

# Safeguarding, Safer Recruitment & DBS Guide

(Spring 2023)

## Safer Recruitment & DBS

Safer Recruitment Process:

**All new volunteers** in a role that requires a DBS certificate, must complete the Safer Recruitment Process in full before taking up any role within the parish, this means all volunteers must complete:

* Volunteer Registration Form * Reference Contact Details

* Form Reference Request Form

It is the responsibility of the parish safeguarding rep to obtain and follow up on references, this should be done before the DBS application is started a parish safeguarding rep cannot provide a reference for any volunteers within the Diocese, should any concerns be raised at the reference stage please contact the safeguarding department to discuss these concerns. These forms should sent to the safeguarding electronically to [safeguarding@dioceseofsalford.org.uk](mailto:safeguarding@dioceseofsalford.org.uk) .

Volunteers requiring a DBS certificate as part of their role, must complete the DBS process along with the full safer recruitment process detailed above, the volunteer should be issued with:

* DBS 3c - Confirmation of Identity form

They must complete all forms in full and sign and date each form, they must also present three identity documents for verification, details of which can be found on the existing DBS 3a guidance form. If a volunteer has a group 1 document (passport, photo card driving licence or birth certificate issued within 12 months of birth) they must provide these documents for verification, group 2a and 2b documents can only be used if they do not have a group 1 document.

**The three identity documents provided must evidence:**

* Their current full name * Their date of birth

* Their current address including postcode

Volunteers must always provide a full 5-year address history and details of any previous names used at any time including their birth name if different to their current name, with dates of previous addresses and names.

If an applicant is studying and living away from home, they would provide their home address as their current address and then add their student address as an additional address, their DBS certificate will be sent to their current home address.

**Documents printed from the Internet cannot be used for verification purposes, utility bills, bank statements and council tax bills must all be postal documents. The DBS 3c forms and copies of identity documents should be forwarded to:**[**safeguarding@dioceseofsalford.org.uk**](mailto:safeguarding@rcaol.org.uk) **or Safeguarding Office, Cathedral Centre, 3 Ford Street, Salford, M3 6DP**

**The DBS process is a two-stage process please ensure that all volunteers are aware that having completed the registration forms with you, they will receive an email from salford Safesys containing a link to complete the DBS application form online, if they provide an email address. Those volunteers who do not provide an email address will be issued with a paper DBS application form via post with a stamped addressed envelope to return it to the safeguarding section.**

**Volunteers will be given 7 days to complete the electronic or paper application and return it to us, should volunteers fail to do this their application may be destroyed if they do not contact us in this time period, this is to ensure our compliance with data protection regulations. We cannot hold personal data for any volunteers for any longer than is necessary.**

**No new volunteers should be in role until you receive an email from the safeguarding office detailing that they are in receipt of a successful disclosure certificate and have completed the DBS process in full, all volunteers requiring a recheck for their current roles should undergo the DBS process every 3 years. Any volunteer taking up an additional role may be required to undergo another DBS check if their current certificate does not meet the criteria for their new role.**

## Process for DBS applications

1/ New applicants

Applicants should complete:

* Volunteer registration form
* Reference contact details form
* Reference request form
* DBS 3c confirmation of identity form
* Supply 3 documents for verification
* Electronic or paper DBS application form (sent after the above forms and documents are received at the safeguarding office)
* Written agreement
* Code of conduct form

2/ New applicants undergoing a new check who have subscribed to the DBS online update subscription service, with a certificate issued via another diocese, religious order, organi**s**ation, or their employer, where the level of check issued on the original certificate is identical to the level of check required for their parish role

Applicants should complete:

* Volunteer registration form
* Reference contact details form
* Reference request form
* DBS 3c confirmation of identity form
* Supply 3 documents for verification
* Electronic or paper DBS application form (sent after the above forms and documents are received at the safeguarding office)
* Written agreement
* Code of conduct form
* Present their original certificate for verification by the safeguarding office or PSR (photocopies cannot be accepted we must see the original)
* If an applicant cannot provide their original certificate for verification, they would be required to undergo the full check as detailed in section 1.
* If the level of check on the original certificate is different to that needed for their current role the applicant would be required to undergo the full check as detailed in section 1.

