



# Safer Recruitment Induction

# Welcome to your new role!

The Church of England – Birmingham safeguarding team have developed this induction presentation for parish identity verifiers.

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

Email: [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com)

Tel: 0121 426 0407

# Parish Identity Verifier Registration Form

To use your church's DBS dashboard you must complete a registration form and return it to the diocesan safeguarding team at [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com) to approve and submit to 31:8, the organisation we use to process our DBS checks.

31:8 will email you details on how to set up your account to use your DBS dashboard.

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

This presentation aims to help you increase your awareness and understanding of the safer recruitment and Disclosure & Barring Service application procedures in The Church of England – Birmingham.

The process described here is focussed on the appointment of volunteers but is also applicable to paid workers

If you are appointing a paid worker, you may wish to contact our HR team for advice – email [HR@cofebirmingham.com](mailto:HR@cofebirmingham.com)



This presentation is ***not*** your safer recruitment training.

Any person involved in the recruitment of paid workers or volunteers, including administering DBS checks, must complete The Church of England Safer Recruitment & People Management online module at <https://safeguardingtraining.cofeportal.org/>

# If you're a Parish Identity Verifier..

... it's important to be aware of the whole safer recruitment process described in this presentation and in the online training module - but you may only be responsible for verifying identity for DBS applications and keeping a record of all the DBS checks for your church and when renewals are due

You may, or may not, be responsible for other parts of the process described in this presentation – the PCC may appoint others to do these tasks

# The responsibilities of your incumbent / priest-in-charge or parish safeguarding co-ordinator...

... will include ensuring that the safer recruitment process described in this presentation is being implemented in their church.

Together with the PCC they must ensure that they have appointed a responsible person to carry out safer recruitment tasks and that they are being done.

# Further Information & Resources

You will find resources and information for safer recruitment on our website at

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

in the Church's policy for Safer Recruitment and People Management at

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

and on your Parish Safeguarding Hub – for an invite email

[safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com)

# Why do we need safer recruitment?

Research shows that some offenders seek volunteer roles with the intention of forming relationships with and abusing vulnerable people

Some people are not suited to work with vulnerable people

Safer recruitment practices help us to appoint suitable people and identify, deter and reject those that are unsuitable. The reality is that many people who have abused or will abuse in positions of trust do not have a criminal record and therefore a DBS check is only part of the safer recruitment picture

# 'New' Volunteers & Paid Workers

This process is for all new volunteers and paid workers whose roles involve **substantial contact** with children and/or vulnerable adults

