



### **A message from Becci Richardson, DBS Administrator**

#### **Online DBS checks**

As you will know, the Diocese is now using an online application system from CCPAS for DBS checks, which launched in summer 2017, and has been going really well! There are now 154 parishes registered to use the online system, and over 1,000 applications have now gone through on it, so thank you to all who have been using it.

The turnaround time on applications is much quicker than the old paper style applications, sometimes in under 24 hours!

CCPAS have a great customer service helpline with really knowledgeable staff in case of any issues or difficulties, and the website has plenty of tutorial videos to walk you through the various bits of the process.

If your parish has not yet registered to use the online system, we highly recommend you do – while the paper based system is still also available for now, we would prefer as many applications as possible to be done online please. Please contact me for more information.

We asked some parishes what they think about the new system:

- “At first, I found the online system somewhat daunting for me as a Recruiter and some of the Applicants said the same for them, but after spending some time studying the instructions, I found my confidence”.
- “CCPAS have been brilliant with advice, always patient with my queries and nothing has been too much trouble for them”

#### **Making an online DBS application**

Making an application via the online system is easy – follow my steps!

1. Once you have completed the initial steps of Safer Recruitment for your applicant, send them the application link with your parish’s log in details.
2. The applicant fills in their part of the application, and submits it back to you. If your applicant isn’t confident using computers, you can do this with them, or they can ask family or friends for help.
3. You will then need to arrange to meet them to see their identification documents as before. You will need to log onto the Application Management part of the CCPAS system, find their application, and input the details of the ID you have seen.

4. The Lead Recruiter for your parish will then need to complete the Section Y information (which is where the level of check is decided), and submit the check to CCPAS for final checking before they send it off to DBS.
5. The applicant will be sent their green DBS certificate and you will also get the results online. You only need to see the certificate if there is information declared on it (in which case you will need to send the certificate with the applicant's Confidential Declaration Form and references to the DBS Administrator at Bishopthorpe Palace).

Don't forget that you should download your parish's DBS results from the CCPAS system regularly, as the system is only allowed to store the results for six months. Here at the Diocese we download all results each month and store them securely on spreadsheets.

### **Basic Disclosures**

Basic Disclosures are soon going to be available through the CCPAS system for parishes to use (if you wish) for workers who are not eligible for an Enhanced DBS check (e.g. administrators, vergers, welcome team, cleaners, caretakers, gardeners, etc.). They are also useful where someone has a blemished Confidential Declaration Form but is not eligible for an Enhanced DBS check.

They are not an obligatory part of Safer Recruitment, but are a useful tool that you may wish to utilise.

Please note **all** Basic Disclosure checks have a fee of £31 which will be invoiced back to your parish by the Diocese.

### **CCPAS training**

If you are registered as a Recruiter for the CCPAS system, you will have recently received an email about a one-off training event on 1<sup>st</sup> June 2018 at Bishopthorpe Palace. This is now fully booked with a waiting list. If you have booked a place but are unable to come, please do let me know so we can offer your place to someone on the waiting list.

### **Contacts**

For all Safer Recruitment and DBS queries:

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