system	6
1. How to log in	7
2. Access levels	9
3. How to verify identity	10
4. How to complete section Y	14
5. Approving and sending the form to Thirtyone:eight	17
6. Tracking applications and monitoring results	18
7. Reports	20
<b>Supporting Documents</b>	
Parish Identity Verifier Registration Form	22
Confidential Self-Declaration Form	24
Confidential Self-Declaration Form – Privacy Notice	30
Invitation to applicant to complete a DBS check	34
External Identity Validation	35
Flowchart - Regulated Activity with Adults	36
Flowchart - Regulated Activity with Children	37
Regulated Activity Flowchart Notes	38
Enhanced DBS Eligibility Church Workers Guide	40



# Welcome

Many thanks for agreeing to fill the vital role of Parish Identity Verifier for your organisation. By agreeing to become a Parish Identity Verifier you will be playing an important part in the safer recruitment of workers and volunteers. 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 church.

Thirtyone:eight Ebulk 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 for The Church of England – Birmingham which can be found at <https://www.cofebirmingham.com/safeguarding/safer-recruitment/>

Thirtyone:eight has a 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 the Disclosure team is at the end of the phone to help.

## The Church of England - Birmingham Safeguarding Team



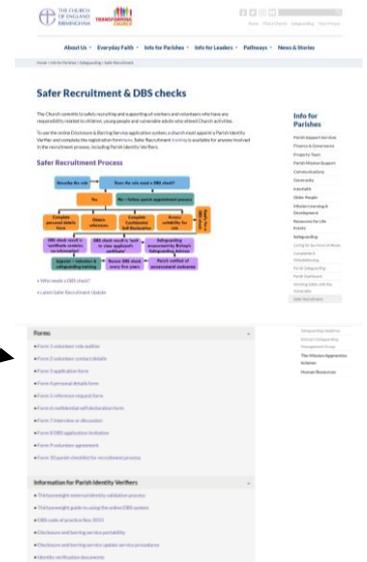
## Who is this guidance for?

This guidance is for both Lead Parish Identity Verifiers and non-lead Parish Identity Verifiers and should be read in conjunction with the current policy, guidance and procedures of The House of Bishops' and The Church of England - Birmingham.

To access the online Disclosure & Barring Service application system churches must appoint, as a minimum, a Lead Parish Identity Verifier - and as many additional Parish Identity Verifiers as they wish - by completing the registration form (see supporting documents section) and returning this to the Diocesan safeguarding team - [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com) - at the Church of England Birmingham.



Forms referred to in this document are also available on the Safer Recruitment page of The Church of England – Birmingham website at <https://www.cofebirmingham.com/safeguarding/safer-recruitment/>



## 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. ALWAYS CONSULT THE BISHOP'S SAFEGUARDING ADVISER BEFORE MAKING A BARRING REFERRAL TO THE DBS E: [StephH@cofebirmingham.com](mailto:StephH@cofebirmingham.com) T: 07342 993844



## 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](http://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](mailto: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.)**

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 Parish Identity Verifiers

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

This is so that we always have a point of contact if the Lead Parish Identity Verifier is unavailable; or if they or a relative of theirs needs checking. To do this you will need to complete a new 'Parish Identity Verifier Registration Form' (See supporting documents section)

## 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 Parish Identity Verifier on behalf of the PCC so there will be no further need to apply for fresh disclosures when renewing them With the individual's permission, the Parish



Identity Verifier, on behalf of the PCC, can go online for a free and instant check to find out whether the certificate is still up to date.

For further details see 'DBS Update Service procedures' on our website at [www.cofebirmingham.com/safeguarding/safer-recruitment/](http://www.cofebirmingham.com/safeguarding/safer-recruitment/) under Information for Parish Identity Verifiers. If an individual has a current Disclosure & Barring Certificate applied for through The Church of England – Birmingham, please contact the Diocesan safeguarding team- [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com). It **may** be possible to use the certificate for their new role.

## 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

You will need to request an additional check and ask the applicant to obtain criminality information (also known as a certificate of good conduct/character) from his/her relevant embassy/high commission (or police force).

For details of the procedure go to: [www.thirtyoneeight.org/recruiters](http://www.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 the Lead Parish Identity Verifier will be able to tell from accessing the system whether it is 'clear' or 'blemished'. 'Applicants with 'blemished' certificates **MUST NOT** be allowed to commence their role until the Diocesan safeguarding team has notified the Lead Parish Identity Verifier that they may do so. ***The importance of ensuring that this basic procedure is followed cannot be stressed strongly enough. Failure to follow this procedure will put children, young people and vulnerable adults at serious risk of harm and the church may not be covered under their insurance policy for any resulting claims.***

**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 and a Personal Details Form - this includes their consent for a DBS check. A model Self-declaration Form is found in the supporting documents section

You must show all self-declaration forms which have convictions or other relevant information to the Bishop's 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 applicant's guidance 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 Parish Identity Verifiers 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](http://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

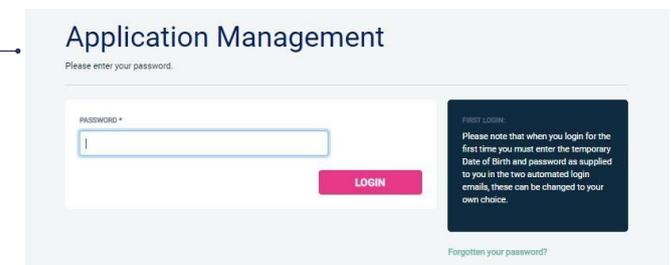
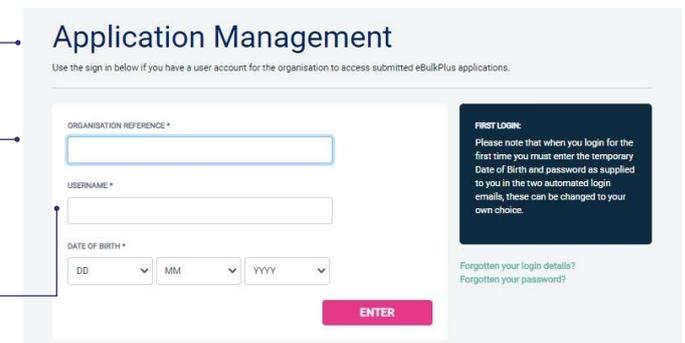
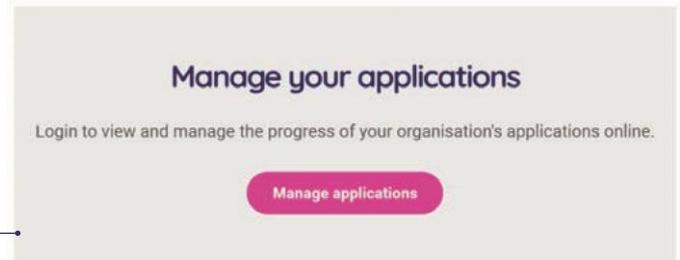
- 1.1 In the 'organisation ref' box enter your thirtyone:eight membership no. (sent to you in your 'welcome' email). If you cannot remember this please click on the 'forgotten your login details?' text at the bottom of the screen to be sent a reminder
- 1.2 Enter your User Name – this will be the email 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](http://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.

