

DBS VALIDATOR – JOB DESCRIPTION

Role responsibility of the parish Incumbent and PCC; support and training responsibility of the Diocese

Every parish should have a nominated person who is responsible for administration of DBS applications. This can be a separate person to the Parish Safeguarding Officer or it could be the same person holding both roles – it can depend on the size and busyness of the parish. In particular, the parish DBS Validator is responsible for:

- *Establishing the true identity of the applicant, through the examination of a range of identification documents as set out by the Disclosure and Barring Service (DBS)*
- *Checking and validating the information provided by the applicant*
- *Ensuring the online application form is fully completed and the information it contains is accurate.*

Main Purpose of the Role

- As part of the Parish Safeguarding team to arrange DBS checks in line with safer recruitment policy.
- Ensure the role is eligible for a DBS check and confirm correct level of check and workforce and whether paid or voluntary
- Establish the true identity of the applicant, through the examination of a range of documents as set out by DBS (Disclosure and Barring Service)
- Using the Identity Documents, check and validate the information provided by the applicant on the online application form

Skills/Ability for the role

- Discretion – handling confidential information
- Comfortable with using the Internet and online application forms
- Tenacity – reminders are often required to see the process through successfully
- Good at paying attention to detail
- Flexibility to visit applicants where and when they are available if necessary

Duties

Complete the DBS Validator training session.

Read and understand the APCS Online User Guide for Parish Validators and have it to hand for reference.

- Receive a request (with contact details), for a new DBS check from the recruiter within the parish or for DBS renewals from the Diocesan DBS Manager
- For renewals, establish that the role is still eligible for a DBS check (by reference to the APCS User Guide and if necessary in conjunction with the Parish Safeguarding Officer and the Diocesan DBS Manager), confirm within the parish that the person is still doing the job
- Contact the applicant to advise that a new DBS application/renewal needs to be completed. A specific contact letter is already available to use. Check with the applicant first if they already have a DBS check and have subscribed to the DBS update service, if so, obtain details and check with Diocesan DBS Manager if it can be used without having

to submit a new application. If the applicant's previous registered check was done through an organisation other than the Diocese, once DBS Manager has confirmed it can be used, complete the 'DBS Update Service Status Check Request Form and complete the Documentary Evidence Form, (both obtainable from Diocesan DBS Manager) .

- If a new check is required, send the applicant a link to the APCS webpage along with a unique user id number and request them to complete the online DBS Application Form. To assist them, give them details of the information they will need to complete the application and make it clear that APCS are on hand to help if they need it. Offer assistance to anyone who would find it difficult to complete an online form.
- Once the applicant has completed their online application, the DBS Validator is notified by APCS by email. On receipt of the email, contact the applicant again to arrange to meet to check their ID documents and verify the information on their online application form. **Make sure you are aware of the ID Document Checking Rules which can be found in Appendix 1 of the APCS Guide.** Before you write to the applicant (specific letter already available to use for this) to arrange a meeting, check their online application to see which documents they used when completing their application and ask them to bring those documents. For example if an applicant has entered details of a driving licence and a passport include those in the request for documents.
- When meeting the applicant to verify their ID documents, if possible do it online, otherwise print a hard copy of the online application. Complete the verification as detailed in the APCS online user guide. If a hard copy is used, complete and submit the online form later and shred the paper version once the online form has been submitted
- Ensure the applicant is aware that the result of their check could be shared with persons within the diocese responsible for their supervision and training if relevant.
- Give applicant a copy of the letter about the DBS update service, to encourage them to make their DBS check portable, and make them aware that they must do it within 30 days of the date of their DBS certificate.

Note:

When meeting the applicant to verify the DBS application take the following:-

- ✓ *Access to online form OR*
- ✓ *Screen print of completed form*
- ✓ *Letter to Applicant about the DBS Update Service, (tell them they will receive their application form number by email from APCS)*

For Reference also take

- ✓ *APCS User Guide*

Reports to: The incumbent

Agreement: I agree to being the DBS Validator at All Saints Church, under the supervision of the incumbent. I agree to comply with all aspects of the Diocesan Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy) and all other church policies.

Name (print and sign): _____

Incumbent: _____

Date: _____

