

**DBS Applications will only be accepted if they are submitted in full. Use our handy Safer Recruitment Forms Checklist below to ensure you have the full application. COMPLETE applications can be submitted via email to [dbssubmissions@safeguardrcdow.org.uk](mailto:dbssubmissions@safeguardrcdow.org.uk)**

**In addition to the forms listed below, the applicant must complete: [Online DBS Application](#) (PAMIS) or [Paper DBS Application](#) (Purple Form)\***

Type of DBS application	3 Year Renewal	3 year Recheck (Using the update service)	New Volunteer
<b>PAMIS</b> (Online link to DBS application)	<b>DBS 3c</b> – Identity Verifier Form Photocopies of ID matched to guidance	**Original Certificate DBS 4 – Self declaration <i>**Please note we only need to see the original certificate if the DBS has been carried out by another organisation, see below.</i>	<b>DBS 1</b> – Volunteer Registration Form <b>DBS 2</b> – Volunteer Reference Proforma x 2 <b>DBS 3c</b> – Identity Verifier Form Photocopies of 3 x ID matched to guidance
<b>PAPER</b> (PURPLE DBS APPLICATION FORM)	<b>DBS 3c</b> – Identity Verifier Form Photocopies of ID matched to guidance <b>DBS 4</b> – Self Declaration <b>DBS 17</b> – Applicant consent for processing	<b>*PLEASE NOTE PAPER APPLICATION FORMS (PURPLE FORM) ARE USED ONLY FOR SPECIFIC PURPOSES;</b> including but not limited to: -No email address or access to internet -Fingerprinting process	<b>DBS 1</b> – Volunteer Registration Form <b>DBS 2</b> – Volunteer Reference Proforma x 2 <b>DBS 3c</b> – Identity Verifier Form Photocopies of 3 x ID matched to guidance <b>DBS 4</b> – Self Declaration <b>DBS 17</b> – Applicant consent for processing
	<b>PAMIS APPLICATION (INCLUDES ONLINE DBE APPLICATION)</b>		<b>PAPER APPLICATION (INCLUDES PURPLE DBS APPLICATION FORM)</b>
<b>NEW VOLUNTEER FOR SVP</b>	<b>SVP Request to recruit form (available from SVP Conference Leader)</b> <b>DBS 3c</b> – Identity Verifier Form Photocopies of ID matched to guidance  If additional volunteer roles in the Parish <b>DBS 1</b> – Volunteer Registration Form <b>DBS 2</b> – Volunteer Reference Proforma x 2	<b>SVP Request to recruit form (available from SVP Conference Leader)</b> <b>DBS 3c</b> – Identity Verifier Form <b>DBS 4</b> – Self Declaration <b>DBS 17</b> – Applicant consent for processing  If additional volunteer roles in the Parish <b>DBS 1</b> – Volunteer Registration Form <b>DBS 2</b> – Volunteer Reference Proforma x 2	
<b>Update Check for NON RCDOW DBS certificate</b>			
As we haven't carried out the original DBS check we still have to verify their identity to ensure that the person is the name and address as listed on the DBS certificate provided. <b>The certificate would need to match exactly: Enhanced certificate, workforce and barred list.</b> <b>Please note, If the update service check is carried out and it says the certificate is not listed/does not match information we will need to send an online DBS application.</b>			
	<b>New Volunteer</b>		<b>3 year Recheck (Using the update service)</b>
	You can only proceed if the original DBS is provided. It can't be a printout from the update service or photocopy of the DBS certificate <ul style="list-style-type: none"> <li>• <b>DBS 1</b> – Volunteer Registration Form</li> <li>• <b>DBS 2</b> – Volunteer Reference Proforma x 2</li> <li>• <b>DBS 4:</b> Self declaration to run the update check</li> <li>• <b>DBS 3c:</b> Identity Verifier Form</li> <li>• Photocopies of 3 x ID matched to guidance</li> </ul>		You can only proceed if the original DBS is provided. It can't be a printout from the update service or photocopy of the DBS certificate <ul style="list-style-type: none"> <li>• <b>DBS 4:</b> Self declaration to run the update check</li> <li>• <b>DBS 13:</b> Identity Verifier Form</li> <li>• Photocopy of 1 x ID matched to DBS 13 ID options</li> </ul>

## Safer Recruitment Process Explained:

### Step 1 in the Parish: Suitability: PSR, Parish Priest, Leads of Activities

- Provide applicant with the relevant safer recruitment forms for the type of check you are completing: **Renewal** **Recheck** **New**
- Provide the applicant with the necessary guidelines to ensure they include the correct information, have the right documents and ID for the type of check required.
- **Renewal** **Recheck** **New** Ensure ALL roles are included so the right level of DBS check is completed e.g. Catechist, Eucharistic Minister, Driver
- Make sure the email address is legible as the online application will be sent to it.
- **New** **Renewal**: Complete ID Verification of applicant – When you meet for ID verification you can complete page 1 with them like an interview so that you have all the information needed. Ensure all names are included, particularly for change of title/name by marriage/deed poll.
- The ID verification must take place in person at the parish so you see the original documents. Take copies of the ID and include these with the submission.
- **New**: Request, receive and review 2 references for the application. Ensure the referees match the guidance notes in DBS 1, known 2 years

### Step 2 in the Parish: Submitting paperwork

- Only send applications from an RCDOE email account.
- Write an email to: [dbssubmissions@safeguardrcdow.org.uk](mailto:dbssubmissions@safeguardrcdow.org.uk)
- Subject heading should be the name of applicant e.g. B Smith, only include 1 application per email so documents remain separate
- Attachments: Safer recruitment forms (if not complete your application will be rejected). Copy of 3 ID (make sure ID is visible and legible, N.B. we don't need full bill or statement only front page with name and address details)

### Step 3 completed by DBS team: Online DBS application

- The team will check over your submission. If it is a complete application that meets guidance then they will start process. If it's missing anything they'll make clear what is needed in their response when it is rejected. Rejected applications will need to be resubmitted when you have all the required paperwork/ID.
- The team will enter the applicant's details on the PAMIS database and generate an application. A link will be sent to the applicant directly from the database to complete their online DBS application.
- RCDOE will email the applicant with the PSR copied in so that they know the PAMIS link sent from the database is not an unsolicited email. **Helpful tip: Before contacting the team to check status, check with the applicant if they have completed the link, this will mean it's actioned as soon as possible.**

### Step 4 completed by applicant: Online DBS application

- The applicant will need to enter their date of birth to access the application, they'll confirm the details they provided in ID verification and the application must be completed to the final submit button. A message will be sent to the DBS team that the application is ready for next steps.

### Step 5 completed by the DBS team: Countersign and send to DBS (*can only happen after the applicant has completed the PAMIS application*)

- The DBS team will check the online application provided by the applicant matches the ID and paperwork that has been sent. It is then countersigned and sent to the Disclosure and Barring Service
- Once the DBS result is returned, RCDOE will notify the Parish Priest/PSR that the volunteer can be appointed.

### Step 6 completed in parish: Support for the role

- Parish Lead for activity provides the new volunteer/volunteer renewal with: induction, code of conduct, information on their role and requirements, parish facilities, H&S, who to go to with SG concerns or safer environment queries.