2.1 You will see the following screen:

Both the Lead Parish Identity Verifier and additional Parish Identity Verifiers have access to ID verification, Section Y and tracking of applications.

The Lead Parish Identity Verifier also has access to disclosure results.



Please now follow the guidance notes from Stage 3 onwards.

DASHBOARD APPLICATIONS RESULTS REPORTS

### Applications Dashboard

The table below provides an overview of the status of your current applications within the system, completed DES applications over 180 days old and Disclosure Scotland applications over 90 days old have been automatically archived.

Pre Submission			
Awaiting Verification	4	Awaiting External ID	0
Awaiting Authorisation	0	Queried Applications	0
		Awaiting Payment	0

Transfer	
Queued	0
Sent	0

Submitted	
Processing	0
Certificate Review Required	0
Completed	0

•



## How to Verify ID

### 3.1 Verifying ID

Click on 'Awaiting Verification' on your Dashboard screen.

Click on an applicant's reference number in the 'Our Ref' column to open up their application form

You will now see two tabs of the applicant's completed form Overview and Application).

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

At the top of the application it shows what sections have been completed. It will say in red "application 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.

### 3.2 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 the applicant's guidance document**

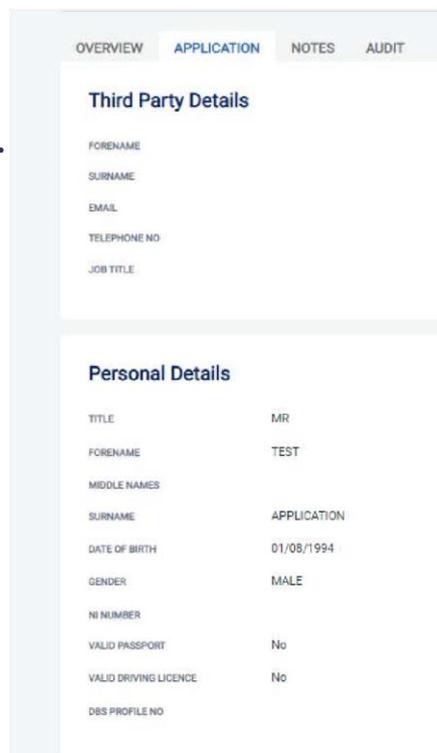
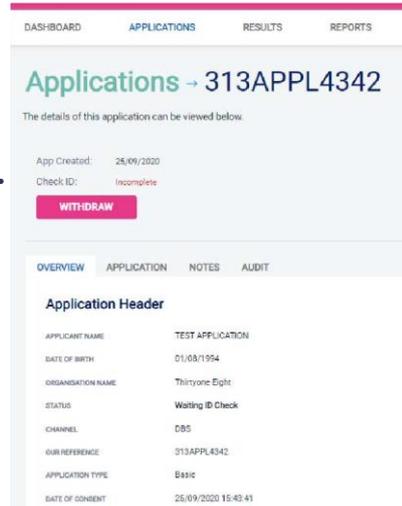
The correct identification and verification of addresses is crucial to the effectiveness of the disclosure process. When identity is verified beyond doubt, names can be matched with criminal records and also checked against DBS barred lists

### 3.3 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 Parish Identity Verifier for your parish to do this or contact the Diocesan safeguarding team at [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com)
- accept photocopies of any identification documents.
- accept documentation printed from the internet eg 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](http://thirtyoneeight.org/dbs-links) Or it may be possible for the safeguarding team in Birmingham or another diocese to verify them. Contact the diocesan safeguarding team at [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com) for more details.

### 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](http://thirtyoneeight.org/recruiters) for guidelines which should help you look out for any suspicious signs when authenticating documents



**Parish Identity Verifiers 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.**



### 3.4 How to enter the ID

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 eg 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
- Always leave Cost Code / Personnel Number blank
- 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)

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 applicant's guidance

### 3.5 External ID validation check (Route Two applicants only)

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 the supporting documents section

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 this is the case, please contact the Diocesan safeguarding team at The Church of England – Birmingham – [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com)

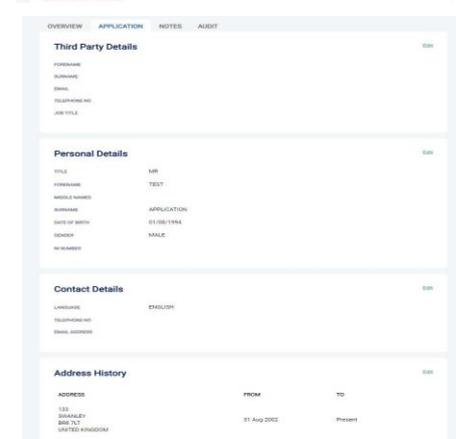
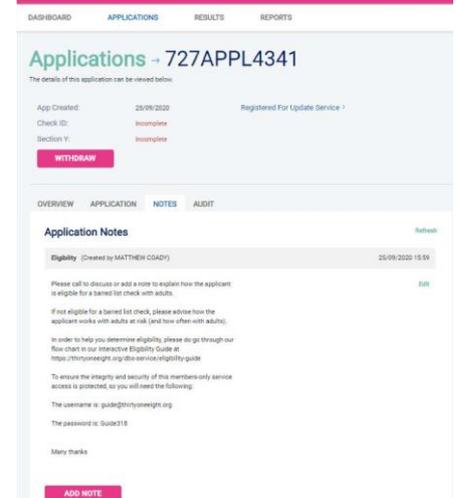
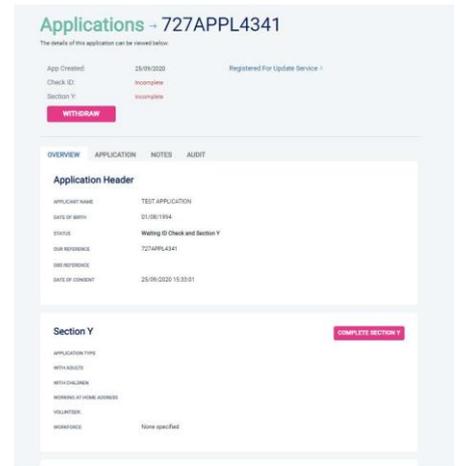
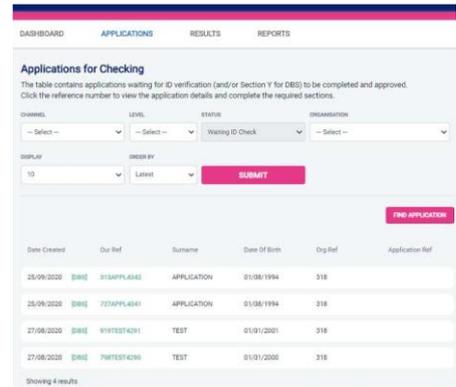
**If the applicant cannot meet the requirements of Route One and Two, you should have had a probing discussion with them to establish why they could not meet these requirements and whether there has been a recent or previous change of name that has not been declared.**



