

## 2.6 Disclosure and Barring Service (DBS) application process

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All volunteers and workers should be safely recruited including an application form and references (see Section 2.1).

The church should assess if the position needs a DBS check (using the charts in Section 2.4) or seek advice from the panel office.

Forms and information are available from the panel

The volunteer completes the DBS application form and makes an appointment with a panel verifier \*  
The Verifier checks 3 identity documents, completes the verifier's form and forwards the forms to panel office to be countersigned and sent to the DBS.

The applicant receives the Disclosure Certificate directly from the DBS and must send the original certificate to the panel office.

The check is not completed until this has been done.

The panel notes the certificate number, informs the church/ body responsible for the appointment that the process is complete and returns the certificate to the applicant.

A volunteer can subscribe to the Update Service (optional) for free within 30 days of the date of the Certificate. (This may enable the certificate to be used for other posts and renewals (there are exemptions).

<https://www.gov.uk/dbs-update-service>

A blemished disclosure (certificate showing convictions or cautions) will be assessed following the process described in Section 2.7.

\* The Interdenominational Safeguarding Panel has a team of verifiers across Wales who can check identity documents locally to facilitate the DBS process. This includes ministers and church staff. They will need to see 3 documents and ask some simple questions about the role to confirm eligibility.