3/ Applicants undergoing a 3 year recheck

Recheck applicants should complete:

* DBS 3c confirmation of identity form
* Supply 3 documents for verification
* Electronic or paper DBS application form (sent after the above forms and documents are received at the safeguarding office)

**4/ Applicants undergoing a 3 year recheck who have subscribed to the DBS online update subscription service, with a certificate issued via Diocese of Salford, and have not changed their role or added any new roles**

Applicants should complete:

* DBS 3c confirmation of identity form
* Supply 3 documents for verification
* Present their original certificate for verification by the safeguarding office

(photocopies cannot be accepted we must see the original)

5/ Volunteers undergoing a 3 year recheck who have subscribed to the DBS online update subscription service, with a certificate issued via another diocese, religious order, organi**s**ation, or their employer, where the level of check issued on the original certificate is identical to the level of check required for their parish role

Applicants should complete:

* DBS 3c confirmation of identity form
* Supply 3 documents for verification
* Present their original certificate for verification by the safeguarding office (photocopies cannot be accepted we must see the original)
* If an applicant cannot provide their original certificate for verification, they would

be required to undergo the full recheck process as above.

* If the level of check on the original certificate is different to that needed for their current role the applicant would be required to undergo a full 3 year recheck as detailed section1.

Helpful hints and tips for completing the DBS process

* All applications should only be sent to us when they are complete, please do not forward applications with forms or documents missing or to be sent at a later date, as these are likely to expire.
* ALL roles the applicant will undertake in the parish or at any other parish/organisation within the Diocese of Salford should be clearly listed on the volunteer registration form.
* Please ensure all forms are completed in full, signed and dated and sent to the safeguarding office with complete and clear copies of all documents provided for verification, documents such as birth certificates should be copied in two pieces if necessary to show all information clearly.
* When the documents and forms are received at the safeguarding office and are processed an email will be sent to the applicant with a link to the online DBS application form, it is important you inform all volunteers the DBS is a two-step process, and they will be required to complete an online application form after providing you their safer recruitment forms and documents for verification.

For applicants without an email address a paper application form will be sent to them with a stamped addressed envelope for them to return the form directly to the safeguarding section.

* Please ensure that all applicants provide an email address that is clear as this is where their DBS application form will be sent to, shared email addresses should not be used for this purpose.
* The applicant will be given 7 days to complete the DBS application form from the date it is sent, this is standard practice in line with GDPR regulations and applies to all volunteers undergoing a DBS application via the Diocese of Salford.
* If the applicant fails to complete the online application form within the required timeframe their DBS application will be withdrawn, and you will be notified that they have to start the process again.

Guidance on acceptable identification documents can be found in the **DBS 3a Confirmation of Identity Guidance Notes**, but some things to look out for are:

* + We cannot accept any ONLINE documents or documents PRINTED FROM THE INTERNET this includes bank statements, if applicants only have online banking, they must either request a postal statement from their bank or have an online statement printed in branch and stamped, signed, and dated by a member of the branch.
  + A good combination of documents to request are passport, UK birth certificate and photo card driving licence (even provisional licences can be accepted).
  + All documents must be registered to a current address in order for us to verify their current address, if a student is living away from home but their documents are registered to their home address, they must input this address on their volunteer registration & online application as their CURRENT address, all other addresses MUST be added additionally with from and to dates entered for each in the following format, DD/MM/YEAR.

We are happy to assist in any way we can to ensure this process is as swift and easy as possible, but to speed up the process we would appreciate your assistance with ensuring the forms and documents are all correct before being sent to us, this would include **checking addresses, dates,**

**email addresses and roles on the** registration forms are correct. It would also be advantageous for you to ask volunteers to subscribe to the DBS online update subscription service as this will simplify the process in future years should they require a recheck. Details of how they can subscribe can be found here Update Service and other DBS online services - GOV.UK (www.gov.uk) they will have 28 days from the date of issue on their DBS certificate to subscribe. The DBS certificate will be sent direct from DBS to the address they enter as their current home address, so if they are student living away from home it will be sent to their home address, they will want to be aware of this in order to subscribe within the required timeframe. There is no cost to subscribe to the update service for volunteers.