# 4

## How to complete Section Y

- 4.1 From the Dashboard page, in the top left hand box titled 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 – Lead Parish Identity Verifiers only** - 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 eg 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](https://thirtyoneeight.org/dbs-tutorials) and select 'Queried Applications'

**Audit tab – Lead Parish Identity Verifiers only** - 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 Parish Identity Verifier (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 Parish Identity Verifier 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](https://thirtyoneeight.org/dbs-tutorials) and select 'Editing an Application'.



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 Eg 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](http://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. For example, for a youth worker who prepares for a session at home you should answer 'no' but for a youth worker who leads a Bible study group for young people in their home you should answer 'yes'
- **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

If the applicant qualifies as a paid worker your PCC will be invoiced for £40, the cost of an Enhanced DBS check

The screenshot shows the 'Application Details' section of a form. It contains several dropdown menus with 'Select' as the current option. Lines connect the text in the left column to these dropdowns:

- Line 1 connects to the 'APPLICATION TYPE' dropdown.
- Line 2 connects to the 'WORKFORCE' dropdown.
- Line 3 connects to the 'ARE YOU ENTITLED TO KNOW WHETHER THE APPLICANT IS BARRED FROM WORKING WITH ADULTS' dropdown.
- Line 4 connects to the 'ARE YOU ENTITLED TO KNOW WHETHER THE APPLICANT IS BARRED FROM WORKING WITH CHILDREN' dropdown.
- Line 5 connects to the 'WORKING WITH VULNERABLE GROUPS AT THE APPLICANT'S HOME ADDRESS' dropdown.
- Line 6 connects to the 'IS VOLUNTEER' dropdown.
- Line 7 connects to the 'DBS ADULT FIRST CHECK REQUIRED' dropdown.



- **Adult First Check** – Always select ‘No’ This type of check applies to health and social care professionals only

**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 eg 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](https://thirtyoneeight.org/dbs-tutorials)

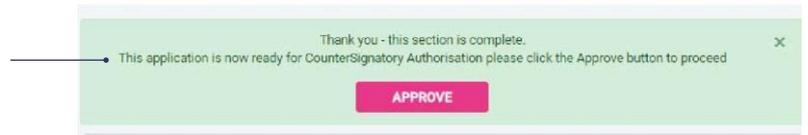
The screenshot shows a web form titled 'Application Details'. It contains several dropdown menus, each with a 'Select' option and a small information icon (i). The dropdowns are for: APPLICATION TYPE, WORKFORCE, ARE YOU ENTITLED TO KNOW WHETHER THE APPLICANT IS BARRIED FROM WORKING WITH ADULTS, ARE YOU ENTITLED TO KNOW WHETHER THE APPLICANT IS BARRIED FROM WORKING WITH CHILDREN, WORKING WITH VULNERABLE GROUPS AT THE APPLICANT'S HOME ADDRESS, IS VOLUNTEER, and DBS ADULT FIRST CHECK REQUIRED. Below these is a section titled 'Additional Information' with a large empty text box. Underneath 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 buttons: 'BACK' and 'SAVE'.



# 5

## Approving and Sending the Form to thirtyone:eight

5.1 Now click on the 'Approve' button in 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**

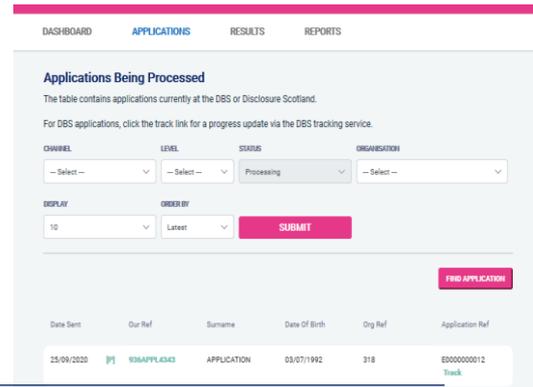
5.2 Once a form has been countersigned by thirtyone:eight, the application will be moved to the 'DBS' E-Transfer' section Applications at this stage are awaiting collection by the DBS Once the DBS have collected them they will move into the processing stage

**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 Parish Identity Verifiers only

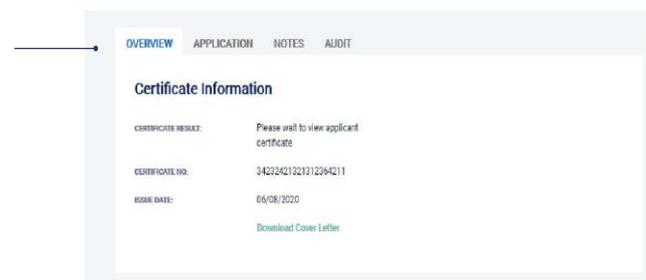
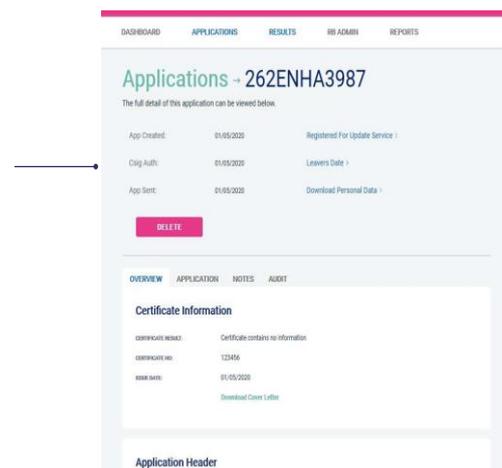
- 6.1 On the Dashboard you will see a section called **'Submitted'**.
- 6.2 To track an application with the DBS click on **'Processing'**, this will take you to a screen which will show all the applications for your organisation that are being processed by the DBS
- 6.3 To track an individual's application click the word **'track'** in the right hand column eg 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 You may now continue with the appointment of the applicant to the role
- **'Please wait to view applicant's certificate'** – This means the certificate contains information and the applicant's certificate will need to be seen by the Bishop's Safeguarding Adviser before the applicant can begin work with children or adults at risk.

