

## **Online DBS applications**

As you will be aware from the recent Safeguarding bulletin, the Diocese of York is introducing a new online DBS application system, supplied by Churches Child Protection Advisory Service (CCPAS) to help us to manage the increased number of applications needed under the Safer Recruitment Practice Guidance (see attached). The Diocese will continue to run the current paper system alongside the online system for a time, but we would prefer as many applications as possible to go through CCPAS.

Anyone with an existing DBS check with the Diocese who is not changing role does NOT need to re-apply using the online system until the check is five years old (or they change the type of role that they are doing – see Glossary of Terms for a definition of this. If you need help with this, please contact Becci Richardson, DBS Administrator); the previous checks remain valid.

The online system should be much quicker and simpler for everyone, and Recruiters (see below for more information on who this is) will be able to see the results of their applications online, so there will be much less chasing required, and certificates will only need to be seen if there is any information disclosed on them (see below for more information regarding this).

An information pack is attached to this email (see attached) giving more information about how the CCPAS system works, but if you have any questions, please contact Becci Richardson (DBS Administrator) on 01904 707021 or [becci.richardson@archbishopofyork.org](mailto:becci.richardson@archbishopofyork.org).

### **Parish/benefice registration**

Each parish/benefice needs to appoint a Lead Recruiter (usually the Parish Safeguarding Representative, but it doesn't have to be) to manage their DBS applications and check applicants' ID documents. It is recommended that at least one Additional Recruiter (who is not related to the Lead Recruiter – perhaps a member of parish Clergy) also be appointed to check ID documents, so that they can check each others' applications (and those of the family of the Lead Recruiter) when needed, and cover during holidays/sickness.

Lead Recruiters will be able to see all applications and certificate results relating to their parish/benefice. Additional Recruiters will only be able to see the applications that they have submitted. **Every Recruiter must have an individual email address and check it regularly.** Email addresses are specific to each Recruiter, as they are also the username for the system, so they cannot be shared between Recruiters.

If a number of churches wish to use the same Lead Recruiter, it is worth registering all the churches at the same time under one registration (e.g. as a joint benefice);

otherwise the Lead Recruiter will need to have multiple email addresses and log in details.

Because the system is run entirely separately from the current paper system, each parish/benefice needs to register with CCPAS (even if you have Verifiers for the paper forms registered with the DBS Administrator already). In the enclosed information pack, you will find a Registration Form, which you will need to print off and complete with the details of the people you wish to be your Lead and one Additional Recruiter. This needs to be posted to Becci Richardson, Bishopthorpe Palace, Bishopthorpe, York, YO23 2GE to be approved. Each Recruiter will then receive a confirmation email with their log in details and a Recruiters' Guide with detailed instructions on how to use the system. This includes screenshots, instructions, and video tutorials, which are also available on the CCPAS website at [www.ccpas.co.uk/disclosures](http://www.ccpas.co.uk/disclosures) (scroll almost to the bottom of the page for links to the videos).

Further Additional Recruiters can be added on once the parish/benefice has been registered with CCPAS, using the New Recruiter Appointment Form in the information pack. Recruiters can also be removed in the same way when needed. These forms should all be sent to Becci Richardson when the parish/benefice wants to make any changes.

### **Parish/benefice applications (non-licensed positions)**

When the parish/benefice wants to appoint someone or renew an existing DBS check, the Lead or Additional Recruiter will be able to give them a link for a new application, which the applicant fills in. They can do this on their own computer, on someone else's computer, or at their local library which will have internet access. They will then need to take their ID documents to their Recruiter who will log in and fill in their section of the application including details of what role the person is doing, and what level of check is required, which is sent to CCPAS for checking. Guidance on how to select the correct level of check is included in the Recruiters Guide sent out at registration.

The parish/benefice Recruiters may wish to have the applicants complete their section of the form at the Recruiters' home or Parish Office (indeed this is likely to be necessary where the applicant does not have access to the internet) in order to help them with it, and check their ID documents at the same time. This is up to each parish/benefice if they wish to work in this way.

