

# HOW TO DO A DBS CHECK

## How to do a DBS check for managers/people in charge

*The manager/person in charge is responsible for ensuring that staff/volunteers receive a DBS check. In order to do this the following process must be followed*

### **You must:**

- ✓ Give the applicant the letter regarding the purpose of the checks and the information about ID and make sure they understand it
- ✓ Ensure they have had safeguarding policies and understand them.
- ✓ Ask the applicant for 2 names and addresses for referees
- ✓ Send for the references with stamped addressed envelopes to be returned to Kerri at the centre
- ✓ Inform Kerri, by email, that you want someone checked.
- ✓ Currently this is to her ASC email but there will be a special email in the future
- ✓ Kerri will send you a form, fill this in and return.
- ✓ Follow up with Kerri if the check doesn't seem to be progressing
- ✓ If necessary speak to Mary and/or a representative from the Diocesan office (the Archdeacon) if there is a disclosure
- ✓ Keep records of the completion of the DBS check.

Kerri will liaise with Mary to make an appointment with the applicant.

Mary will meet the applicant and fill in the check (now done on-line), all other paperwork and ensure they understand safeguarding processes.

If there any disclosure then Mary will make notes and do a risk assessment (in conjunction with the manager/person in charge if necessary). These notes will be kept with the person's paperwork.

Mary will verify the ID

Kerri will send the necessary paperwork to the Diocesan office

When the check is completed successfully then the applicant will receive their DBS certificate. This must be immediately given to Kerri who will send it to the Diocesan office.

The Diocesan office will return it directly to the applicant.

If the check is OK then the Diocesan office will email Mary and Mary will forward this to the manager/person in charge of the applicant who should record it and to Kerri who will also record it

Kerri will record all stages on a data base and keep files

All copies of paperwork will be kept securely and filed finally when everything is complete

If there is a problem with the check then the Diocesan office may ring the applicant or Mary to discuss.

**Notes:**

- Mary is safeguarding coordinator and Kerri is admin support.
- We are now asked to send a job/role description with the paperwork. This is because they have tightened up on who can have checks. We can be fined if we apply for a check for people who it is deemed unnecessary to have checked We will try to help this process by keeping role descriptions on file so you won't need to send one each time.
- Please make the job/volunteer role title clear and simple.If you aren't certain what to call people leave it blank and Mary will discuss with you.
- Applicants should only work under close supervision until the check is completed.
- Checks are still free for volunteers and £44 for paid staff. This will initially be paid for by Mary and invoiced to the appropriate person