The applicant will be contacted by the Diocesan safeguarding team to begin the process of the assessment of information contained on the certificate.



You **MUST NOT**:

- Allow the applicant to begin their role until the Diocesan safeguarding team has informed you of the outcome of the assessment



**Failure to do this will put children, young people and vulnerable adults at serious risk of harm and your church may not be covered under their insurance policy for any resulting claims.**

- Request to see the applicant's certificate – this must be sent directly to the Bishop's Safeguarding Adviser

You **MUST**:

- Send the confidential self-declaration form to the Bishop's Safeguarding Adviser at The Church of England – Birmingham, The Citadel, 190 Corporation Street, Birmingham B4 6QD if this has not already been done.

Where the DBS check is a renewal for an existing employee or volunteer and the result is '*please wait to view the applicant's certificate*' you must *either*

- Temporarily remove the person from their post until you have been notified of the outcome of the assessment

*or*

- Ensure that the person is supervised at all times in the role and is never alone with children, young people and vulnerable adults until you have been notified of the outcome of the assessment

Once an application has been completed (that is, either the certificate contains no information or the Bishop's Safeguarding Adviser has notified you of the outcome of the assessment if the certificate is required to be seen you must then record the certificate number and date of issue on the **Personal Details Form** (or alternative parish form). This information must be kept in a secure place along with the **Confidential Self-Declaration** and references for 75 years after the employment or volunteer appointment ceases.

You should also download a report to keep as a central record of the DBS checks for all your workers and volunteers to include details of the date of the check, the name of the person, the type of certificate requested, the certificate number, the position for which the certificate was requested and the renewal date.

# 7

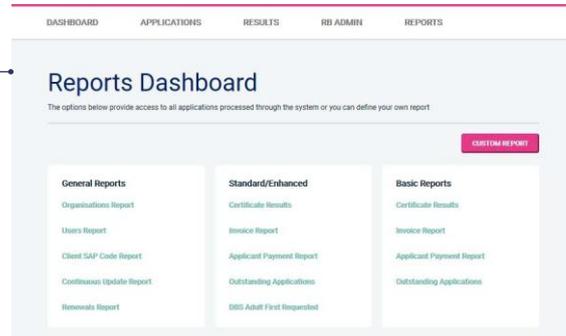
## Reports

Lead Parish Identity Verifiers are able to run management information reports in relation to their organisation

The most common reports that organisations may require are shown on the screen shot and can be generated by selecting the **'Report'** icon Alternatively Lead Parish Identity Verifiers 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

If you need further help running reports then please click on the following link to view our video tutorial [thirtyoneeight.org/dbs-tutorials](http://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

## Parish Identity Verifier Registration Form

*Thirtyone:eight and Disclosure & Barring Service require this form to be completed for each Parish Identity Verifier the Parish Church Council appoints*

**Please complete in BLOCK CAPITALS & BLACK INK and return the original form to Safeguarding Team, Church of England – Birmingham, The Citadel, 190 Corporation Street, Birmingham, B4 6QD.**

### 1. Parish details

Parish Name:

\_\_\_\_\_

Church Address:

\_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Tel no: \_\_\_\_\_

### 2. Parish Identity Verifier Details:

Mr/Mrs/Miss/Ms/other: \_\_\_\_\_ Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_

Date of birth \_\_\_\_\_ Day-time Tel no: \_\_\_\_\_

Email: \_\_\_\_\_

**This is essential and is needed for secure access to the online system.**

Is the above to be the named Lead Parish Verifier (main contact for your parish)? **Yes/No**

If 'yes' should the previous Lead Parish Verifier remain as an additional Parish Identity Verifier? **Yes/No**

**Do not complete – Church of England – Birmingham use only.**

Authorised Person: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signed: \_\_\_\_\_

Parish Code: 2893A \_\_\_\_\_

### 3. Statement by Parish

This organisation is responsible for appointing individuals that have regular contact with children and/or adults at risk. In registering with the Thirtyone:eight Disclosure Service, we agree to comply with all the requirements of the Church of England - Birmingham and contained in the Disclosure and Barring Service Code of Practice and other DBS procedures and processes. In particular, we confirm that we have adopted policies for the recruitment of offenders and safe storage of information in line with DBS expectations. We will not communicate, disclose or make available all or any part of confidential information to any third party.

We confirm that we have read the Thirtyone:eight Statement of Fair Processing and the E-Bulk Recruiter Agreement Form (see <https://thirtyoneeight.org/statement-of-fair-processing/>). We as an organisation agree to abide by the terms and conditions set out in these documents in accordance with the DBS Code of Practice and by UK data protection legislation and GDPR.

We undertake to keep Thirtyone:eight and The Church of England - Birmingham informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parish Identity Verifier - Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parish Priest - Print Name: \_\_\_\_\_

<b>THIRTYONE:EIGHT USE ONLY</b>	
DATE RECEIVED	
ORG SET UP ON EBULK	
ORGANISATION PASSWORD - BIRMINGHAM2893	
ID CHECKER SET UP	
APPROVAL EMAIL SENT WITH EVIDENCE	
CHECKER & APPLICANTS GUIDE	
DIOCESE ADVISED	
CHECKED	

For further information about how The Church of England - Birmingham stores and processes your information please see our Privacy Notice at <https://www.cofebirmingham.com/privacy-notice.php>. The Church of England – Birmingham will share the information on this form with Thirtyone:eight to enable you to access to the EBulk system for processing Disclosure & Barring Service checks. Further information on how thirtyone:eight stores and processes your information is available at <https://thirtyoneeight.org/statement-of-fair-processing/>

## Confidential Self-Declaration Form

**[Prior to use, the Parish Church should amend the highlighted fields and delete this note]**

### **Confidential Declaration Form and Privacy Notice Guidance**

This form must be completed by all applicants for roles engaging in regulated activity<sup>i</sup> or roles working/having substantial contact with children and/or vulnerable adults. This includes all Clergy<sup>ii</sup>, as well as all Church Officers<sup>iii</sup> who are applying for a role that has been assessed as requiring an Enhanced Disclosure and Barring Service (DBS) (with/without Barred List) check. The nature of these roles means they are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act (1974 (ROA 1974) by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) (the ROA Order 1975 (as amended)).

