

DIOCESE OF BRENTWOOD
Safer Recruitment Process - Information for Applicants

Since the introduction of the General Data Protection Act 2016 (GDPR) DBS applicants will need to be guided to the Catholic Safeguarding Advisory Service (CSAS) Privacy Notice For The Processing Of Criminal Record Check Applications With The Disclosure And Barring Service to read before applying for a DBS. This document is available on the Safeguarding page of the Diocese of Brentwood website.

DBS 1 Volunteer Registration Form:

This form is completed by you and captures your contact details; skills and experience and details of those who can vouch for your suitability to undertake the role.

This form is viewed and retained within the Parish; Order or Organisation who are responsible for the post you are applying for.

DBS Registration Application Form (Unique Number):

This form is the document required by the DBS in order to process a DBS Disclosure.

There will be some inevitable duplication of information (for example contact details) however this form is used to submit to the DBS for processing and copies of this form cannot be retained by the requesting organisation.

When you receive your Disclosure Certificate ensure you keep it safe and available for the future as the Disclosure & Barring Service (DBS) will not be able to issue replacement Certificates. Think of it like a Passport or a Driving Licence.

From 1 January 2016 paper applications will be submitted via an online process whereby the result will automatically be seen by the Safeguarding Co-ordinator. You are not therefore required to submit your certificate for verification. Please do not share your original Certificate with your local Safeguarding Representative.

NB: From June 2013 to 1 January 2016, you were required to send the original Certificate to the Brentwood Safeguarding Office in order for them to determine whether you could be appointed to the role.

We recommend that you keep an eye on the progress of your Disclosure application via the Online Tracking Service at www.gov.uk/dbs to see if the Certificate has been released to you. If you then have not received it within 7 days of the DBS despatching it you can request a reprint.

DBS 3a or 3b ID Verification Form:

This form is initially completed by you and is part of the required ID verification process necessary to the DBS Registration process. This form also advises what forms of original documentation are acceptable for application purposes.

When you present your original documents and the partially completed form to the Parish/Religious Safeguarding Representative; appointed ID verifier or Counter-Signatory, they will confirm what original documents you have provided to satisfy the DBS Code of Practice.

If your identify is verified by someone other than an authorised Counter-Signatory of CSAS Registered Body (Brentwood - Simon Moules) we will require photocopies of the documentation in addition to the completion of the summary form. These photocopied documents are securely destroyed upon receipt of an accurate Disclosure for you from the DBS.

DBS 4 Confidential / Safeguarding Self Declaration Form:

This form is a requirement of the Rehabilitation of Offenders Act 1974 and is completed by you. This form must be completed as a pre-cursor to the DBS Registration Application Form as all applicants must be provided with the opportunity to voluntarily disclose any conviction or relevant information applicable to working with vulnerable groups.

The completed form and its contents are not to be shared with anyone other than the person responsible for the recruitment of the post and authorised Counter-Signatories. Due to the confidential nature of the form there is some duplication of information you have previously provided on the Application Form. This is regrettably unavoidable in order that the Church can maintain the integrity of the confidential content of this document.

It is crucial that the 'Role/Position Applied For' is detailed accurately so that the correct level of disclosure is obtained.