# Process for ALL new volunteers



Volunteer Registration Form

**VOLUNTEER ROLE**

|  |  |
| --- | --- |
| Name of Parish and Churches: |  |
| Role(s) you are volunteering for: |  |

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Title |  |
| First Name |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Preferred telephone number |  |

|  |  |
| --- | --- |
| Email address |  |

**VOLUNTEERS FROM OUTSIDE OF THE UK**

If you are from outside the UK, you will need to check that your visa allows you to volunteer. Individuals who are asylum seekers, with refugee status or who have exceptional leave to remain can volunteer.

The UK Borders and Immigration Agency should be contacted if there is any uncertainty about permission to volunteer in the UK.

Are you permitted to volunteer in England and Wales? Please tick

|  |  |
| --- | --- |
| Yes |  |
| No |  |

As a volunteer of The **Diocese of Salford** we will from time to time contact you in relation to your roles for training and monitoring purposes, by signing this form you are giving your consent for us to contact you for this purpose.

We would also like to contact you on occasions to inform you of events within the Diocese such as celebratory masses, deanery events, pilgrimages etc.

Do you consent for us to contact you for this purpose? Please tick

|  |  |
| --- | --- |
| Yes |  |
| No |  |

**DECLARATION**

I understand that providing misleading or false information may disqualify me from volunteering.

Signature: Date:

 

# Reference Contact Details Form

If you are volunteering in a role that requires a Disclosure & Barring Service (DBS) check, you will also be required to give the names of two referees.

Please provide the names and addresses of two people who would be willing to provide a reference for you. Ideally, these will be people that have known you for at least 2 years e.g. current or previous employer, somebody from another volunteering role, friend, neighbour, or tutor. Your Parish Priest, Deacon, members of your diocesan safeguarding team or family members cannot be used as referees. We will be contacting the people you detail below for the purpose of obtaining a reference for you, in respect of this specific role. You must seek permission from your referees, in advance of providing their contact details for the purpose of providing a reference. Please confirm below for each referee, that you have obtained their consent.

|  |  |
| --- | --- |
| Referee 1 |  |
| Name and capacity in which the person knows you |  |
| Full address (including postcode) |  |
| Telephone number |  |
| Email address |  |
| I confirm that consent has been obtained from the referee, to provide their name and contact details, for the purpose of providing a reference for this specific  role. |  |

|  |  |
| --- | --- |
|  |  |
| Referee 2 |  |
| Name and capacity in which the person knows you |  |
| Full address (including postcode) |  |
| Telephone number |  |
| Email address |  |
| I confirm that consent has been obtained from the referee, to provide their name and contact details, for the purpose of providing a reference for this specific role. |  |

Signed: Print Name: Date:

 

The Diocese of Salford Cathedral Centre 3 Ford Street SALFORD

M3 6DP

0161 817 2206

**safeguar**[**ding@dioceseofsalford.or**](mailto:safeguarding@rcaol.org.uk)**g.uk**

## Reference request form

Dear **(Insert Name of referee**)

**RE: Reference request for (Insert Name of Applicant)**

The above-named person has applied to be a volunteer within The Diocese of Salford and has nominated you to provide a reference for them.

I would be grateful if you would kindly complete the enclosed form and comment on their suitability to work with children, young people, and vulnerable adults.

This standard procedure is part of our national safe recruitment policy. The welfare of children, young people and vulnerable adults in our parishes is paramount and therefore all volunteers who are working with vulnerable groups are asked to undertake this process.

As there are many volunteer roles currently being undertaken by parishioners within the Catholic Church, the enclosed form is generic. If there is any aspect of the reference request form about which you feel unable to comment, then please state this in the appropriate section on the form.

Thank you very much in anticipation for your cooperation. Please do not hesitate to contact the Safeguarding Department on 0161 817 2206 should you have any concerns or areas about which you would like clarification.

