



# Roman Catholic Diocese of East Anglia

Registered Charity No. 278742

## Introduction to Safeguarding Forms

### DBS Application Online Process

Dear Applicant,

Applications for voluntary roles in the Diocese are handled according to the policies and procedures developed by the Church in England and Wales. They are consistent with the relevant legislation and regulations set by the Disclosure and Barring Service (DBS, formerly CRB). They can be seen on the Catholic Safeguarding Advisory Service (CSAS) site at [www.csasprocedures.uk.net](http://www.csasprocedures.uk.net) These include policies on the Recruitment of Ex-Offenders and on Secure Storage and Retention (of safeguarding documents) in paragraphs 14 and 15 of Section 4.2, which are also available from me.

Volunteer Application Form: This is the first form you receive to capture your contact details, skills, experience and names of those who can vouch for your suitability to undertake the role. This form is held confidentially by the parish, who will take up references from the people whom you nominate.

Safeguarding Self Declaration (Confidential): This form is a requirement of the Rehabilitation of Offenders Act 1974, 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 should be placed in a sealed envelope, which is only opened by an authorised Countersignatory who will only use it to assess whether there are any risks to children or vulnerable adults arising from your appointment (which is rare). The form is then locked away in the Diocesan archive for 75 years (assumed to be the longest time before a historical allegation could be made). They will only be revealed in strict confidence to restricted authorised persons in the unlikely event of dealing with allegations or unacceptable risks. Due to the confidential nature of the form there is inevitably some duplication of information on other forms to confirm your identity. Ask me if you have any queries about the form: any such questions will also be treated in confidence.

Confirmation of Identity – “ID Form”: Page 1 of this form is completed by you as part of the DBS requirements to confirm your identity. Page 2 tells you what documents are acceptable for identification purposes. When you present your original documents to me, I will check them to ensure they satisfy the DBS specifications. I will need evidence of name changes and at least one document with your current address.

DBS Online Application This process is required by the DBS in order to produce a Disclosure Certificate. You will receive an email containing a link to begin the application process. Please complete this online process and prepare your ID Documents ready for a meeting with your parish safeguarding representative. The online process will ask you to make an appointment with an ID verifier. This is your parish safeguarding representative.

DBS Disclosure Certificate: The DBS will send a Disclosure Certificate to you for you to keep.

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