

A short guide to Disclosure and Barring Service paper applications in the Diocese of York

The Diocese now has an online application system available, which should be used as a preference, as it is simpler and quicker. For more information about this, please contact the DBS Administrator. The guide below refers to the older paper application system, which is still in use in some parishes.

Forms can always be acquired from the DBS Administrator (contact details below).

Clergy, PTO and Reader initial checks and renewals are administered centrally by the DBS Administrator. Checks for local youth workers etc are administered by the individual church then sent to the DBS Administrator for countersigning.

For local youth and children's workers etc:

- PSR/Verifier passes form to applicant, including 4 inserts (letter, Information Checklist/Documentary Evidence Sheet, Data Protection/Ex-Offender information sheet, and Update Service leaflet).
- Applicant completes middle two pages of the DBS form ONLY and returns it to the PSR/Verifier with at least three items of ID from the list on the Documentary Evidence Sheet.
- PSR/Verifier checks over the DBS form, completes Information Checklist and Documentary Evidence Sheet, and sends the two forms only to the DBS Administrator. The CP Rep/Verifier should keep a record of who they have sent forms for. The DBS Administrator will check both forms and countersign the DBS form before sending it to DBS for processing. Do NOT send the form directly to DBS.
- When DBS and the Police have completed the checks, DBS sends the applicant their certificate which may/may not have information disclosed. The applicant should take their certificate to their PSR/Verifier (who must see the actual physical certificate in person – a scanned/photocopy is not sufficient).
 - If there is no information disclosed at all on the certificate, the PSR/Verifier should make a record of the certificate number and issue date, and send this information to the DBS Administrator via phone/email/letter.
 - If there is any conviction, caution or any other information at all, however apparently minor, the applicant **must not** start in post yet. The certificate **must** be sent via Recorded Delivery to the DBS Administrator for a confidential assessment of the risk. A blemished certificate does not necessarily prohibit working with children or vulnerable adults, but it is important that all blemishes are dealt with appropriately.
- A renewal application should be done every five years. It is the responsibility of the PSR/Verifier to do this in a timely fashion – there will be no reminder from the DBS Administrator.

For clergy, PTO (retired clergy) and readers:

- Form will be sent out from the DBS Administrator including 4 inserts (letter, Information Checklist/Documentary Evidence Sheet, Data Protection/Ex-Offender information sheet, and Update Service leaflet).
- Applicant completes middle two pages of the DBS form ONLY and takes it to their local PSR/Verifier (or any other member of active clergy) with at least three items of ID from the list on the Documentary Evidence Sheet.
- PSR/Verifier checks over the DBS form, completes Information Checklist and Documentary Evidence Sheet ONLY, and sends the two forms only to the DBS Administrator, who will check both forms and countersign the DBS form before sending it to DBS for processing. Do NOT send the form directly to DBS.
- When DBS and the Police have completed the checks, DBS sends the applicant their certificate which may/may not have information disclosed. The certificate MUST be sent to the DBS Administrator before any decision can be made about their appointment/renewal. It will be returned to the applicant as soon as possible.
- A renewal application should be done every five years. A reminder will be sent about two months in advance of the expiry date by the DBS Administrator.

Who to check

It is impossible to give a definitive list of who should be checked in each parish, as each church and parish is organised differently. However, the list below should give you some idea. If you are not sure whether someone needs a check, please contact the DBS Administrator.

Please note that there are now a variety of levels at which someone can be checked depending on their role and how often they do it, so if someone's position changes (e.g. they become the main leader of a group, or they change from working with children to working with adults) then a new check may be needed. Always check with the DBS Administrator if someone is changing role whether that the relevant checks have been done.

Will probably need a check (both voluntary and paid):

- All clergy (both in an appointment and with PTO)
- All readers
- Sunday School Leaders & Helpers
- Youth & Children's Workers & Helpers
- Holiday Club Leaders & Helpers
- Crèche Leaders
- Crèche Helpers & Workers (if the parents are **not** present)
- Parents & Toddler Group Leaders
- Bell Ringing Captains & Instructors (if there are children in the ringing team)
- Organists & Musical Directors (if there are children in the choir/music group)
- Head Servers (if they are going to be supervising children)
- Drivers for youth & children's church activities (not for private arrangements)
- Recognised Parish Assistants (if working specifically with children or in pastoral care)

- Child Protection/Safeguarding Representative
- Pastoral Care team/visitors
- Anyone driving vulnerable adults (to any event/location)
- Members of the PCC including churchwardens (where the parish has children's/vulnerable adults' work)

Does NOT USUALLY need a check:

- Worship Leaders
- Welcome team
- Vergers
- Servers
- Choir members
- Bell ringers
- Tour guides
- Caretakers & gardeners
- Cleaners

Contact details

For queries relating to DBS, including who is eligible for a DBS check, when renewals are due, to request forms, or to pass on certificate information, please contact the DBS Administrator:

Becci Richardson
The Office of the Archbishop of York
Bishopthorpe Palace
Bishopthorpe
York
YO23 2GE
01904 707021
becci.richardson@archbishopofyork.org

For safeguarding queries, please contact the Diocesan Safeguarding Adviser:

Diocesan House
Aviator Court
Clifton Moor
York
YO30 4WJ
07551 124951
safeguarding@yorkdiocese.org.uk