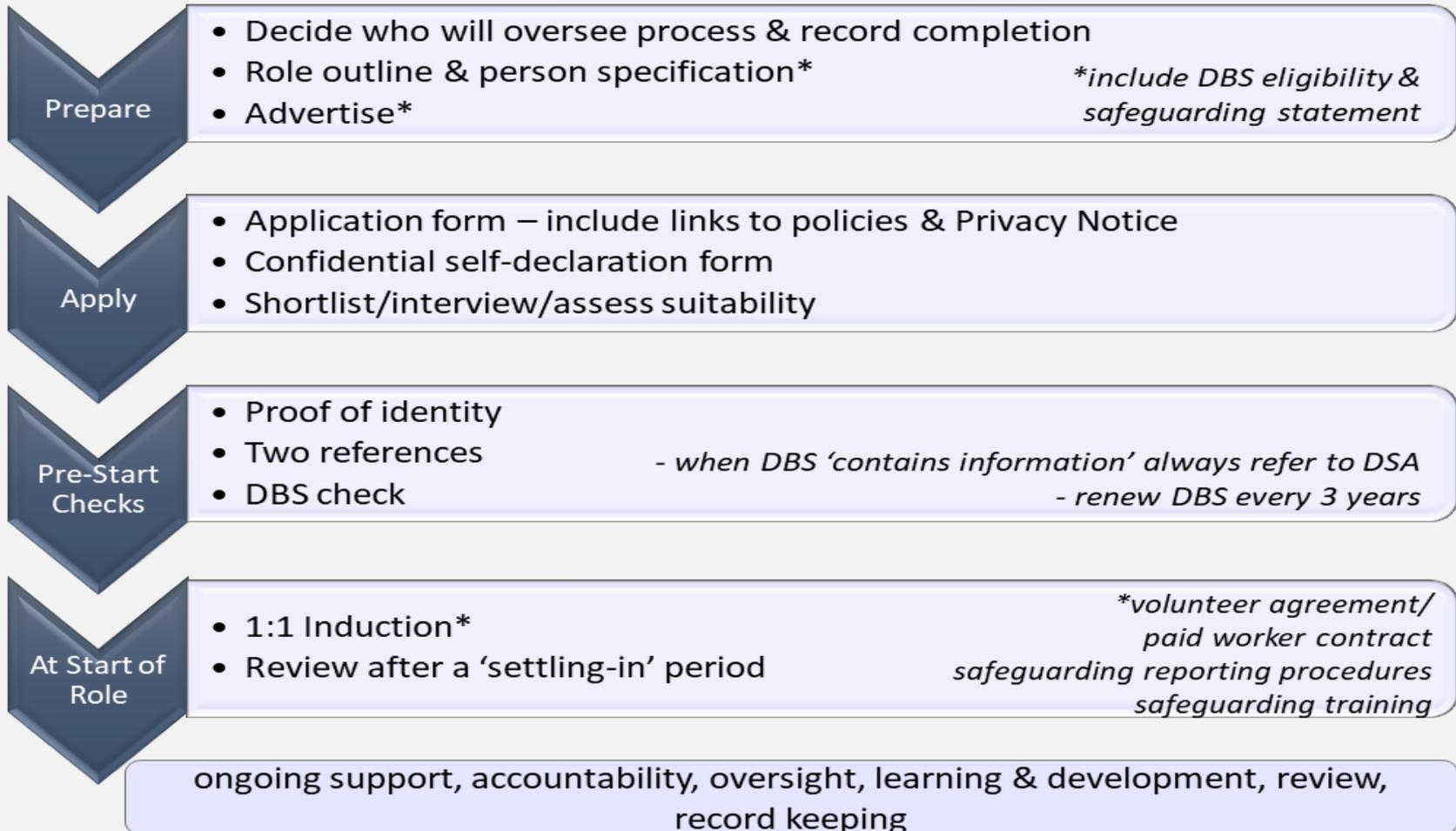
Remember that 'new' volunteers are not always people new to the church

Existing volunteers can take on new roles doing other things

Existing church members can begin to volunteer

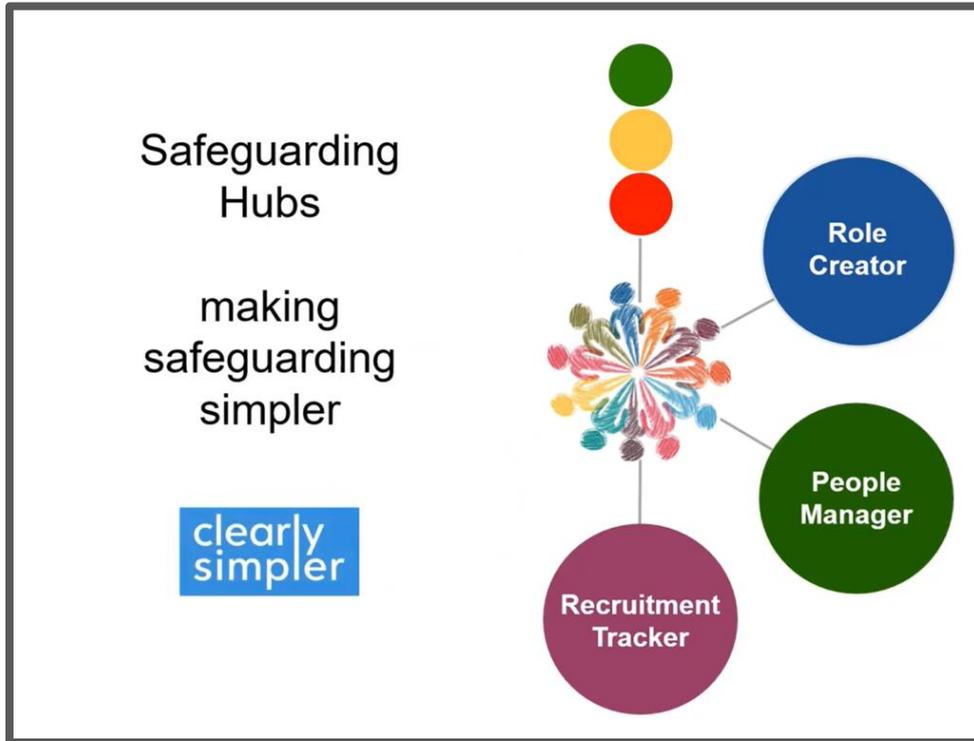
They're all 'new' volunteers who need to follow a recruitment process to be appointed to their new role