All individuals applying to work/volunteer in such roles will be subject to a satisfactory Enhanced DBS (with/without Barred List) check before the appointment is confirmed as well as a satisfactory Enhanced DBS (with/without Barred List) re-check every 3 years.

You are required to disclose **all** unspent convictions and conditional cautions and **all** spent<sup>iv</sup> convictions and adult cautions that are not protected<sup>v</sup> (i.e. that are not filtered out) as defined by the ROA Order 1975 (as amended)). The ROA Order 1975 (as amended) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers/voluntary organisations and, if they are disclosed, cannot be taken into account.

A criminal record will not necessarily exclude an individual from consideration for appointment. This will depend on the nature of the role applied for and the circumstances and background of the offences. All information declared on this form will be carefully assessed by the Diocesan Safeguarding Officer to decide whether it is relevant to the role applied for and will only be used for the purpose of safeguarding children and/or vulnerable adults. If you answer yes to any question, please provide details, on a separate sheet if necessary, giving the number of the question that you are answering.

If it is later discovered that any statement is false or misleading, then depending on the nature of your engagement, it may lead to disciplinary procedures, where appropriate, and/or dismissal from your post/role. If you are unsure of how to respond to any of the questions, please seek appropriate advice e.g. from the appointing organisation (e.g. your church), an organisation such as NACRO or Unlock<sup>vi</sup>, or a solicitor.

Those in receipt of DBS Update Service information must fulfil the DBS Code of Practice requirement to have a written policy on the recruitment of ex-offenders in place<sup>vii</sup>. An example policy is available to view on The Church of England – Birmingham [website](#) under 'example policies and forms' and you can see your church's policy by contacting your Parish Safeguarding Co-ordinator, Parish Identity Verifier or PCC Secretary. The DBS Code of Practice is available from the DBS via [DBS code of practice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/362222/dbscop2018.pdf)

The accompanying Privacy Notice explains how the information you supply on this form is used and your rights with respect to that data as required by the UK General Data Protection Regulation, (the "UK GDPR"), and the Data Protection Act 2018, (the "DPA 2018"). If applicable, please inform relevant members of your household that you have included their details on this form and give them a copy of the Privacy Notice (it will only be applicable if members of your household have been included in the response to a question on the form, e.g. Qs.6 & 7).

**Section A**  
**PERSONAL DETAILS**  
**This section must be completed by all applicants.**

<b>Title (Mr/Mrs/Miss/Ms/Other):</b>	<input type="text" value="Click or tap here to enter text."/>
<b>Surname:</b>	<input type="text" value="Click or tap here to enter text."/>
<b>Forename(s):</b>	<input type="text" value="Click or tap here to enter text."/>
<b>D.O.B.:</b>	<input type="text" value="Click or tap here to enter text."/>
<b>Home Address:</b>	<input type="text" value="Click or tap here to enter text."/>
	<input type="text" value="Click or tap here to enter text."/>
	<input type="text" value="Click or tap here to enter text."/>
<b>Telephone No.:</b>	<input type="text" value="Click or tap here to enter text."/>
<b>Role Applied for:</b>	<input type="text" value="Click or tap here to enter text."/>
<b>Your Church (or place where you will work/volunteer):</b>	<input type="text" value="Click or tap here to enter text."/>

**Section B**  
**Please fully complete all relevant sections.**

1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? If yes, please provide details: Yes  No

2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Yes  No

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)?  
If yes, please provide details:

Click or tap here to enter text.

3. Are you aware of any criminal/police enquiries/investigations undertaken following allegations made against you which may have a bearing on your suitability for the post? If yes, please provide details:
- |                          |                          |
|--------------------------|--------------------------|
| Yes                      | No                       |
| <input type="checkbox"/> | <input type="checkbox"/> |

Click or tap here to enter text.

4. Are you at present the subject of any criminal/police enquiry/investigation/pending prosecution which may have a bearing on your suitability for the post? If yes, please provide details:
- |                          |                          |
|--------------------------|--------------------------|
| Yes                      | No                       |
| <input type="checkbox"/> | <input type="checkbox"/> |

Click or tap here to enter text.

5. Is your role deemed "home based", as per the DBS definition<sup>viii</sup>?
- Yes  (proceed to Question 6.)                      No  (proceed to Question 8.)

6. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 and/or any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)? If yes, please provide details<sup>ix</sup>:
- |                          |                          |
|--------------------------|--------------------------|
| Yes                      | No                       |
| <input type="checkbox"/> | <input type="checkbox"/> |

Click or tap here to enter text.

7. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who is at present the subject of a criminal/police enquiry investigation/pending prosecution? If yes, please provide details:
- |                          |                          |
|--------------------------|--------------------------|
| Yes                      | No                       |
| <input type="checkbox"/> | <input type="checkbox"/> |

Click or tap here to enter text.

8. Have you lived, worked or volunteered outside the United Kingdom for a continuous period of six months or more at any
- |                          |                          |
|--------------------------|--------------------------|
| Yes                      | No                       |
| <input type="checkbox"/> | <input type="checkbox"/> |

point within the previous 10 years? If yes, please provide details, including the name of the country/countries:

Click or tap here to enter text.

9. Does your role involve engaging in regulated activity with children<sup>x</sup>? *(Contact your Parish Identity Verifier if you are unsure)*

Yes  (proceed to Question 10.)

No  (proceed to Question 11.)

10. Are you or have you ever been barred from work with children?

Yes

No

11. Does your role involve regulated activity with vulnerable adults<sup>xi</sup>? *(Contact your Parish Identity Verifier if you are unsure)*

Yes  (proceed to Question 12.)

No  (proceed to Question 13.)

12. Are you or have you ever been barred from work with vulnerable adults?

Yes

No

13. Are you currently or have you ever been subject to any formal action as a result of an allegation that your conduct has amounted to, resulted in or put a child and/or vulnerable adult at risk of harm<sup>xii</sup>? If yes, please provide details:

Yes

No

Click or tap here to enter text.

14. Are you currently or have you ever been subject to a court order either made against you or in relation to you that you have caused harm to a child and/or vulnerable adult, or that a child and/or vulnerable adult was at risk of harm from you? If yes, please provide details and a copy of the court order:

Yes

No

Click or tap here to enter text.

