**Criminal Record Checks**

**The process from start to finish**

**Setting up your local systems**

The ***Disclosure and Barring Service*** (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children and adults at risk of abuse and neglect. It cannot provide guarantees that our workers are all safe, but it is the best tool that we have, along with other safer recruitment practices, to protect our community.

***Access Personal Checking Service*** (APCS) is a registered body with the DBS that administers the online DBS checking system used by the diocese. It also provides external validation for applicants who cannot provide sufficient proof of ID or their current address.

If you are concerned about APCS’s handling of personal information please see APCS’s Statement of Fair Processing

Each parish/benefice is registered, via the Diocesan Safeguarding Officer (DSO), with APCS. We ask you to identify some “ID Checkers” in your parish who will administer the system. The Incumbent and PSO are obvious people to do this role, but you might involve others.

Each ID checker will be given a range of unique application numbers to be given to applicants needing a DBS check – see further below.

**Doing a DBS check using the APCS online system**

We describe the online system in different stages here:

* ID checker invites applicant to fill out online form
* Applicant fills out online form
* ID checker receives email from APCS advising them that form has been completed
* ID checker checks the applicant’s id and logs into the system to provide the necessary confirmation.

But there is no reason why you cannot do all of this together with the applicant in one sitting. This can be particularly useful for applicants who are less confident using online systems or who do not have their own computer. And it can also help prevent errors being made at an early stage, saving time.

In summary, the Parish ID Checker must:

* follow the DBS ID checking process as outlined in the provided guidance
* check and validate the information provided by the applicant on the application form – APCS will provide this information via a link in the e-mail prompting them to conduct the check
* establish the true identity of the applicant through the examination of a range of documents
* check the applicant has provided details of all names by which they have been known
* check the applicant has provided details of all addresses where they have lived in the last five years
* check the application form is fully completed and the information it contains is accurate. Failing to do this can result in delays.

**The invitation to complete an application**

When a volunteer or paid worker is identified as needing a DBS check (either for a new position or a renewal), the Parish ID Checker will invite the applicant to complete a criminal record check using the online system. The invitation letter (or e-mail) must provide the login details and a unique User ID number from the list given to the ID Checker when they were registered on the system via the Diocese (see above). Make a record of the User ID numbers that you have issued so that you do not accidentally issue the same number twice.

The applicant can then go online and complete their part of the application form.

**The ID checker’s checking role**

Once the applicant has completed their online application, APCS’s system will automatically (and instantaneously) send the Parish ID Checker an e-mail to inform them that they must check the applicant’s ID checked and verify that the application details are correct.

When the Parish ID Checker clicks on the link in that e-mail, they will be taken to the first of two screens.

**The** **first screen** will contain the information provided by the applicant, as follows:

**Full Name** Title, Forename: Middle names: Surname:

**Birth Surname:** (if known via evidence provided)

**Date of birth:**

**Gender**

**Email**

**Other Names used** (including any commonly known nicknames)

**Telephone Contact Details**

**National Insurance Number:** (if used as proof of ID)

**Driving licence:**

* Driving licence number
* Driving licence type
* Driving licence valid from

**Current Address**

The Parish ID Checker will be required to indicate that the applicant’s full name, date of birth and current address have been verified.

The Parish ID Checker will also be required to indicate which documents were provided and seen in support of this application, such as:

* National insurance number verified
* Driving licence number verified
* Passport number verified
* Birth Certificate

The Parish ID Checker will also be asked to confirm the following information:

* level of disclosure required (see next section for detailed discussion of this)
* the position applied for
* the workforce, i.e. the group with whom the applicant will be working (Children, Adults or Children and Adults)
* whether the position a Regulated Activity for children
* whether the position a Regulated Activity for adults
* whether the position involves working with children or adults at the home address of the applicant
* whether the application for an unpaid volunteer (a person on work placement or working towards a work-related qualification is **not** considered to be a volunteer; NB that DBS checks for volunteers are **free** for your parish)
* whether the true identity of the applicant had been established, by examining a range of documents set out in DBS guidance, and verified the information provided by the applicant by crossing the verification checkboxes provided.

\* In some cases, an applicant for a role such as Children’s Worker may be intended to have specific duties, such as transporting children in their car or in a youth bus. In this case, you will list the position applied for as ‘Children’s Worker’, but there is a box available for entering any notes that may need to be pass onto APCS regarding this application. In this example, you would want to use this box to alert the DBS to check for any driving offences that might affect the person’s employment in this specific role.

**The second screen** will ask for further re-confirmation regarding the type of work being carried out, such as whether the role is Regulated Activity for children or for adults, and whether the role is a voluntary post.

After this has been confirmed the Parish ID Checker can click “submit”.

**What APCS and the DBS do next with the completed application**

APCS will run a quick check over the application in case there are any errors or queries regarding eligibility. If none are found, they will then forward the application to the DBS.

Depending on the type of criminal record check requested various checks will be completed by the DBS and a disclosure certificate produced.

**Release of the disclosure certificate, next steps and confirming the appointment (or not)**

Once the DBS have carried out all the relevant checks, they will send a disclosure certificate to the applicant.

The DSO will at the same time receive a disclosure notice to indicate that the process has been completed. That notice will also indicate if there is any information (any “blemish”) listed on the disclosure certificate, but will not indicate what this information is.

* If the disclosure notice indicates there is no information listed, an e-mail will be sent to the Parish ID Checker to inform them that the appointment may go ahead. **No one should take up a role until this confirmation e-mail has been received.**
* If there is a “blemish”, the DSO will notify the Parish Safeguarding Officer and ask you either to obtain a copy of the disclosure (with the applicant’s permission) or to provide a written account of **all** the information provided on the certificate. This information will then be passed to the Diocesan Safeguarding Adviser (DSA) who will consider the level of risk (if any) and whether the person can take up the role they have applied for. This will be carried out in consultation with the incumbent and any other relevant agencies, dependent on the information received. Not all blemishes would prevent a person taking up a role in the parish. All blemishes are assessed on a case by case basis.

**If an applicant’s disclosure certificate contains information and they refuse to show their certificate then they will not be allowed to take up the role applied for.**