# Safer Recruitment Process - Summary



See full guidance at <https://www.churchofengland.org/safeguarding/safeguarding-e-manual>

# Safer Recruitment Process



For safer recruitment templates, to track the safer recruitment process and to record DBS checks and training for individuals, use your Parish Safeguarding Hub

Email [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com) for an invitation to use your Safeguarding Hub

# The 'responsible person'

In the local church the PCC is responsible for appointments  
*(with the exception of clergy and Readers)*

The PCC must appoint someone to be responsible for each appointment.

The responsible person might be the vicar, a church warden, the parish safeguarding co-ordinator, the parish identity verifier, an activity leader, a team co-ordinator, the local equivalent of a 'line manager' .....

The responsible person must complete the Safer Recruitment & People Management training module online at  
<https://safeguardingtraining.cofeportal.org/>

# Confidential Self-Declaration Form

Everyone whose role is eligible for a DBS check **MUST** complete this form

If the role is not eligible for a DBS check this form *cannot* be used (you may only ask about *unspent* cautions and convictions for these roles)

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

Where information is disclosed, the form **MUST** be sent to the Diocesan Safeguarding Officer for assessment

# Confidential Self-Declaration

A small number of very minor cautions and convictions are 'protected' and do not have to be disclosed

The paid worker or volunteer completing the form is responsible for checking which convictions and cautions they must disclose – some help is available on the form

Where information is disclosed, the form **MUST** be sent to the Diocesan Safeguarding Officer for assessment

if an applicant does not wish to complete a confidential declaration form - which is entirely his/her choice - the application should not proceed further and must be terminated.

# Does the role need a DBS check?

The role of the Parish Identity Verifier is to check if the role is eligible for a DBS check and, if so, what level of check.

The role templates on the Safeguarding Hub include some DBS eligibility information for common church roles.

There is information about eligibility in this presentation

# Does the role need a DBS check?



Search the site



Call our safeguarding helpline

My account

Home

My dashboard

Eligibility Guide

Route 2 ID Check

## Eligibility Guide

Find out if a role meets the eligibility criteria for a DBS check.

Check eligibility

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

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

### Church Specific Roles

See our eligibility guidance for a full list of church specific roles

Access list

### Eligibility FAQs

See answers to some of the common questions surrounding eligibility

Read more

### Definitions and notes

Read our definitions and notes that relate to DBS eligibility

Read more

31:8, our DBS provider, have developed an online interactive DBS eligibility tool that is simple and easy to use to help you decide who needs a DBS check

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

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

# DBS Checking

Eligibility for a criminal record check applies only to tasks and activities that the church has authorised its volunteers to do – that is, those included in the role outline

There is no eligibility for a criminal record check if someone is doing the tasks as part of a private arrangement between family, friends or neighbours

Sometimes it is not easy to determine whether a church member is doing something for a vulnerable adult because they are a friend or on behalf of the church – each church will need to think carefully about their own context

The next section of slides provides details of the DBS criteria and how to process a DBS check. If after reading this presentation you would like additional support to complete this, please contact the safeguarding team

# DBS Eligibility

There are different levels of Enhanced DBS check, dependent on the type of activity and frequency of contact with vulnerable people.

*Regulated Activity* with children (slides 21-25) and Regulated Activity with adults (slides 28-32) is eligible for an Enhanced DBS check **with** a check of the barred lists

*Substantial contact* with children (slides 26-27) and substantial contact with adults (slides 33-36) is eligible for an Enhanced DBS check **without** a check of the barred lists

*PCC members* are eligible for an Enhanced DBS check for the child and adult workforce **without** a check of the barred lists

# Regulated Activity with children

## Unsupervised:

- Teaching or training
- Caring for or supervising children
- Providing advice/guidance on well-being
- Driving a vehicle only for children

