

ON-LINE DBS GUIDANCE



THE APPOINTMENT PROCESS

Introduction

Operating a safer recruitment process is crucial in preventing unsuitable or dangerous individuals gaining access to vulnerable groups, and also sends a powerful message that safeguarding is taken seriously in the parish. However, those who have responsibility for the recruitment of workers must understand that a criminal records check is only part (albeit an essential one) of a safe recruitment process. It also includes the completion of a job application/registration form, an interview and taking up references. For further information **please refer to the Safer Recruitment Practice Guidance available on the Diocesan website.**

Rehabilitation of Offenders and Safe Storage Policies

It is important to stress to applicants that having a criminal record will not necessarily prevent the applicant from being appointed to the role unless children or adults could be put at risk. The scope of a criminal records check should be explained to the applicant, and details about this can be found in the Diocesan Policy on the Recruitment of Ex-Offenders which is available on the website. Importantly, individuals should also be asked to complete a Confidential Declaration Form before a DBS check is applied for. This gives a person the opportunity to discuss any past issues which could emerge in a criminal records check. In such circumstances advice can be given by the Diocesan Safeguarding Adviser on whether or not information would prevent someone from working with children or adults.

In summary, you should:

- Explain to the applicant that the role is subject to a DBS check, the scope of such a check and the policy in place which can be inspected.
- Provide the applicant with an application form and confidential declaration form to complete.
- Interview the applicant and wait for receipt of satisfactory references.
- Decide if, on the basis of the above, the person is appointable, subject to a DBS check.

GETTING SET UP

Step one

To register for the Diocese of Portsmouth Disclosure Service with **thirtyone:eight** parishes must:

- Appoint a Lead Recruiter and Additional Recruiter(s)
- Complete the Registration form which has been sent to you, and is also available on the website, and return it to Theresa Winship, Safeguarding Administrator at Peninsular House, Portsmouth.

Step two

The Diocese will authorise your form and send it to **thirtyone:eight**

Step Three

On receipt of the registration form **Thirtyone:eight** will send each Lead and Additional Recruiter 3 emails:

- **Welcome E-mail:** This advises Recruiters of the organisation reference number, their username for accessing the system and the default date of birth (to be changed the first time they log on).
- **Notice E-mail:** This contains the Lead/Additional Recruiter's password which will need to be changed when the Recruiter first logs on to the system.
- **Recruiters Acceptance E-mail:** This contains E-Bulk Guides for Applicants and Recruiters.

The E-Bulk Guides will contain all the information that parishes need to start processing DBS checks electronically. For further advice or guidance parishes should contact the Account Manager at **thirtyone:eight**

Tel: 0303 003 1111

E-mail: accountmanager@thirtyoneeight.org

HOW DOES THE SCHEME WORK?

The Diocese of Portsmouth have appointed **thirtyone:eight** (formerly CCPAS) to process DBS checks on their behalf. This will involve the applicant completing an on-line disclosure application form via a fully secure system.

- The applicant will be asked to complete an on-line DBS form (E-Bulk) supplied by **thirtyone:eight**. E-bulk validates data as the information is entered, so if the applicant completes a field incorrectly it will automatically prevent them from moving on until it is corrected. This removes the frustration and delay of inaccurate forms being returned.
- Once the form has been completed, it should be processed by the Lead Recruiter and sent to **thirtyone:eight**, who will countersign it and forward it on to the Disclosure and Barring Service.
- For the vast majority of checks where there is no concern, replies will be sent to the parish within three days from the completed form being received by **thirtyone:eight**. This much quicker turnaround, compared to paper based applications, will significantly reduce the waiting time for results.
- The on-line DBS system places control and responsibility at a parish level, enabling them to manage their own safer recruitment practice in line with the policy guidance. For this reason, the Diocese will no longer send out clearance letters for checks where there is no concern.
- **Thirtyone:eight** levy an administration charge per application which is met by the Diocese. For paid posts, the Diocese will continue to re-charge the cost (currently £44) to the appointing parish.

THE ONLINE PROCESS

Before a DBS check is requested please ensure:

- At an early stage the applicant has been informed that the position is subject to a criminal records check.
- A job application and confidential declaration form have been completed.
- The applicant has been interviewed and satisfactory references received.
- Those responsible for the appointment have decided that on the basis of the above the person is appointable, subject to a DBS check.
- All forms relating to the applicant are stored securely .

Once the applicant has been informed that s/he needs to complete an on-line DBS check the Lead/Additional Recruiter can either:

1. Arrange to meet the individual in person with their identification evidence, and complete the online application with them
or
 1. Send the applicant the password details so s/he can begin the process themselves. Once the applicant has filled in their details they can then arrange to meet with the Lead/Additional Recruiter for their ID to be validated.
- Instructions on the process for Lead/Additional Recruiters can be found in the **Recruiters Guidance** provided by **thirtyone:eight**
 - Instructions on the process for applicants can be found in the **Applicants Guidance** provided by **thirtyone:eight**

On completion of the application, the Lead/Additional Recruiter will forward it electronically to **thirtyone:eight** who will check and authorise the application, and forward it to the Disclosure and Barring Service. Once processed a paper certificate will be issued to the applicant and an electronic

result will be sent to the Lead Recruiter and the Diocese.

From the online system the Lead Recruiter and the Diocese will be able to view if an application is blemished or clear, although they will not be aware of the information contained on a Blemished Disclosure.

If a criminal record disclosure is not clear the applicant must present the original disclosure to the person responsible for the appointment, who will then pass it onto the Diocesan Safeguarding Adviser (DSA) for a risk assessment. In these circumstances, the applicant must not commence their role until a recommendation is made by the DSA concerning their suitability. All Blemished Disclosures must be given to:

Ian Berry
Diocesan Safeguarding Adviser
Diocese of Portsmouth
First Floor, Peninsular House
Wharf Road
Portsmouth
PO2 8HB

Photocopies of blemished disclosure certificates will not be accepted.

DBS information held by the Diocese will be stored in line with the DBS Code of Practice.

DOCUMENTS AVAILABLE ON WEBSITE

Guidance Information

- On-line DBS Guidance
- Disclosure Registration Form

Forms & Policies

- Recruitment of Ex-Offenders Policy
 - Volunteer Application Form
- Volunteer Reference Request Form
 - Volunteer Agreement Form
- Confidential Declaration Form

For advice following registration

Please contact:

The Account Manager

at thirtyone:eight

Tel: 0303 003 11 11 or

e-mail: accountmanager@thirtyoneeight.org

