



## Roman Catholic Diocese of East Anglia

Registered Charity No. 278742

### Using your DBS Disclosure obtained from another organisation

This guidance is written for volunteers who want to take up roles which require a DBS Disclosure and wish to use a DBS Disclosure Certificate obtained through another organisation.

Please note that the certificate you use must be consistent with the Church's standards, that is, the Disclosure is 'Enhanced' and for 'Child and Adult Workforce' and the Certificate must have been registered by you with the DBS Update Service. (That registration must be within 28 days of the date of the certificate; if you are within that timescale you can still register – go to at <https://www.gov.uk/dbs-update-service> ).

Bear in mind that DBS Update Service does not reveal what is on the certificate, simply whether there have been any changes to it since it was issued. So I need to see the original certificate and evidence that you have fulfilled the DBS regulations for proving your identity and making a personal declaration – hence the procedures below.

#### First Steps:

1. Check that your certificate meets the standards in the first paragraph above and is registered with the DBS Update Service.
2. Tell your local Parish Safeguarding Representative that you want to use it for a voluntary church role.
3. Post your DBS Disclosure certificate to me:

**Mrs Rebecca Bretherton, 14 Regent Avenue, March, Cambs PE15 8LN.**

I will return it promptly. (Your Parish Rep can give you a stamped addressed envelope to post your certificate to me.) **Note:** Only DBS Counter-signatories at the Diocese Safeguarding office see your Disclosure certificate and we can only use it to access the DBS Update Service and to assess whether you represent any risk to children or vulnerable adults. We cannot reveal any of the details to anyone else without contacting you first to discuss the contents with you.

#### Next Steps:

When you have got that far, you will need to complete the other forms for volunteers taking up a role in your parish which you will get from your Parish Safeguarding Representative:

##### 1. Volunteer Registration Form DBS1:

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.

## 2. Applicant Consent Form DBS17

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.

## 3. Confirmation of Identity Form DBS3a

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.

## 4. Safeguarding Self-Declaration Form DBS4

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 Counter-signatory at the Safeguarding Office. It will be used to assess whether there are any risks to children or vulnerable adults arising from your appointment. This information will only be revealed in strict confidence to restricted authorised persons in the 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 Safeguarding Representative, or me, if you have any queries about the form. Any such questions will also be treated in confidence.

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