**done once a week  
or  
4 days in a 30 day period  
or  
between 2am & 6am**

Work in a specified place *(e.g. a school, nursery or hospital)*

Moderating an online forum for children

# Regulated Activity with children

Most church leaders and helpers of activities with under 18s will be in Regulated Activity - *if* they are volunteering often enough and parents/carers are not *always* responsible for their own child(ren) at the activity

Church leaders and helpers of activities with under 18s are usually working alongside each other

They are rarely supervising each other - unless this supervision task has been specifically included in their role outline - and are therefore working 'unsupervised'

Supervision means that a supervisor can see the person they are supervising at all times – they cannot leave the room and leave the person unsupervised at any point – and they themselves must be in Regulated Activity with an Enhanced DBS check including a check of the children's barred list

# Regulated Activity with children

## Personal Care:

- Washing
- Dressing
- Eating
- Health care
- Toileting

**done ONCE**

*church volunteers will be providing personal care if, for example, they are changing babies nappies or helping a disabled child to go to the toilet, or spoon feeding a child who cannot feed themselves. (simply escorting a child to where the toilets are located, is not personal care, and neither is providing food, which the child then eats themselves)*

# Regulated Activity with children

Regularly managing those in regulated activity

The volunteer may not themselves be doing the activities described in the previous slides – however if they are managing, supervising, offering advice or guidance to other volunteers who are doing these activities, then they are also in Regulated Activity

*For example, this will usually apply to a Parish Safeguarding Co-ordinator*

# Regulated Activity with children

## Section Y

When applying for a DBS check for a volunteer in Regulated Activity with Children:

### Application Details

Application Type:

select 'Enhanced'

Workforce:

select 'Child Workforce'

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

select 'No'

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

select 'Yes'

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

select 'No' – unless the activity they lead or help with happens in their own home – then select 'Yes'

Is Volunteer:

select 'Yes'

DBS Adult First Check Required:

select 'No'

*This is an Enhanced DBS check with a check of the barred list*

# Substantial Contact with children

Many church leaders and helpers of activities with under 18s will not be doing personal care and will not be volunteering often enough to be in Regulated Activity

However, if they are working with children and young people – without parents or carers being present and responsible for their own child at the activity – they are still eligible for an enhanced DBS check as long as they are volunteering *more than very occasionally*



# Substantial Contact with children

## Section Y

When applying for a DBS check for a volunteer **not** in Regulated Activity with Children:

### Application Details

Application Type:

select 'Enhanced'

Workforce:

select 'Child Workforce'

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

select 'No'

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

select 'No' to indicate that the role is *not* Regulated Activity

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

select 'No' – unless the activity they lead or help with happens in their own home – then select 'Yes'

Is Volunteer:

select 'Yes'

DBS Adult First Check Required:

select 'No'

*This is an Enhanced DBS check*

# At Risk Adults are...

... adults with care and support needs

*- due to age, illness or disability -*

or an adult who lacks the capacity to make informed decisions for him/herself

*e.g. due to a cognitive impairment or substance misuse  
or because they are being controlled or coerced by  
someone else*

who is experiencing or at risk of abuse and neglect and  
unable to protect him/herself

# Regulated Activity with 'at risk adults'

- Providing health care, personal care, social work
- Helping someone with cash, bills, shopping or conduct of their affairs
- Driving to/from places to receive personal, health or social care



done **ONCE**



# Regulated Activity with 'at risk adults'

Very few, if any, church volunteers will be providing health or personal care, or social work.

Some pastoral visitors who take money from someone they visit to do the shopping or drive someone they visit to a doctor's appointment (and this activity is included in their role outline) will be involved in Regulated Activity

The administering of Holy Communion is not personal care

# Regulated Activity with ‘at risk adults’

The volunteer may not themselves be doing the activities described in the previous slides – however if they are managing, supervising, offering advice or guidance to other volunteers who are doing these activities, then they are also in Regulated Activity

*For example, this will usually apply to a Parish Safeguarding Co-ordinator*

# Regulated Activity with 'at risk adults'

## Section Y

When applying for a DBS check for a volunteer in Regulated Activity with 'at risk adults':

### Application Details

Application Type:

select 'Enhanced'

Workforce:

select 'Adult Workforce'

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

select 'Yes'

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

select 'No'

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

select 'No' – unless the activity they lead or help with happens in their own home – then select 'Yes'

Is Volunteer:

select 'Yes'