Please complete the attached form as honestly and accurately as you can to the best of your knowledge.

Yours sincerely

***PRIVACY STATEMENT***

***The information that you provide on this form will be processed in accordance with the General Data Protection Regulation 2018, the Data Protection Act 2018 and our Privacy Notice which is attached. This form will be held securely, confidentially, will not be shared with third parties, and will be retained in accordance with our record retention schedule.***

The role that this candidate has applied for may involve contact with and responsibilities towards children and / or adults at risk.

**Please answer all questions honestly and accurately to the best of your knowledge.**

1. **To be completed by recruiters**

|  |  |
| --- | --- |
| Applicant name |  |
| Applicant Job Title: |  |

1. **To be completed by referees**

|  |  |
| --- | --- |
| Name |  |
| Telephone number |  |
| Email |  |
| Address |  |
| How long have you known the applicant and how well do you know the applicant? |  |

1. **Information about the applicant – please comment on your experience of the applicant:**

|  |  |
| --- | --- |
| Ability to assume responsibility |  |
| Ability to get on well with others and manage conflict |  |
| Ability to learn quickly |  |
| Enthusiasm and commitment |  |
| Ability to work on their own and as part of a team |  |
| Ability to follow instructions |  |
| Is there anything else you would like to add about this applicant / do you have any other information you feel would be relevant to us in relation to suitability for this role? |  |

1. **Statement of truth and signature**

**I certify that the information that I provide in this reference is true, to the best of my knowledge:**

**Statement of truth: Signature:**

**Date:**

### Identity Verification Form DBS 3 Guidance Notes

**Applicants from the United Kingdom (UK) & Volunteers from Outside the UK**

**The applicant must provide documents from Route 1 first if they have them**

* **Route 1:** At least 1 document from Group 1 and 2 further documents from either Group 1 or Group 2a/2b. At least one of these documents must confirm your current address. If you cannot provide these, please use Route 2. If you are not a national of the UK and you are applying for voluntary work, you may need to be fingerprinted if you cannot show these documents.
* **Route 2:** This route can only be used if it is impossible to process the application through Route 1. Documents required are 1 document from Group 2a, and 2 further documents from either Group 2a or 2b. At least one of these documents must confirm your current address. You will also be required to have your ID validated by an external service. If you are not a national of the UK and are applying for voluntary work you cannot use Route 2.
* **Route 3**: This route can only be used if it is impossible to process the application through Routes 1 or 2. Route 3 can be used for a paper application processed via E-Bulk. *Yes* needs to be selected on W59 on the purple form. Documents required are a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands), 1 document from Group 2a and 3 further documents from Group 2a or 2b. At least one of these documents must confirm your current address. You will need to be fingerprinted if you cannot provide these documents. Non UK nationals who have been resident in the UK for 5 years or less cannot use this Route.
* **Fingerprinting:** This can only be done using a DBS (Disclosure & Barring Service) Paper Application and not via an Electronic DBS Application. ***NO must be selected at question W59 on the purple form by the ID Verifier.*** The DBS will send a letter requesting applicants attend a fingerprinting appointment at their local police station.

ID verification can now be done via live video link. However, it is important to note that the person carrying out the identity check must be in physical possession of the original documents.

**At least one of the documents must show the applicant’s full name, date of birth and current address.**

**A document from each of the groups should be included only once in the document count.**

**If the applicant cannot provide these documents, they may need to be fingerprinted.**

**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
* **Birth certificate** - **issued within 12 months of birth** - UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example 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 UK (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
* **Birth certificate - issued after 12 months of date of birth** - UK, Isle of Man and Channel Islands
* **Marriage/civil partnership certificate -** UK and Channel Islands
* **Immigration document, visa, or work permit –** Issued by a country outside the UK. Valid only for roles whereby the applicant living and working outside of the UK. Visa/permit must relate to the non- UK country in which the role is based1
* **HM Forces ID card** - UK
* **Firearms licence** - UK, Channel Islands, and Isle of Man

