



Safer Recruitment Policy





Approval and Update

This Safer Recruitment Policy was approved by the Board of Trustees on 21st May 2025. It will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with relevant laws and regulations.

Reviewed By	Date Reviewed	Date of Next Review
Mike Jones	6 th May 2025	1 st September 2025



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Section 1

Introduction

King's Church Lewes is committed to the safeguarding and protection of all children, young people and adults.

We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles.

This policy sets out the Safer Recruitment process which must be followed before an employee or volunteer takes up their role.

Safer Recruitment is more than the undertaking of Disclosure and Barring Service (DBS) checks. It is about promoting and exercising a safe culture including the supervision and oversight of those who work with children, young people, and adults with care and support needs.

Process

1. Advertisement - Job Description and Person Specification
2. Application form
3. Self-declaration form
4. DBS check and references check, as appropriate
5. Interview
6. Induction
7. Settling in period



Section 2

Advertising roles

Advertising roles shows both our commitment to safeguarding as well as ensuring that those appointed to roles are suitable.

For each role, there will be a clear and up to date:

- Job or role description - this gives the duties, tasks, and responsibilities of the role.
- Person specification - this outlines the experience, any qualifications, and the personal characteristics needed for the role.

The responsibilities and frequency of the work will also determine if the role meets the eligibility criteria for a criminal record check and if so, what level of check is needed.

An example of a job advertisement is included in Appendix 1



Section 3

Application form

An application form needs to be filled in by any applicant of a paid or voluntary role, to gain correct and current details and to ensure that all those working with the children, youth, and adults with care and support needs at King's Church Lewes are suitable for their roles.

Applications for paid employment

Applicants must complete a job-specific application form which includes a signed declaration that there is nothing in the candidate's past that would call into question their suitability to work with children, young people or adults with care and support needs. Applicants must also provide the names and contact details for 2 referees who have known the applicant for at least two years. Ideally, one of the referees will be their current employer, if applicable. Referees must be over 18 and not related to the applicant.

Application for volunteering

If it is an applicant's first time serving at King's Church Lewes, they must complete a Volunteer Application form in full. Unless the applicant has been known by a King's Church elder for at least two years, this will include a request for 2 referees who have known the applicant for at least two years. Ideally, one of the referees will be their current employer, if applicable. Referees must be over 18 and not related to the applicant.

If an applicant is renewing their DBS after 3 years, or applying for a different role having previously already applied at King's Church Lewes, they must fill out an Information Update Form instead.

Volunteer Application form and Volunteer Information Update form can both be found in Appendix 2.



Section 4

DBS or enhanced DBS checks

Certain roles will require a DBS or enhanced DBS check

A DBS check gives information held by the police and government departments on a person's criminal record which enables an organisation to make an assessment on the suitability of a person applying for a volunteer role with them. It is a requirement of charity regulators that organisations will check anyone whose role makes them eligible for a check.

Each check provides details of an individual's current criminal record including information such as convictions, cautions, reprimands and warnings held on the police national computer and those held by local police forces.

As a check provides a snapshot of a person's current criminal record it effectively becomes out of date the moment it is processed. To ensure an organisation is aware of any new information, for eligible roles a check should be regularly renewed (for example every three years).

A person who has a recent check should never be seen to have a 'free pass' to working with children or other vulnerable groups. Checks should always only be used as part of an overall safer recruitment process.

King's Church Lewes employs the services of an umbrella safeguarding body, Thirtyone:eight, to carry out all DBS checks.

The Different Levels of DBS Checks





Eligibility for a DBS check

As a general position, eligibility to apply for a DBS check is not based on an applicant's job title but is established by looking at the activities and responsibilities carried out by each individual role.

