

## How to do a DBS check for managers/people in charge

*The manager/person in charge is responsible for ensuring that staff/volunteers receive a DBS check if it is applicable to their role. If you aren't certain ask Mary..*  
*For a DBS check*

### **You must:**

- ✓ Give the applicant the letter regarding the purpose of the checks and the information about ID and make sure they understand it
- ✓ Ensure they have had safeguarding policies and understand them.
- ✓ Ask the applicant for 2 names and addresses for referees
- ✓ Send for the references with stamped addressed envelopes to be returned to Mary Miles at the centre (emails can be used as long as they are signed and printed out)
- ✓ Send Mary a job description for employees/task description for volunteers if requested
- ✓ Fill in the DBS request form and return (can be done on-line)
- ✓ Nothing will then happen until references are given to Mary
- ✓ When Mary receives the references she will email the candidate with the details of the on-line check. The applicant needs to inform Mary when they have carried out the check
- ✓ Mary will then arrange to meet them to validate ID, talk about safeguarding and fill in self disclosure form
- ✓ Mary will inform you when the DBS has gone through
- ✓ If there seems to be a delay in the DBS being carried out it is your responsibility to follow this up with Mary
- ✓ You need to look at the certificate when the applicant receives it to check there is nothing on it
- ✓ If there is a disclosure on the self disclosure form and/or the DBS check . You need to inform Mary of this and she will send the applicant's DBS to the Diocesan office and notify the Bishop's safeguarding advisor who will keep us informed about any further actions we may need to take
- ✓ You must keep records of the completion of the DBS check.

Applicants should only work under close supervision until the check is completed.

Checks are still free for volunteers and £44 for paid staff. This will be invoiced to the appropriate person

Safeguarding and Child Protection Coordinator  
 Safeguarding Vulnerable Adults Coordinator  
 Identity Verifier

Mary Miles – 0121 449 0851  
 dbs@asyp.org.uk

How to do a DBS Check

All Saints Community Development Company  
 All Saints Community Projects  
 All Saints Community Catering  
 The Robin Centre  
 All Saints Parish Church



All Saints Church and Centre  
2 Vicarage Road  
Kings Heath  
Birmingham. B14 7RA

Managers Name:

Date:

**Renewal / New DBS** (please delete as appropriate)

Does the applicant have a portable DBS? yes/no

If yes what is their DBS number?

<b>Name of Applicant:</b>	
<b>D.O.B.</b>	
Applicant's Phone No;	
Applicant's Email	
Position applied for:	Paid / Volunteer
<b><u>1<sup>st</sup> Reference (N/A if a renewal of a DBS)</u></b>	
Name	
Address	
Phone No	
Email	
Relationship to applicant;	
<b><u>2<sup>nd</sup> Reference (N/A if a renewal of a DBS)</u></b>	
Name	
Address	
Phone No	
Email	
Relationship to applicant	
In order to help us plan interviews could you please let us know any days / times or dates when the applicant will not be available;	
Please note down days and times when the applicant will be working/volunteering in the centre or church;	

☐ Tick box to confirm references have been sent for.

☐ Job description attached (if requested)

**Managers please send for references immediately, also ensure the applicant is clear about the necessary ID required and that this is given to them in writing.**