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

* **Mortgage statement** UK - Issued in last 12 months **or bank or building society statement** UK and Channel Islands - Issued in last 3 months **or bank or building society account opening confirmation letter UK** - Issued in last 3 months or **bank or building society statement** - countries outside the UK **- Issued in last 3 months** – branch must be in the country where the applicant lives and works2
* **Credit card statement** UK - Issued in last 3 months **or financial statement, for example pension or endowment UK** - Issued in last 12 months
* **P45 or P60 statement** UK and Channel Islands - Issued in last 12 months
* **Letter of sponsorship from future employment provider** non-UK only - valid only for applicants residing outside of the UK at time of application – Must still be valid
* **Utility Bill** UK - electricity, gas, water, telephone not mobile telephone bill - Issued in last 3 months or **Council Tax statement** UK and Channel Islands - Issued in last 12 months
* **Benefit statement**, for example Child Benefit, Pension UK - Issued in last 3 months
* **Central or local government, government agency, or local council document giving entitlement**, for example from the Department for Work and Pensions, the Employment Service, HMRC UK and Channel Islands - Issued in last 3 months
* **EEA National ID card / Irish Passport Card** – cannot be used with an Irish Passport **/ Cards carrying the PASS accreditation logo** UK, Isle of Man and Channel Islands / **Letter from head teacher or college principal UK** - for 16 to 19-year olds in full time education - only used in exceptional circumstances if other documents cannot be provided – **All must still be valid**

1 This relates to where the appointment decision is being made in the UK

2 This relates to where the appointment decision is being made in the UK

CSSA DBS 3 – updated January 2023



**Identity Verifier DBS 3C Form**

For use with the electronic DBS application process

**To be completed by the ID verifier in BLOCK CAPITALS:**

**Name of Applicant:**

**Parish / Religious Order / Organisation:**

**Church (if applicable):**

**Applicant’s email address:**

**Applicant’s Date of Birth:**

**Applicant’s Current Address:**

**Documents provided for verification:**

**(Please state the documents you are verifying) Document 1:**

**Document 2:**

**Document 3:**

**Document 4:**

**Document 5:**

*This form will be retained for 10 years and 1 day after the person leaves their roles or will be superseded by a new DBS 3a when a new application is processed, refer to document retention policy for further details.*

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CSSA DBS 3 – updated January 2023

***I confirm that the applicant has provided sufficient evidence / explanation to prove ALL their name changes***

**(Please tick to confirm)**

**At least one document provided contains a date of birth**

**At least one document provided contains a current address**

**At least one document provided confirms the applicant’s current full name**

**I confirm that I have seen the original identity documents as indicated above and have obtained photocopies**

**ID Verifier’s Full Name:**

**Name of Parish (include town)/Religious Order or Organisation:**

**Position:**

**Signed:**

**Date:**





**To be completed by the applicant:**

**I consent to my data being processed online by a secure third-party data processor for the purpose of my DBS application.**

**I understand if I do not consent to an electronic result being issued to the registered body submitting my application that I must not proceed with my application.**

**I understand that to withdraw my consent whilst my application is in progress I must contact the DBS helpline 03000 200 190. My application will then be withdrawn.**

**Name: Signed: Date:**

*This form will be retained for 10 years and 1 day after the person leaves their roles or will be superseded by a new DBS 3a when a new application is processed, refer to document retention policy for further details.*

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### WRITTEN AGREEMENT FOR VOLUNTEERS

Name of Volunteer

We welcome you at

Name of Group

Meeting Details

Age Ranges

We put a very high value on all our work with children, young people, and vulnerable adults. We want to make sure you know the resources and support available to you. We intend you should not work unsupported or unsupervised.

The person designated to give you support is:

The particular responsibilities of your role have been discussed with you in detail. Any further questions that arise from time to time can be discussed with:

We want to help you give the best possible service to your group, so we will meet with you to talk about your work with children, young people, or vulnerable adults. Training needs will also be discussed with you and opportunities to develop your skills made available to you.

