

DBS APPLICATION PROCESS

This is stage 2 of the URC Safer Recruitment Process. Prior to commencing this stage, anyone requiring a DBS clearance will have submitted a completed Self-Declaration pro forma to the HURC Safeguarding Co-ordinator. The Church DBS Verifiers will then be notified of successful stage 1 applicants by the designated church person. Currently this is the responsibility of the Deputy Safeguarding Co-ordinator. At this stage the verifiers will be given a copy of the job description, in order to assess the level of DBS clearance required, for the applicant's role. If required, the DBS Verifiers will consult with the HURC Safeguarding Team and, if necessary, the Synod Safeguarding Officer for advice and guidance. The verifiers will then contact the applicant in order to explain the process, obtain their permission to undertake this check and supply personal information in order to set up and progress their application. Due Diligence Checking Ltd (DDC) has been contracted to provide criminal records checking services for all relevant paid and voluntary roles and positions within the URC.

The URC uses an electronic Disclosure and Barring Service (DBS) application system which enables applicants and verifiers to complete application forms online, however, it should be noted that a paper-based application system is also available for those who wish to use it. All applications will require verification by Hinckley URC DBS verifiers. A pre-verification telephone conversation will be held between verifiers and applicants in order to ensure all relevant documentation has been included. This will be followed by the verification of the selected documents and the application will then be submitted to the DDC/DBS.

It must be emphasised that applicants can only commence work when this process has been completed.

All applications are free of charge for volunteers.

Please note :- The URC Ministries Office recommend applicants register with the online update service within 30 days of the issue date recorded on their DBS clearance certificate. This is essential if the individual wishes to access the portability facility within the DBS structure. Please be aware that this portability facility only relates to positions of a similar nature.

DBS DISCLOSURE INFORMATION

The DBS disclosure (certificate) dispatched to the applicant contains the following information :-

Name of person
Disclosure reference number
Level of disclosure (enhanced)
Date of issue
Clearance group/s

PERIOD OF VALIDITY

The URC recognises all DBS disclosures to be valid for a period of 5 years. Consequently, HURC verifiers will retain disclosure certificate numbers for a maximum period of 5 years, or longer if the online update service has been chosen by the applicant. At the end of this 5 year period of validity with the update service, DBS verifiers will be required to see their DBS Certificate again if the individual wishes to continue with their church role. It will also be necessary for them to produce one form of identification and complete a URC pro forma giving permission to verifiers to log on to the update service in order to check the current status of the individual.

Throughout this process the usual conditions regarding safe storage and strictly controlled access will prevail.

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