DBS Adult First Check Required:

select 'No'

*This is an Enhanced DBS check with a check of the barred list*

# Substantial Contact - Adults

- Teaching, training, care, supervision, advice, advocacy, treatment, transportation 4 days or more in a month or between 2am & 6am
- Working regularly in a specified place – eg a residential care home or a hospital
- Managing those doing any of the above



# Substantial Contact - Adults



for adults who are:

- in residential accommodation or sheltered housing
- receiving health care or a welfare service
- in receipt of payments for social care services
- in need of assistance in the conduct of their affairs

# Substantial Contact - Adults

for example, most pastoral visitors will be eligible for a Enhanced DBS check – *if* they are visiting often enough



# Substantial Contact with adults

## Section Y

When applying for a DBS check for a volunteer **not** in Regulated Activity with adults:

**Application Details**

Application Type:

Workforce:

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

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

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

Is Volunteer:

DBS Adult First Check Required:

select 'Enhanced'

select 'Adult Workforce'

select 'No' to indicate that the role is *not* Regulated Activity

select 'No'

select 'No' – unless the activity they lead or help with happens in their own home – then select 'Yes'

select 'Yes'

select 'No'

*This is an Enhanced DBS check*

# PCC Members...

... are charity trustees and are eligible for an enhanced DBS check where the PCC approves activities with children, young people and/or vulnerable adults

All PCC members are therefore required to have a DBS check

# PCC Members

## Section Y

When applying for a DBS check for PCC members:

### Application Details

Application Type:

select 'Enhanced'

Workforce:

select 'Child and Adult Workforce'

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

select 'No' to indicate that the role is **not** Regulated Activity

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

select 'No' to indicate that the role is **not** Regulated Activity

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

select 'No'

Is Volunteer:

select 'Yes'

DBS Adult First Check Required:

select 'No'

*This is an Enhanced DBS check*

# Roles not eligible for a DBS check

When:

- a volunteer is not working with, or working only once or twice a year with, children, young people or vulnerable adults
- parents and carers are ***always*** responsible for their own children at the activity

*the role is **not** eligible for a DBS check.*

It is good practice for volunteers that are not eligible for a DBS check to:

- keep their contact details - including next of kin in case of emergency
- assess their suitability for the role
- obtain references if the volunteer is in a position of trust

# Roles eligible for a DBS check

Follow the safer recruitment process described in this presentation

Be vigilant for volunteers who move:

- from roles that are *not* eligible for a DBS check to roles that *are* eligible for a DBS check
- from roles that are *not* Regulated Activity to roles that *are* Regulated Activity

# Verifying Identity

The PCC must appoint at least one Parish Identity Verifier – but as many additional Verifiers as they wish – to process DBS applications

The role of the Parish Identity Verifier is to:

- send the applicant the link and log in details to the online DBS application form
- verify an applicant's identity against their DBS application form – original documents must be seen - not photocopies or documents printed from the internet
- enter details of the documents they have seen on Thirty-One:Eight's online system, complete section Y (see slides 25, 27, 32, 36, 38) and submit the form

# Verifying Identity

The Parish Identity Verifier must check:

- names *are they the same on the*
- date of birth *ID documents and*
- address *the application form?*
- that the person giving them the documents looks like the person in the photo on the passport/driving licence seen
- the correct role has been put on the application form

A list of acceptable documents to verify an individual's identity is available on the Safer Recruitment page on our website under the 'Pre-Start Checks Information for Parish Identity Verifiers' drop-down menu at

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

# Verifying Identity for Readers

- DBS checks for Readers are processed by the safeguarding team at the diocese.
- A Parish Identity Verifier can see a Reader's original identity documents and then send copies/photos of the documents to the diocese. They **MUST** confirm in writing that they have seen the originals and that the copies are true copies of the originals
- A Parish Identity Verifier will not be able to access the Reader's DBS application form on their dashboard

# Using 31:8's online system

When the diocesan safeguarding team have received a completed parish identity verifier registration form this is sent to Thirtyone:eight who will then email the new verifier their login details to use their church's DBS dashboard.

# Identity Check Method

DASHBOARD

APPLICATIONS

RESULTS

REPORTS



## Identity Check Method

You are now required to undertake an identity check to ensure the personal details entered on this application match the details held by the individual this check is being carried out against.