Signed Dated Parish Priest/Designated Person

**TO BE COMPLETED BY THE APPLICANT**

I have read the Church’s policies for safeguarding children, young people and vulnerable adults. I understand that it is my duty to safeguard the children and young people and vulnerable adults with whom I have contact. I know what action to take in cases of suspected or alleged abuse and agree to adhere to the Code of Conduct.

Signed Dated



Code of Conduct for Leaders and Helpers

**We are called upon to be exemplary models of moral behaviour and spiritual faith.**

Group Leaders and helpers (including responsible adults aged 18+ years and responsible persons aged 16 and 17 years) are committed to being positive role models and building the confidence of children and young people that they are working with.

Leaders and helpers are expected to:

**Promote Wellbeing**

* Ensure the safety of all children and young people by ensuring group sessions are safely planned and effectively supervised.
* Foster teamwork and co-operation between everybody, promoting trust and mutual respect.
* Discourage and stop rough or dangerous play, bullying, inappropriate language or other inappropriate behaviour.
* Treat all children and young people fairly and not show favouritism.
* Be positive, approachable and offer praise to promote the objectives of the group always.
* Listen sensitively and encourage communication between adults and children or young people.
* Respond to concerns and allegations promptly and appropriately in line with national procedures.

**Promote Autonomy & Dignity**

* Ensure the rights and responsibilities of children and young people are enforced.
* Promote the full participation and involvement of all children and young people, recognizing and addressing the additional needs of some children and young people e.g. disability.
* Constructively challenge all discrimination and encourage children and young people to not discriminate on the grounds of age, gender, ability, social class, race, cultural background, religious beliefs, or sexual identity.
* Respect, promote and support the right of children and young people to make their own choices and decisions, provided this does not threaten the rights, safety, and legitimate interests of others.
* Respect the right of children and young people to personal privacy.
* Encourage children and young people to take responsibility for their own self-care as far as possible e.g. assistance with toileting and dressing.
* Respect and listen to the opinions of children and young people
* Encourage children and young people to point out behaviours or attitudes that they do not like.
* Encourage children and young people to take responsibility for their own conduct.
* Ensure that sanctions do not humiliate or harm a child of young person.
* Administer first aid in the presence of others and without removing the clothing of a child or young person unless necessary.

**Boundaries and Power**

* Establish appropriate boundaries between pastoral care and personal lives in relationships with other leaders, helpers, children, and young people.
* Not abuse the position of trust for personal benefit e.g. financial gain, sexual gratification;
* Be conscious of explicit and implicit power vested in the role of group leader, supervisor of adult helper.
* Acknowledge the limitations of time, experience, skill, and competence – know where and how to ask for support when needed.
* Deal with differences in opinion with respect.
* Work to people’s strengths, and never bully, abuse, manipulate or denigrate.

**Personal Conduct**

* Act always in accordance with the core values of the Catholic faith and ensure that their behaviour does not bring the church into disrepute.
* Provide an example you wish others to follow.
* Work in a way that is honest, reliable, and transparent, never seeking to deceive or manipulate.
* Refrain from using blasphemous, violent, discriminatory, or offensive language and behaviour.
* Refrain from smoking, vaping, consuming alcohol or using drugs.
* Seek help to address issues such as addictions to alcohol, prescribed medicine, other substances, gambling, and so on where these matters affect the adult’s role.
* Not engage in any form of sexual relations (including verbal banter, flirtation, using one’s gaze to signal attraction, etc.) with children, young people, young helpers, or adults for whom you have a supervisory or supportive role.

Any breaches of the Code of Conduct will be addressed by the group leader. More serious or persistent breaches may result in formal action being taken to address the concerns. All concerns or allegations in relation to the abuse of a child or adult at risk will be dealt with using the national safeguarding policy and procedures in relation to the management of allegations and concerns.

**I have read and understood the Code of Conduct and agree to abide by it.**

|  |  |
| --- | --- |
| Signature of Leader/Helper: |  |
| Print name Leader/Helper: |  |
| Date: |  |
| Signature of Leader or Safeguarding Representative: |  |
| Date |  |

For any queries relating to the information contained in this guide please contact [safeguarding@dioceseofsalford.org.uk](mailto:safeguarding@dioceseofsalford.org.uk)