



## [Guide for Parish Safeguarding Ministers \(PSM\) / Identity \(ID\) Verifiers – processing DBS applications.](#)

Please note all those working with children and/or adults at risk or those who are otherwise vulnerable within your parishes must be safely recruited. Volunteer registration forms and references must be obtained and progression with appointment confirmed, prior to requesting a DBS check.

It is the responsibility of the parish to complete this part of the recruitment process and retain the documents within the parish records.

### [DBS application process.](#)

#### **1) [New applicants undergoing the Safer Recruitment process with a new DBS check must:](#)**

- Complete a volunteer registration form (progressed in parish by PSM/Group Leader and held within parish records).
- Complete a reference request form (references progressed in parish by PSM/Group Leader and held within parish records).
- Complete a DBS 3C confirmation of identity form and declaration.
- Supply ID documents to PSM/ID verifier for verification (in accordance with 3C guidance notes). The original ID documents must be seen. You cannot accept photocopies or on-line documents.

A link to the electronic DBS application form will then be sent to applicant via email after the above forms and documents are received by the central safeguarding team.

#### **2) [Existing applicants undergoing a 3-year recheck who are NOT subscribed to the DBS online update service must:](#)**

- Complete a DBS 3C confirmation of identity form and declaration.
- Supply ID documents to PSM/ID verifier for verification (in accordance with 3C guidance notes). The original ID documents must be seen. You cannot accept photocopies or on-line documents.

A link to the electronic DBS application form will then be sent to the applicant via email, after the above forms and documents are received by the central safeguarding team.





**3) Existing applicants undergoing a 3-year recheck who ARE subscribed to the DBS online update service, with a certificate issued via the Diocese of Portsmouth, who have not changed their role or added any new roles must:**

- Complete a DBS 4 safeguarding self-declaration form.

If the level of check on the original certificate is different to that needed for the role being applied for, the applicant is required to undergo the process as per point 2) above.

**4) Existing applicants undergoing a 3-year recheck who ARE subscribed to the DBS online update service, with a certificate issued via another organisation or employer, who have been previously ID verified by the Diocese and have not changed their role or added any new roles must:**

- Complete a DBS 4 safeguarding self-declaration form.
- Present their original certificate (photocopies cannot be accepted) to the PSM/ID verifier who must send it to the Safeguarding office for verification.

If an applicant cannot provide their original certificate for verification, they will be required to undergo the process as per point 2) above.

If the level of check on the original certificate is different to that needed for the role being applied for, the applicant is required to undergo the process as per point 2) above.

**5) New applicants applying for a DBS check who ARE subscribed to the DBS online update service, AND are seeking to use a certificate issued via another diocese or a CSSA Registered Body where the level of check issued on the original certificate is an identical level of check needed for their current role, must:**

- Complete a DBS4 safeguarding self-declaration form.
- Complete a DBS 13 (update service ID verification form).
- Supply as a minimum at least one of the eight documents listed on the DBS13 to PSM/ID verifier for verification (in accordance with 3C guidance notes).
- Present their original certificate (photocopies cannot be accepted) to the PSM/ID verifier who must send it to the Safeguarding office for verification.

If an applicant cannot provide their original certificate for verification, they will be required to undergo the process as per a new applicant at point 1) above.

If the level of check on the original certificate is different to that needed for the role being applied for, the applicant is required to undergo the process as per a new applicant at point 1) above.





**6) New applicants applying for a DBS check who ARE subscribed to the DBS online update service, AND are seeking to use a certificate issued via another organisation, or their employer, where the level of check issued on the original certificate is an identical level of check needed for their current role, must:**

- Complete a DBS4 safeguarding self-declaration form.
- Complete a DBS 3C (confirmation of identity form and declaration).
- Supply documents to PSM/ID verifier for verification (in accordance with 3C guidance notes). The original ID documents must be seen. You cannot accept photocopies or on-line documents.
- Present their original certificate (photocopies cannot be accepted) to the PSM/ID verifier who must send it to the Safeguarding office for verification.

If an applicant cannot provide their original certificate for verification, they will be required to undergo the process as per a new applicant at point 1) above.

If the level of check on the original certificate is different to that needed for the role being applied for, the applicant is required to undergo the process as per a new applicant at point 1) above.

**7) Applicants applying for a DBS check who do not have an email address must:**

- Complete a Manual DBS Application Form (purple form).
- Complete a DBS 4 (safeguarding self-declaration form).
- Supply ID documents to PSM/ID verifier for verification (in accordance with 3C guidance notes). The original ID documents must be seen. You cannot accept photocopies or on-line documents.





## Submissions.

All completed DBS forms and copies of ID documents should be scanned and sent to electronically to the central safeguarding team at:

[safeguarding@portsmouthdiocese.org.uk](mailto:safeguarding@portsmouthdiocese.org.uk)

Copies of these do not need to be retained in parish records.

If you are unable to send paperwork electronically, the postal address is:

DBS Safeguarding Administration Team  
Department of Support and Administration services  
St Edmunds House  
Bishop Crispian Way  
Portsmouth  
PO1 3QA

Please note, there can be significant delay when sending documents by post.

Any postage costs incurred can be reclaimed via the parish office. Alternatively, documents can be sent using parish office resources.

## Disclosure Results.

Once a Disclosure application has been processed by the DBS, a copy of the certificate will be sent directly to the applicant.

The safeguarding team will send an email to the applicant and the Parish Safeguarding Minister advising the outcome once we receive the electronic result.

Best practice is that the applicant shows their certificate to the Parish Safeguarding Minister/Group Leader to confirm the electronic result. Photocopies of the certificate should not be taken and retained in the parish. The applicant should keep the original certificate in a safe place.

Please note - applicants must not commence in the role until the safe recruitment process is fully concluded and any required training has been completed.