The identity check can either be carried out using a certified identity service provider (IDSP) or by manually witnessing original documents provided to you by the applicant.

Please select from the options below, how you wish to validate the identity of the individual this application has been completed for.

- Invite the applicant to undertake a digital ID check (plus digital Right to Work check if required)  
SELECT THIS OPTION IF YOU WISH TO INVITE THE APPLICANT TO UNDERGO A DIGITAL ID CHECK USING OUR CERTIFIED IDENTITY SERVICE PROVIDER (IDSP)
- Complete the ID check using a digital ID check already obtained  
SELECT THIS OPTION IF YOU HAVE ALREADY CARRIED OUT A DIGITAL ID CHECK THROUGH YOUR OWN PROVIDER
- Complete the ID check manually using original documents provided by the applicant  
SELECT THIS OPTION IF YOU HAVE CARRIED OUT THE ID CHECK MANUALLY USING DOCUMENTS PROVIDED BY THE APPLICANT

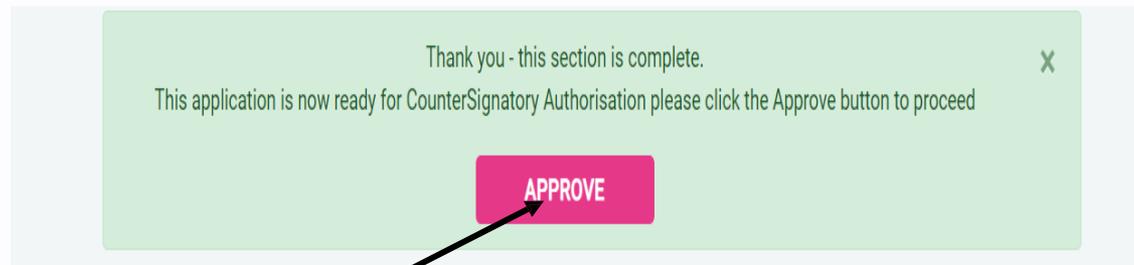
BACK

NEXT

Select the third option 'complete the ID check manually'. Other options incur a non-refundable fee that will be charged to the PCC - even if they were selected in error.

# Approve

Once section Y and the identity verification have been completed, the parish identity verifier must then approve the application form.



Click on 'approve' – the application will not be submitted to the Disclosure & Barring Service until this has been done

# Volunteers

Please take particular care to select the correct option in section Y for volunteers. Selecting 'no' to the question 'Is Volunteer?' will trigger a non-refundable fee of £44 to the parish – even if this was a mistake the parish will have to pay the fee

Please note that the volunteer option is on the **LEFT** of the volunteer declaration screen:

## Volunteer Declaration

To qualify for a reduced fee criminal record check, the applicant must not benefit directly from the position the DBS application is being submitted for. The applicant must not:

- benefit directly from the position for which the DBS application is being submitted
- receive any payment (except for travel and other approved out-of-pocket expenses)
- be on a work placement
- be on a course that requires them to do this job role
- be in a trainee position that will lead to a full time role/qualification

The Registered Body closely scrutinises each DBS application before it is submitted to the DBS and all applications stated as volunteers are audited by the DBS and an organisation could be contacted directly to check the validity of any check they receive.

If an organisation falsely submits a volunteer application then the full application fee will be recovered including additional administration costs.

I understand it is a criminal offence to knowingly make a false statement when applying for a DBS check.

APPLICANT IS A VOLUNTEER

APPLICANT IS NOT A VOLUNTEER

# Overseas Applicants

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



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

For more information see:

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

# Portability & DBS Update Service

*Portability is the term employed for using a criminal record check obtained in one role, for a new role.*

The Church does not accept DBS checks from any other organization

If a volunteer has a DBS check for a different role in your church or from another parish in this diocese you may be able to use it for their new role. Email [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com) for advice

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

‘Disclosure & Barring Service update service procedures’ on our website under ‘Pre-Start Checks’ tells you how to do a Status Check  
<https://www.cofebirmingham.com/safeguarding/safer-recruitment/>

# DBS Check follow up

The DBS certificate is sent directly to the applicant

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

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

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

# Safeguarding Assessment

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

The Diocesan Safeguarding Officer will contact the paid worker or volunteer directly and ask them to send their certificate to the diocese

