



# Roman Catholic Diocese of East Anglia

Registered Charity No. 278742

## Introduction to Safeguarding Forms

### DBS Application Online Process

Applications for voluntary roles in the Diocese are handled according to the policies and procedures developed by the Church in England and Wales.

Volunteer Registration 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 in your parish, who will take up references from the people you nominate.

Applicant Consent Form: This form ensures that we comply with GDPR (data protection) legislation. The form gives two links to the Privacy Notices involved in the Safer Recruitment process. The form requires that you confirm your consent for us to process your personal data.

Safeguarding Self Declaration Form: 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 opened by an authorised Countersignatory at the Safeguarding Office who will only use it to assess whether there are any risks to children or vulnerable adults arising from your appointment. The information 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 your Parish Representative, or me, if you have any queries about the form. Any such questions will also be treated in confidence.

Confirmation of Identity Form The first part of this form is completed by you as part of the DBS requirements to confirm your identity. The form tells you which documents are acceptable for identification purposes. When you present your original documents to the Parish Rep, they will confirm that they satisfy the DBS requirements. They will need to send photocopies of the documents to the Countersignatory so that s/he can confidently sign the statutory declaration on the DBS application about original documents having been seen. The photocopies are kept securely until they are destroyed, within 6 months of the completion of the application.

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 the ID Documents you have selected 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 for you to keep. You may register the certificate on the DBS Update Service website <https://www.gov.uk/dbs-update-service> **You have just 28 days from the date of the certificate to register.** (If you miss it, it is not a problem, but we will need to ask you to go through the checking procedure again, when we do re-checks, normally after 3 years). You register online and it is free for volunteers. Once registered, you can give permission to any employer to check that your certificate has not changed since it was issued.

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