

# Initial information form for a DBS applicant

We are pleased to be able to offer online DBS<sup>1</sup> checks in partnership with Gwynedd Council alongside our existing paper forms. Please indicate below how you wish to proceed with your application. At the end of both options, you will receive a paper DBS certificate directly from the DBS.

## I wish to complete the DBS checking process:

**A. Online**  (You must provide your email address - a link and password will be sent directly to you to enable you to complete your DBS application electronically).

You will still need to meet with a Panel verifier to check your identity documents.

**B. Using the paper form**  (a DBS paper application form will be sent to your postal address or to your church secretary or safeguarding contact)

**please complete the rest of this form for both option A and B.**

## Applicant's Details

Full name of Applicant

Email

phone number

Postal address

## Church Details

Name of the church (Including village/town) :

Denomination:

Name and contact details of church safeguarding contact or secretary:

Name:	
Address:	
Email address:	Phone number:

Does **this Church** have organised activities with:- **Children**  **Vulnerable Adults**  ?

i.e., Sunday School, youth work, regular pastoral visiting, luncheon club etc.

*(We can only do checks for church trustees if the church has organised activities with vulnerable groups)*

Name of local identity verifier (if known):

<sup>1</sup> The initial part of the Gwynedd process can be through the medium of Welsh or English but once the applicant reaches the online form the process is in English.

## Details of the role / voluntary work

To ensure that this role is eligible for a DBS check and to ascertain the correct level of DBS check, please provide information regarding your role by completing and ticking the boxes below:

Please note: 'work' means paid work or volunteering.

### 1. Your job title/ position / role(s) within the church

### 2. Will your role involve working with :- Children Vulnerable Adults ?

### 3. Please give a brief outline below of your work with children and / or vulnerable adults.

### 4. How frequently do you carry out this role? e.g., weekly, monthly, occasionally etc.

### 5. CHILDREN'S WORKERS:

i. Will you be under constant supervision\* whilst working with children? Yes  No

\* **Note:** Supervision means that an individual responsible for the work (who has an enhanced DBS disclosure for the role) is present throughout the activity. **Not** that more than one adult is present in the same room.

If 'yes' - Please provide the name of the person supervising this work: [Click or tap here to enter text.](#)

ii. Will this role include personal care i.e., helping/prompting young/ ill or disabled children with eating/drinking /washing/toileting? Yes  No

iii. Will the role involve driving children? Yes  No

### 6. VULNERABLE ADULT WORKERS:

**Will the role involve:-**

i. Personal care e.g., help with toileting, dressing or feeding/prompting to eat? Yes  No

ii. Assisting with money /shopping? Yes  No

iii. Transporting an adult for health, personal or social care (e.g., doctors, hospital appointments, or collecting someone from a residential home etc.)? Yes  No

### 7. Will the role involve working with children or vulnerable adults at (the applicant's) home?

If yes please provide details of the work done at your home address in box 3 above Yes  No

8. Is this role Voluntary  Paid  ?

### 9. Is this DBS check for:-

i. a new role/post holder

ii. an existing post holder

iii. an existing post holder being re-checked

Once you have completed both sides of this form please return it to [post@panel.cymru](mailto:post@panel.cymru) or post to:  
Interdenominational Safeguarding Panel, 1 Vale Parc, Colomendy Industrial Estate, Denbigh, LL16 5TA

☎ 01745 817584 [🌐 https://panel.cymru](https://panel.cymru)