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

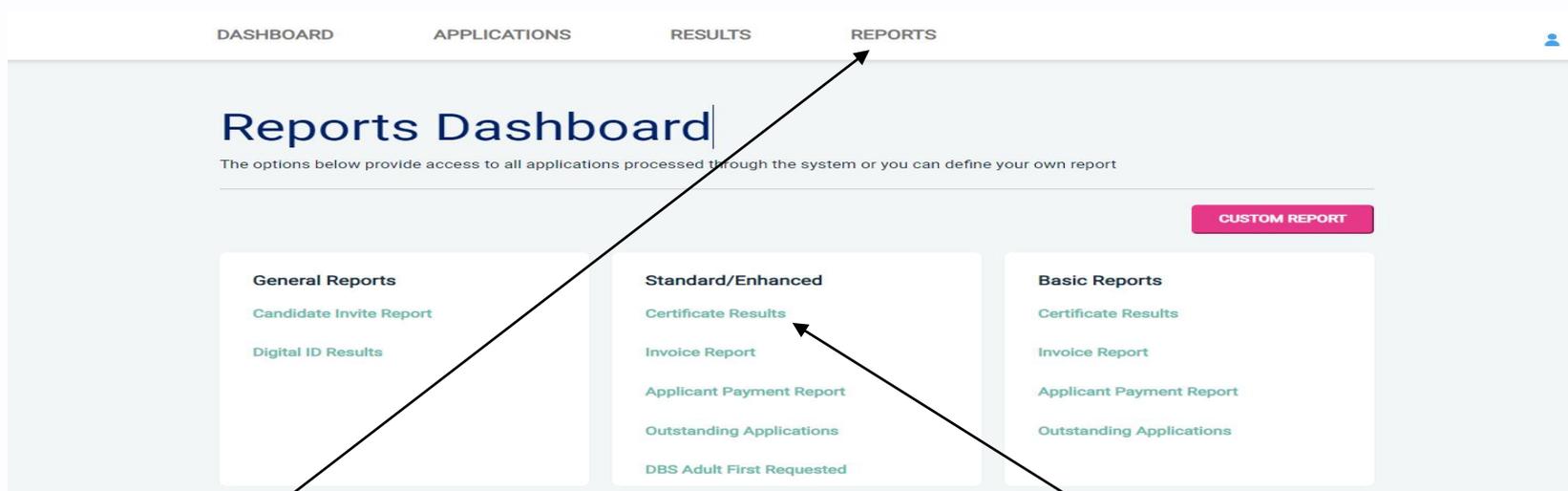
# Safeguarding Assessment

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

The outcome could be:

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

# DBS Renewal

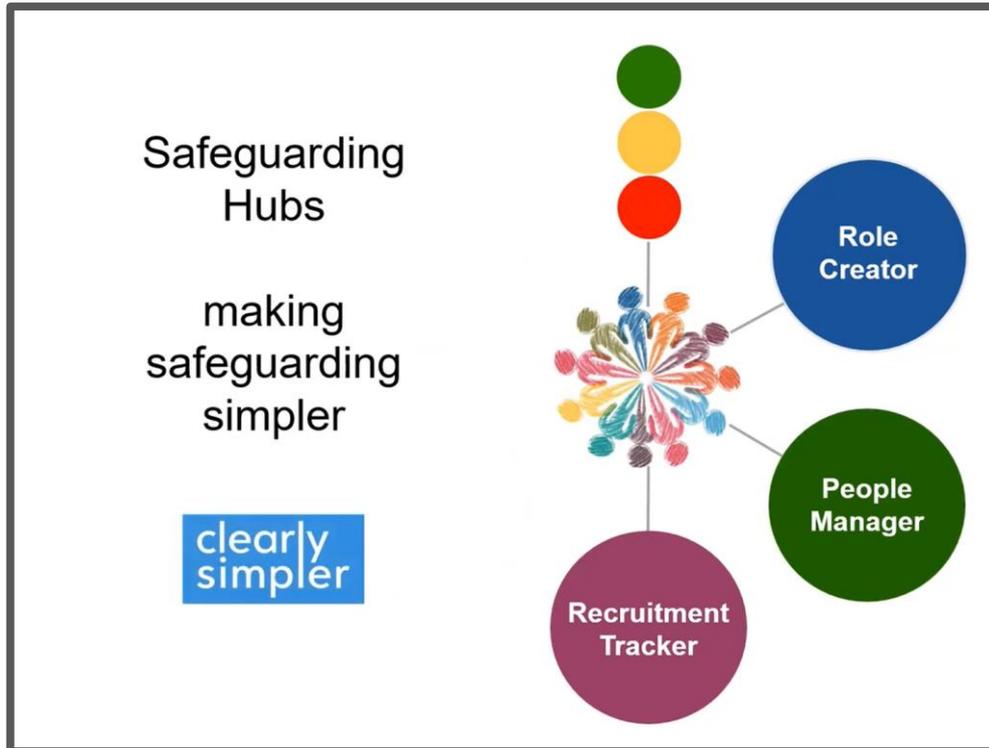


From January 2022 all DBS checks must be **renewed every 3 years**

Select 'Reports' from your DBS dashboard menu and run a report to see certificate dates for all your DBS checks to calculate renewal dates.

Renewals require a new Confidential Self-Declaration Form – but not new references

# DBS Renewal



Use your Parish Safeguarding Hub to record DBS checks for individuals, calculate and track renewals and issue automatic reminders

Email [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com) for an invitation to use your Safeguarding Hub

# Duty to Refer to the Disclosure & Barring Service

The Safeguarding Vulnerable Groups Act 2006 (SVGA) requires employers (PCCs) to make a referral to the Disclosure & Barring Service when they have dismissed or removed a person working with children or vulnerable adults in regulated activity (or would or may have removed them if they had not left or resigned etc.) because they have caused, or their behaviour may cause, harm to a vulnerable person

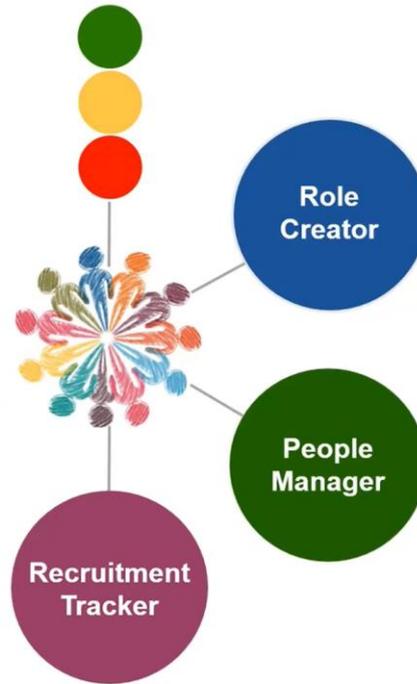
Contact the Diocesan Safeguarding Officer for advice if you think this duty may apply to you

# Record Keeping

Safeguarding  
Hubs

making  
safeguarding  
simpler

clearly  
simpler



Use your Parish  
Safeguarding Hub to  
keep DBS and  
recruitment records

Email [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com) for an  
invitation to use your Safeguarding Hub

# Record Keeping

Recruitment records should only be kept for as long as you have a clear business need for them

For unsuccessful candidates this should not exceed six months

If the appointment was not made due to safeguarding concerns, the recruitment records must be retained as part of the safeguarding case file

Records must be retained for 75 years after the 'employment' has ceased for roles with children, young people or vulnerable adults

# Record Keeping

The PCC must keep a record of everyone they appoint. These records must include (where relevant)

- Role details
- Personal details e.g. name, address, date of birth, confirmation ID checked etc
- Record summary of interview/selection decisions
- References
- DBS Certificate issue date and number, the level of check (enhanced or basic) and the role
- Confidential Self-Declaration Form
- Record of attendance at safeguarding training
- Checks carried out on individuals who have lived, worked or volunteered outside the UK and if employed, the checks carried out to establish the individual's right to work in the UK



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[safeguardingsupport@  
cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com)

# Helplines & Websites

## **Thirtyone:eight**

Helpline – 0303 003 111

Website - <https://thirtyoneeight.org/>

## **Disclosure & Barring Service**

Website -

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

## **The Church of England**

Website - <https://www.churchofengland.org/more/safeguarding/>

Thank you for reading this presentation on safer recruitment.

If you have not already done so, you must now complete your Safer Recruitment and People Management training. You can complete this at <https://safeguardingtraining.cofeportal.org/>

call or email the safeguarding team if you need further help

[safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com)

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