15. This question must be answered in relation to circumstances that have arisen from a child/ren being in your care. If you are an adoptive and/or foster parent and the circumstances either relate to the child/ren’s previous situation, or to the removal/placement/child protection or child in need plan, which formed part of the planned management or transition of the child/ren into your care, then you do not need to answer yes to this question.

Has a child/ren in your care or for whom you have or had parental responsibility ever been removed from your care, placed by you in care and/or been made subject to a child protection or child in need plan as a result of a safeguarding

Yes

No

concern that has arisen whilst the child/ren has been in your care and/or in relation to your provision of their care? If yes, please provide details:

Click or tap here to enter text.

16. Is there any other information that may be considered relevant to the questions in this Confidential Declaration Form, and which may have a bearing on your suitability for the post you are applying for, (i.e. working with children and/or vulnerable adults)? If yes, please provide details:
- |  |                          |                          |
|--|--------------------------|--------------------------|
|  | Yes                      | No                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |

Click or tap here to enter text.

**Declaration**

I declare the above information and that on any additional sheets (number attached: \_\_) is true, accurate and complete to the best of my knowledge. After I have been appointed and during my appointment, I agree to inform the Diocesan Safeguarding Officer and/or Parish Safeguarding Co-ordinator immediately if my answers to any of the above questions change and provide the relevant details.

Signed:  Date:

Consent statement (this statement should only be signed if the answer to Question 8. is Yes)  
I consent to my details being transferred outside the UK for the purposes of an overseas criminal records check.

Signed:  Date:

Please return the completed form in a separate, sealed envelope, marked private & confidential to: **[Parish Church to complete]** or via secure email to: **[Parish Church to complete]**

<sup>i</sup> [Eligibility guidance for enhanced DBS checks - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

<sup>ii</sup> Applies to all Church of England ordained and licensed Clergy including Archbishops, Bishops, Archdeacons, Deans, stipendiary parish Clergy, self-supporting Minister / non stipendiary Ministers, Chaplains, locally ordained Clergy, Clergy with ‘permission to officiate’ (PTO), and those seeking ordination training or ordination.

<sup>iii</sup> A Church Officer is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or voluntary.

<sup>iv</sup> Please note that the ‘rehabilitation periods’ (i.e. the amount of time which has to pass before a conviction etc. can become ‘spent’) have been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never ‘spent’. For further guidance in relation to the ‘rehabilitation periods’, please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

<sup>v</sup> The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Convictions:- You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it did not result in a prison sentence or suspended prison sentence (or detention order) and (c) it does not appear on the DBS's list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b) and (c) in order to be filtered.**

Cautions:- You do not have to declare any adult caution where: (a) 6 years have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences. As of 28 November 2020, reprimands, warnings and youth cautions, are automatically filtered. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered.**

Further guidance is provided by the DBS and can be found at <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

<sup>vi</sup> <https://www.nacro.org.uk/> <https://unlock.org.uk/>

<sup>vii</sup> [DBS sample policy on the recruitment of ex-offenders - GOV.UK \(www.gov.uk\)](#)

<sup>viii</sup> [Home-based position definition and guidance - GOV.UK \(www.gov.uk\)](#)

<sup>ix</sup> Please inform relevant members of your household that you have included their details on this form (if applicable) and give them a copy of the Privacy Notice.

<sup>x</sup> [Keeping children safe in education - GOV.UK \(www.gov.uk\)](#)

<sup>xi</sup> [New disclosure and barring services - GOV.UK \(www.gov.uk\)](#)

<sup>xii</sup> 'harm' involves ill-treatment of any kind including neglect, physical, emotional, financial or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse.

## Confidential Self-Declaration Form – Privacy Notice

**[Prior to use, the Parish Church should amend as appropriate the areas highlighted throughout the form then delete highlighted notes, including this one. If you are unsure, please seek advice from the person on your PCC who is responsible for GDPR]**

This notice explains how the information you supply in your Church of England Confidential Declaration Form is used and your rights with respect to that data, as required by the UK GDPR and the Data Protection Act 2018, (the “DPA 2018”).

### Data controller

The data controller is: **[The PCC is the Data Controller in a parish church for PCC appointments – insert name and address of PCC below ]**

**NAME:**

**ADDRESS:**

The data controller decides how your personal data is processed and for what purposes. For further information on the data controller please go to **[insert hyperlink to GDPR information on the parish website if there is one, otherwise remove this sentence].**

### 1. Why we collect and use your personal data

The overall purpose of the Confidential Declaration Form is to ensure that we take all reasonable steps to prevent those who might harm children, young people and/or vulnerable adults from taking up positions where they have substantial contact with children, young people and/or vulnerable adults in accordance with the Safer Recruitment and People Management Guidance (2021).

We use your data for the following purposes:

- Appointing individuals to positions that have substantial contact with children, young people and/or vulnerable adults.
- For the Diocesan Safeguarding Officer to conduct a risk assessment where an applicant discloses information on the form.
- To collect information about members of your household aged 16 and over (cf. Qs.6 & 7) if your role is deemed “home-based” as defined by the DBS.
- To undertake criminal records checks both in the United Kingdom and in non-UK countries where applicable.

## 2. The categories of personal data we collect

The information we process for these purposes is:

Category	Applicant	Household
Name	✓	✓
Age	✓	✓
Gender	✓	✓
Contact Details	✓	X
Role	✓	X
Role Location	✓	X
Job Title	✓	X
Current and previous employment or volunteering (where applicable)	✓	X
Country of Residence	✓	X
Current or previous conduct allegations and/or investigations (where applicable)	✓	X
Social care information (where applicable)	✓	✓
Religious Belief (where applicable)	✓	✓
Health (where relevant)	✓	✓
Sex life (where relevant)	✓	✓
Sexual Orientation (where relevant)	✓	✓
Criminal allegations, proceedings or convictions (including DBS checks, barring status) (where applicable).	✓	✓

## 3. The lawful basis for using your information

We collect and use personal data under the following lawful bases:

### Personal data

- **Consent (Article 6(1)(a)).** You have consented to the transfer of your data to a non-UK country when applicable in order for us to undertake an overseas criminal records check.
- **Legal obligation (Article 6(1)(c)).** We are required by law to undertake the confidential declaration process in accordance with:

- Section 5A(3) and (4) of the Safeguarding and Clergy Discipline Measure 2016 as inserted by:
- Safeguarding (Code of Practice) Measure 2021 (also see Safer Recruitment and People Management Guidance – Section 5 – Confidential Declarations - Requirements).

