



# DBS Procedure

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Document Owner: Designated Safeguarding Lead

## **Statement/Background**

We want to ensure that all employees and volunteers are recruited fairly and consistently in line with current legislation. In keeping with the Rehabilitation of Offenders Act 1974 and the Police Act 1997, all team leaders and team members who come into regular contact with children, young people and vulnerable adults will be police checked by the Disclosure Barring Service (DBS) prior and during their activity with the church.

As an organisation using the Disclosure and Barring Service checking service to help assess the suitability of staff members and volunteers for positions of trust, Emmanuel Epsom complies fully with the code of conduct regarding the correct handling, storage, retention and disposal of certificates and certificate information.

Emmanuel Epsom also complies fully with its obligations under the Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, retention and disposal of certificate information and has a written policy on this matter, which is available to those who wish to see it.

## **Storage and Access**

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

## **Handling**

In accordance with Section 124 of the Police Act 1997, disclosure information will only be passed to those who are entitled to receive it in the course of their duties.

The church will maintain a record of all those to whom disclosure information has been revealed. The church recognises that it is a criminal offence to pass the information to anyone who is not entitled to receive it.

## **Usage**

Disclosure information will only be used for the specific purpose for which it was requested and for which the person has given consent.

## **Retention**

Once a decision has been made regarding employment or volunteering, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so.

After this time expires, the disclosure (and any copy of the disclosure, and any copy/representation of the contents of the disclosure) will be destroyed by secure means (e.g. shredding). A note of the Disclosure Certificate Number will be retained on the Disclosure Database.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

## **Disposal**

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin).

The church will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, and the position for which the certificate was requested, the unique reference number of the certificate, and the details of the recruitment decision taken.

## **ID Documents for DBS Applications**

There are four routes for DBS ID:

The person going through a DBS check (the applicant) must give the DBS Coordinator original documents (not copies) to prove their identity.

The documents will depend on the route the application takes. The applicant must try to provide documents from Route 1 first.

### Route 1

The applicant must be able to show:

- One document from Group 1 below
- Two further documents from either Group 1, or Group 2a or 2b below

At least one of the documents must show the applicant's current address.

**Please be aware individuals from 'Other' countries will need to provide specific Right to Work documents – further information below.**

### Route 2

If the applicant does not have any of the documents in Group 1, then they must be able to show:

- One document from Group 2a
- Two further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

### Route 3

Route 3 can only be used if it is impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- A birth certificate issued after the time of birth (UK and the Channel Islands)
- One document from Group 2a
- Three further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant cannot provide these documents, they may need to be fingerprinted.

#### Route 4

Route 4 is used if the applicant cannot satisfy the above routes. The applicant will then need to complete a DBS paper application form. Application forms can be obtained from the DBS Coordinator.

The form must be handed to the DBS Coordinator, along with signed and certified ID so the Counter-signatories can sign and send the form to the DBS.

The DBS will then write to the applicant requesting they give their consent for fingerprints to be taken.

The applicant would then send their consent back to the DBS along with any other required documents/photos, who would then inform the relevant police force about the fingerprint application. The church will then be sent a copy of the photo of the applicant to confirm if it is a true likeness of the applicant.

The police force will then contact the applicant to arrange a mutually convenient time for the applicant to have their fingerprints taken at a police station to validate the applicant's identity. All relevant documents required for a check will be provided by the police.

### **ID Documents for DBS Applications**

#### Group 1: Primary identity documents

- Passport – any current and valid passport
- Biometric residence permit UK
- Current driving licence photocard – (full or provisional) UK, Isle of Man, Channel Islands and the EU
- Birth certificate – issued within 12 months of birth – UK, Isle of Man and Channel Islands, including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces
- Adoption certificate – UK and Channel Islands

#### Group 2a: Trusted government documents

- Current driving licence photocard – (full or provisional) all countries outside the EU (excluding Isle of Man and Channel Islands)
- Current driving licence (full or provisional) – paper version (if issued before 1998) UK, Isle of Man, Channel Islands and EU
- Birth certificate – issued after time of birth – UK, Isle of Man and Channel Islands
- Marriage/civil partnership certificate UK and Channel Islands
- HM Forces ID card UK

- Firearms licence UK, Channel Islands and Isle of Man

#### Group 2b: Financial and social history documents

- Mortgage statement UK or EEA issued in last 12 months
- Bank or building society statement UK and Channel Islands or EEA issued in last 3 months
- Bank or building society account opening confirmation letter UK issued in last 3 months
- Credit card statement UK or EEA issued in last 3 months
- Financial statement, e.g. pension or endowment, UK issued in last 12 months
- P45 or P60 statement UK and Channel Islands issued in last 12 months
- Council Tax statement UK and Channel Islands issued in last 12 months
- Work permit or visa UK – valid up to expiry date
- Letter of sponsorship from future employment provider non-UK or non-EEA only – valid only for applicants residing outside of the UK at time of application – must still be valid
- Utility bill UK – not mobile phone bill – issued in last 3 months
- Benefit statement, e.g. Child Benefit, Pension, UK, issued in last 3 months
- Central or local government, government agency, or local council UK and Channel Islands, issued in last 3 months
- Document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Agency, HMRC – issued in last 3 months
- EU National ID card – must still be valid
- Cards carrying the PASS accreditation logo, UK, Isle of Man and Channel Islands – must still be valid
- Letter from head teacher or college principal, UK – for 16 to 19 year-olds in full-time education – only to be used in exceptional circumstances if other documents cannot be provided – must still be valid

#### Primary identity documents for Nationals from outside of the EEA

- Current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- Current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to stay indefinitely in the UK and is allowed to do the work in question.
- Current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- Current passport endorsed to show that the holder is allowed to stay in the UK and is currently to do the type of work in question.

- Certificate of Application which is less than 6 months old issued by the Home Office to a family member of a national of an EEA country or Switzerland stating that the holder is permitted to take employment. Only valid if presented with a Positive Verification Notice from the Home Office Employer Checking Service.
- Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.

Applicants providing one of the following documents must also provide a current valid passport:

- Current Residence Card (including an Accession Residence Card or Derivative Residence Card) issued by the Home Office to a non-EEA national who is a family member of an EEA or Swiss national or who has a derivative right of residence.
- Current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- Current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### **References:**

DBS checks for working with children in places of worship (Disclosure and Barring Service)

Police Act 1997