See **Certificate Results** below for what happens when the certificate is issued.

If you have any difficulty using the online system, please contact Becci for guidance.

## **Licensed positions – Ordinands, Clergy, Clergy with PTO, Readers, Readers with PTO**

The CCPAS system works a little differently for people in (or training for) licensed positions, as their applications need to be administered by the DBS Administrator (Becci Richardson), and not through the individual parish/benefice's system.

When someone is appointed or their DBS check is due for renewal (or they apply for ordination/reader training), they will be sent a link to apply by the DBS Administrator, and will be able to complete the application online. They will then need to either visit the DBS Administrator **in person** at Bishopthorpe Palace with their ID documents, or take them to one of their local Recruiters, who will check the documents and send the details for each document to the DBS Administrator via email using the Documentary Evidence Sheet (see attached). This is because the DBS Administrator needs to be the Lead Recruiter for all of these applications.

If you have any difficulty using the online system, please contact Becci for guidance.

### **Certificate results**

The CCPAS system will display the results of each parish/benefice's applications to the relevant Lead Recruiter, and whether each application is clear or blemished (see below for more information on what to do if there is a blemish). There is no need to log on daily to check for results, as the Lead Recruiter will receive an automated email whenever results are available.

It is up to the parish/benefice whether they want the Recruiters to see all applicants' certificates, or only the blemished ones.

Results will only be available to the parish for 180 days from the date of issue on the certificate, so it is important that the parish downloads the issue date and certificate number, and keeps it securely for parish records, and so that they are aware if/when a renewal is needed.

DBS checks are valid for five years, unless the applicant changes role in the church.

### **Blemished certificates**

If a certificate is issued which has any information disclosed, the Lead Recruiter for the application will be notified by the system that the certificate is not clear, but not any detail of the blemish.

The applicant will need to show their certificate to the Lead Recruiter, who will send the original certificate with all supporting information (a completed Confidential Declaration Form including a statement from the applicant with more information about the offence, and copies of references for a new appointment) to Becci Richardson so that a confidential risk assessment can take place – this is the same as the current system.

## **Glossary of terms**

*Lead Recruiter* – The person appointed by the parish/benefice to manage their DBS applications. This is often the Parish Safeguarding Representative, but doesn't have to be. They have access to all the parish's DBS applications and results, and can check ID documents for applicants.

*Additional Recruiter* – Extra person appointed by the parish/benefice to check ID on applications. They cannot see results, and can only track applications that they have submitted. At least one Additional Recruiter should be appointed who is not related to the Lead Recruiter so that they can check each other's ID documents, and those of each other's families.

*CCPAS – Churches Child Protection Advisory Service* – The provider of our online DBS application system.

*DBS – Disclosure and Barring Service* – The government organisation which helps organisations by providing criminal record information about people who want to work with vulnerable groups. It replaced the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) in 2012.

*Blemished* – A DBS certificate with information disclosed on it about a person's past. This might include convictions, cautions, reprimands or warnings, or occasionally sensitive information relating to past allegations. Any blemished certificate must be passed to the DBS Administrator for a confidential risk assessment.

*Documentary Evidence Sheet* – (see attached) – A list of accepted ID documents with space to give the issue date and reference number for each document. At least three documents must be seen in order to verify an applicant's identity for the DBS application. It only has to be completed for applications for licensed positions.

*Change of role* – For DBS purposes, a new application is required if someone changes from working with children to working with adults (or vice versa), or from being a helper to a leader of a group. This is because of the different levels and types of DBS check that can be done. If you need help with this, please contact Becci Richardson, DBS Administrator.

## **Contact details**

If you need any help or have any questions about the online DBS application system, please contact:

Becci Richardson, DBS Administrator  
Bishopthorpe Palace, Bishopthorpe, York YO23 2GE  
01904 707021  
[becci.richardson@archbishopofyork.org](mailto:becci.richardson@archbishopofyork.org)