

HOW TO DO A DBS CHECK

How to do a DBS (Disclosure & Barring Service) check

Managers/leaders are responsible for ensuring that any staff/volunteers have a DBS check. They are responsible for keeping records that that DBS has taken place.

All DBS check are done through the DBS coordinator. All paperwork for the following process is available from the DBS coordinator

The following process takes place:

1. The DBS coordinator is notified by email, by the manager/group leader that a DBS is needed for an individual.
2. The DBS coordinator sends for the DBS for that named individual from the diocese.
3. The manager/leader give a letter to the applicant informing them of the ID that is necessary and how the DBS will be done.
4. The manager/leader sends for 3 references, from information given by the applicant. This includes a letter, a form to return and a stamped addressed envelope addressed to the DBS coordinator. Its important that this is done as soon a the check is asked for so that references are returned before the interview, waiting for references holds the process up.
5. When the DBS coordinator receives the DBS from the diocese they inform the manager/leader and arrangements need to be made to see the applicant. This can happen in several ways
 - Though the applicant contacting the coordinator personally and making an appointment
 - Through the manager/leader arranging the interview with both parties.
 - Through a group session if there are a large number of applicants, organised by the manager/leader.
 - Through the coordinator visiting the applicant when they are doing their job/volunteering

All of the above options need to be sorted out by the manager/leader and the coordinator (or any other way that suits both parties)

6. The coordinator holds an interview with the applicant and fills in the DBS form and the personal declaration form from the diocese.
7. If the applicant discloses a criminal record the coordinator will do a risk assessment around the role, the offence, when it happened and what they feel about it now. In some circumstances this may involve the manager/leader. Notes will be made of this as the diocese may wish to discuss it with the coordinator. If there are any concerns about offences then advice would be sought from the diocese.
8. The coordinator sends the form and supporting documents to the diocese when 2 references are received. (this is often the point where the hold up occurs).

9. Checks for volunteers are free, staff cost £44. This will either be in a cheque from the appropriate section or the coordinator will use a personal cheque and claim the fee back.

10. The coordinator keeps a copy of the Identification record sheet and any extension sheets and keeps the personal disclosure and the references. These are stored in the safe.

11. If there are any issues with the DBS form these will be sorted by the coordinator, the applicant and the manager/leader as appropriate and with the support of the diocese.

12. When the check has gone through successfully the diocese informs the coordinator, by email.

The coordinator will forward this email to the relevant manager/leader, this can be used as their record of an applicant's DBS if they wish, and adds the applicant to the data base.