#### Special categories and criminal information

- **Explicit Consent (Article 9(2)(a)).** You have consented to the transfer of your data to a non-UK country when applicable in order for us to undertake an overseas criminal records check.
- **Substantial public interest (Article 9(2)(g) and Schedule 1, Part 2, paragraphs 10, 11 and 18 of the DPA 2018).** It is necessary for reasons of substantial public interest in order to prevent or detect unlawful acts and protect members of the public from harm, including dishonesty, malpractice and other seriously improper conduct or for the purposes of safeguarding children, young people and vulnerable adults.

#### **4. Who we collect from or share your information with:**

We collect your information from (where applicable or relevant):

- You
- Police
- Social Services in Local Authorities
- Current and previous employer/voluntary organisation
- Disclosure and Barring Service (UK)
- Criminal records organisations (non-UK)

Your personal data will be treated as strictly confidential and will only be shared with those involved in the recruitment/appointment process and, where appropriate, the Diocesan Safeguarding Officer.

It may be shared outside the Church for the prevention or detection of an unlawful act; to protect members of the public from harm or safeguarding purposes with:

- Police
- Social Services in Local Authorities
- Statutory or regulatory agencies in the UK and in other countries (e.g. the Disclosure and Barring Service)

#### **5. Your personal data will be sent to countries outside the UK**

Your data may be transferred out of the UK in order for us to undertake overseas criminal records checks where the recipient organisation is located in a third country or territory where applicable. This transfer is protected by UK adequacy arrangements, or, where necessary, your consent.

#### **6. How long do we keep your information?**

We keep your personal data, if your application is successful, for no longer than reasonably necessary for the periods and purposes as set out in the retention table below at the following link:

<https://www.churchofengland.org/sites/default/files/2017-10/Safeguarding%20Records-%20Retention%20Tool%20kit%20-Dec%202015.pdf>

If your application isn't successful, your data will be held for 6 months after the recruitment process ends, and then destroyed.

## 7. Your legal rights and complaints

Unless subject to an exemption under the UK GDPR or DPA 2018, you have the following rights with respect to your personal data:

- The right to be informed about any data we hold about you;
- The right to withdraw consent at any time, however, if you do so we may not be able continue with your application;
- The right to request a copy of your personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of your personal data (if applicable)
- The right to obtain and reuse your personal data to move, copy or transfer it from one IT system to another. [if applicable]

To exercise these rights, please contact **[insert contact name of relevant parish person]** using the contact information provided below.

## 8. Complaints or concerns

If you have any queries regarding this processing activity, please contact, in the first instance, **[insert name and contact details of relevant parish person]**.

If you have any concerns or queries about how the **[insert name of relevant parish person / role]** handle your personal data, please contact the **[insert relevant parish contact name]** at: **[Insert contact details of parish Data Protection Officer or equivalent position in the parish church]**.

You have the right to make a complaint at any time to the Information Commissioner online at: [Your personal information concerns | ICO](#) or by phone on 0303 123 1113 (local rate).

Dear

Thank you for your application to work as *Parish Identity Verifier 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 *Parish Identity Verifier please attach applicant's guidance – 'Applying for a DBS Enhanced Disclosure'*.

Your Organisation Reference is: *Parish Identity Verifier please insert*

Your Organisation Code is: **BIRMINGHAM2893**

Your position applied for (to be entered on the form) is: *Parish Identity Verifier please enter applicants job role*

Don't forget that once you have completed your form online you will need to show me your identification documents. Please ensure that you also give me your completed Confidential Declaration Form and Personal Details Form (don't use the self-declaration form at the back of the attached applicant's guide as it is not the Church of England - Birmingham form).

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 Parish Identity Verifier

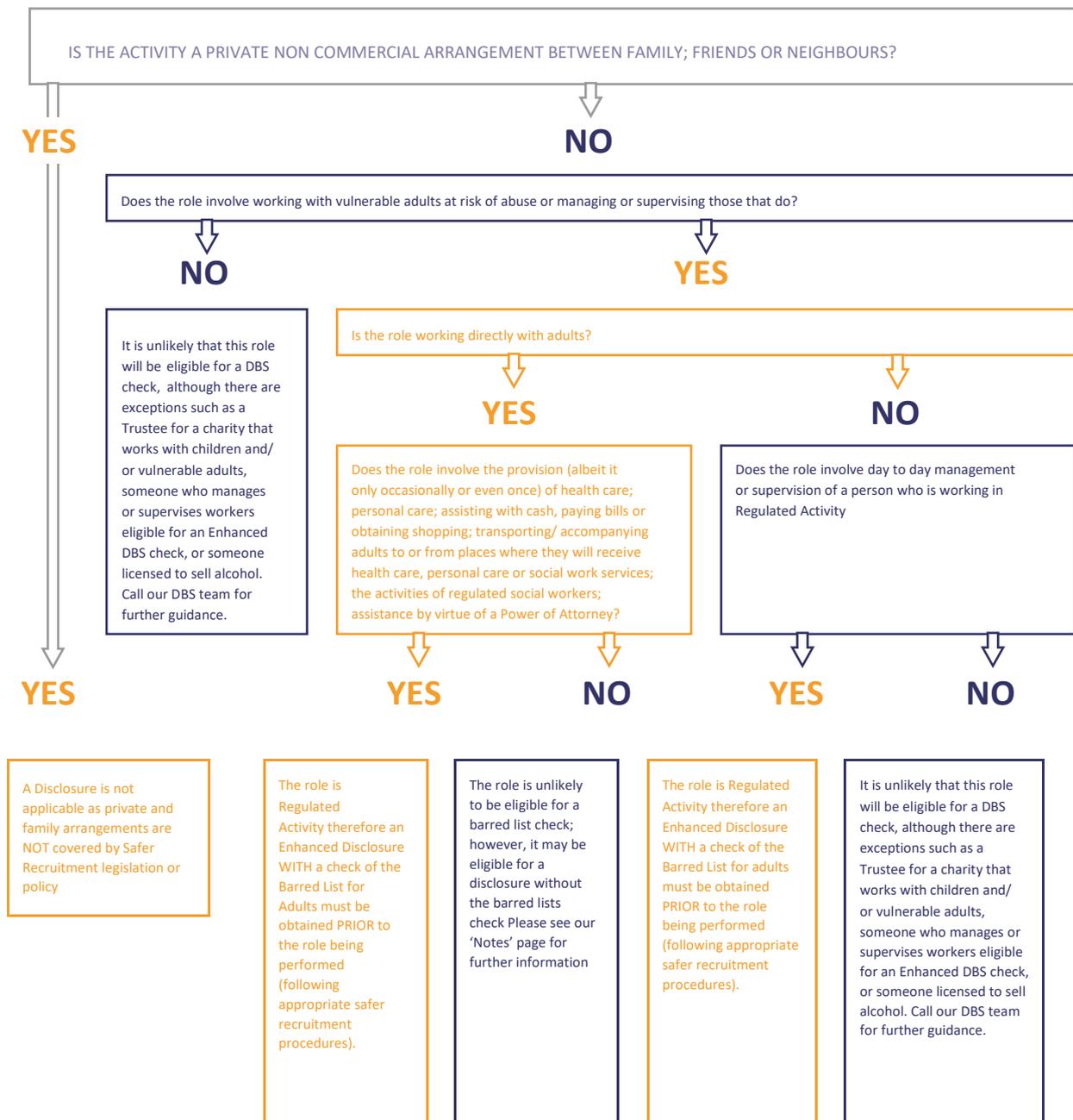
Kind regards,

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

### **ID Verification – how does the process work?**

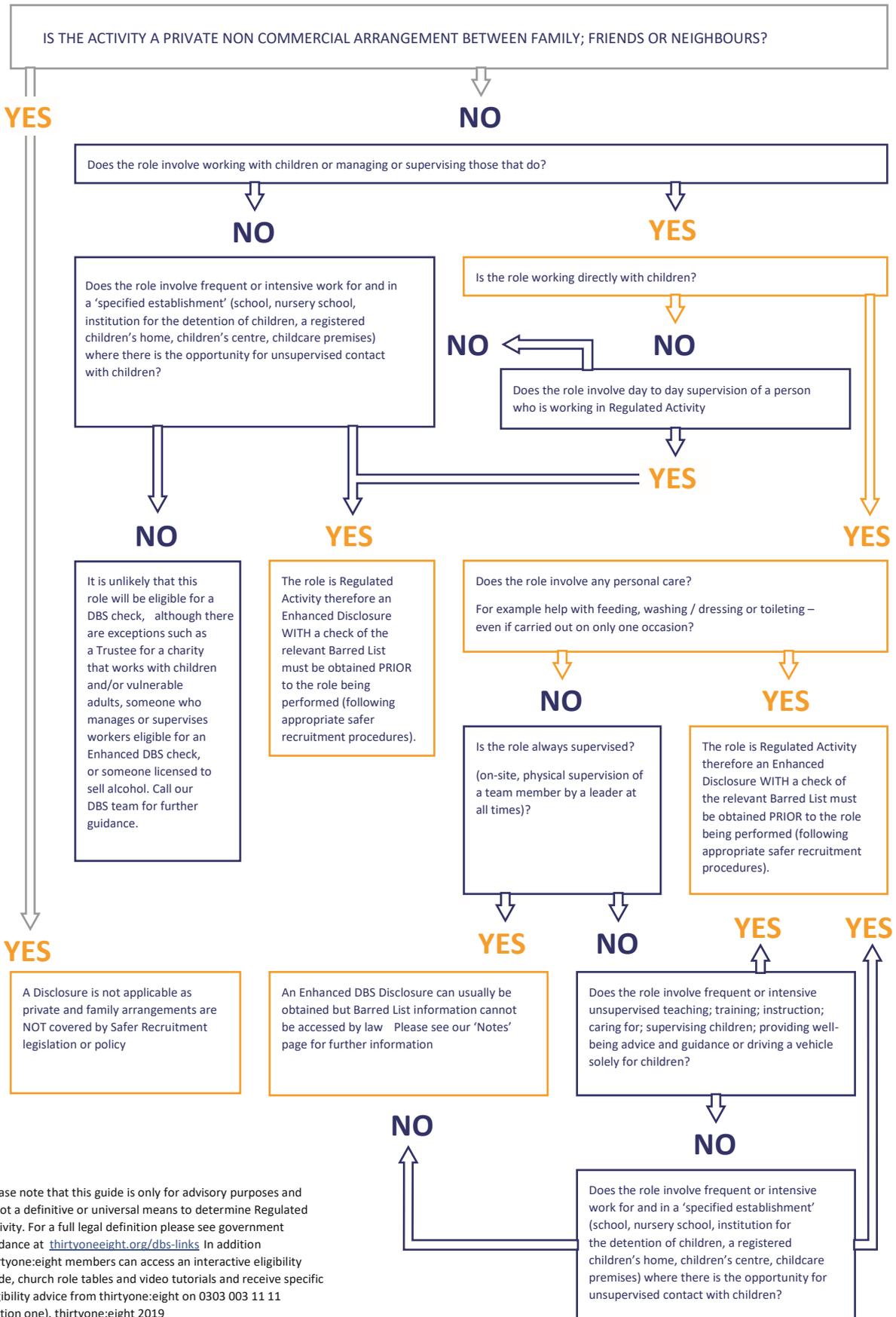
- The Parish Identity Verifier obtains consent from the applicant to undergo an ID Verification Check.
- The Parish Identity Verifier follows the link given below to an online form in a secure area of our website
- The Parish Identity Verifier enters their name, organisation name and reference number 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 Parish Identity Verifier 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 Parish Identity Verifier 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/recruiters](https://thirtyoneeight.org/recruiters)

## 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](http://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



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](http://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 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 ie 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 eg 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.

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 ie 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	

Role	Enhanced Eligibility Criteria	Level of Check & Advisory Notes	Preferred Title to be Entered on Form (if different from 'Role')
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
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	

Role	Enhanced Eligibility Criteria	Level of Check & Advisory Notes	Preferred Title to be Entered on Form (if different from 'Role')
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
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)	

Role	Enhanced Eligibility Criteria	Level of Check & Advisory Notes	Preferred Title to be Entered on Form (if different from 'Role')
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	
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	

Role	Enhanced Eligibility Criteria	Level of Check & Advisory Notes	Preferred Title to be Entered on Form (if different from 'Role')
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
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.

Call us 0303 003 1111  
email us [disclosure@thirtyoneeight.org](mailto:disclosure@thirtyoneeight.org)  
or visit [thirtyoneeight.org](http://thirtyoneeight.org)  
follow us [@thirtyoneeight](https://www.instagram.com/thirtyoneeight)

PO Box 133, Swanley, Kent, BR8 7UQ

Charity No 1004490, Scottish Charity No SCO40578 ©Thirtyone:eight 2019



Creating safer places. Together.