Thirtyone:eight provide a clear eligibility interactive tool

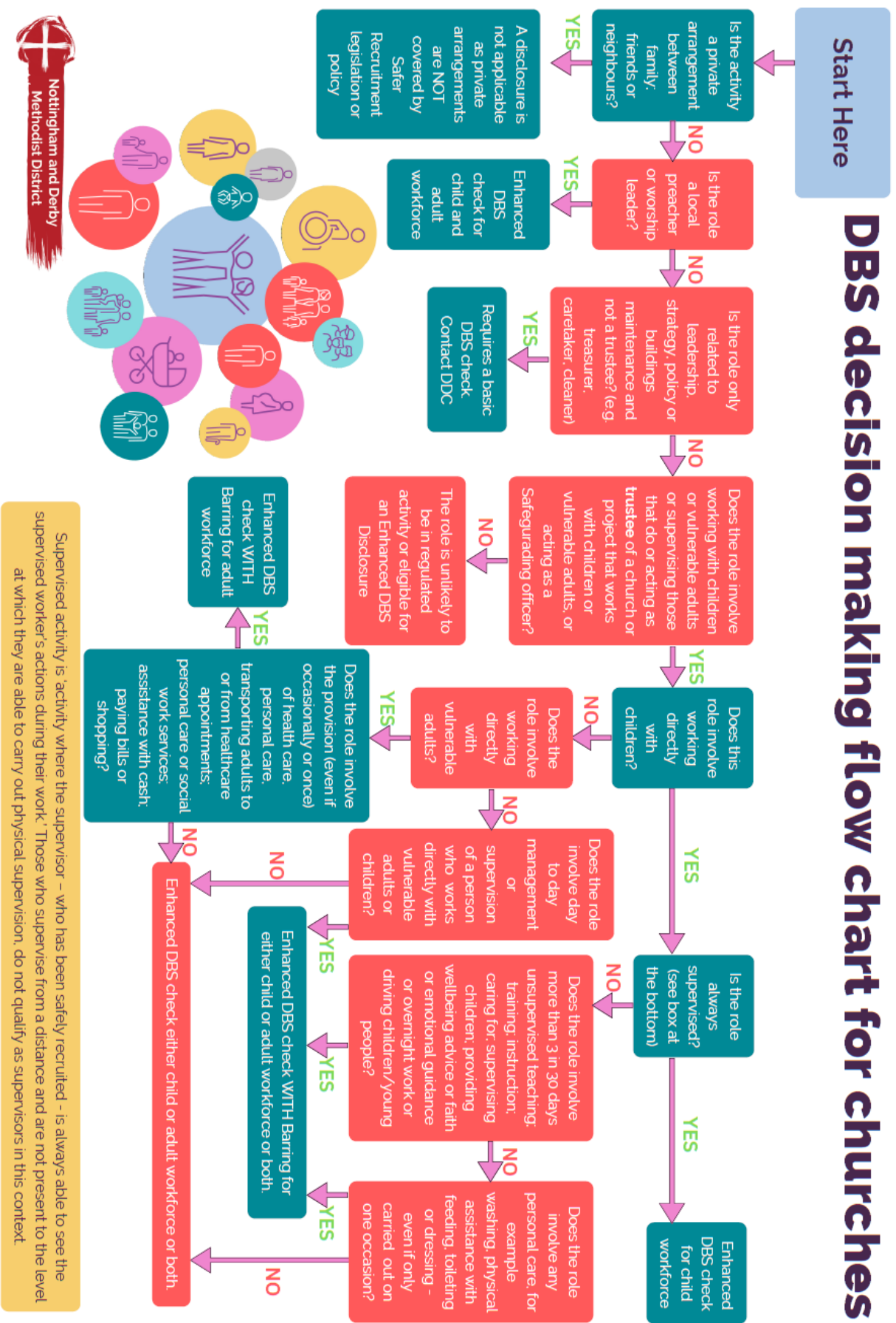
(<https://thirtyoneeight.org/dashboard/eligibility-guide/private-non-commercial>) to determine whether a DBS/enhanced DBS check is required for individual roles, however as a general guide, the following may be useful:

Role	Level of Check
Administrator	Not normally enhanced, you could choose to process a basic.
Elder	Often not eligible for enhanced unless a Trustee and/or responsibilities include supervising the work of children or adults with care and support needs
Pastor	Enhanced with the child and adult barred list.
Caretaker/Cleaner	Normally only eligible for a basic. Enhanced if their responsibilities include supervising children.
Children's Leader/worker/helper	Usually eligible for enhanced and often for the barred list.
Coffee or Tea servers	Not eligible for an enhanced, you can choose to process a basic.
Community Café worker	Often not eligible for enhanced. You could choose to process a basic if only serving food or having a supervised 'friendly chat'.
Deacon	Often not eligible for enhanced unless a Trustee and/or responsibilities include supervising the work of children or adults with care and support needs. Basic can be requested if not eligible for enhanced.
Designated Safeguarding Lead/Deputy Lead	Often enhanced/barred lists if supervising those eligible for an enhanced/barred lists check
Driver of children	Enhanced if on more than one occasion, Barred list if frequently or intensively.
Foodbank worker	Not normally eligible for enhanced. You can choose to process a basic.
Connect Group Leaders	Not normally enhanced unless they are caring for children away from the parents/carers. You could choose to process a basic if not eligible for enhanced.
Home visitor	Often enhanced if weekly or 4 or more days in a 30 day period with adults with care and support needs. Could be eligible for the barred list. You can choose to process a basic if not eligible for enhanced.
Lunch Box worker	Not normally enhanced unless they are caring for children away from the parents/carers. Always needs to be made clear in Section Y, how they are eligible. You could choose to process a basic if not eligible for enhanced.
Toddler group worker	Not normally enhanced unless they are caring for children away from the parents/carers. Always needs to be made clear in Section Y, how they are eligible. You could choose to process a basic if not eligible for enhanced.
Pastoral Assistant/Worker/Visitor	Often enhanced if frequently or intensively with vulnerable adults. Could be eligible for the barred list. You can choose to process a basic if not eligible for an enhanced.
Preacher	Not normally eligible for enhanced unless the applicant is working directly with children and/or vulnerable adults. You can choose to do a basic if not eligible for enhanced.
Prayer Team Member	Not normally eligible for enhanced unless regularly praying unsupervised with children. You can choose to do a basic if not eligible for enhanced.



Role	Level of Check
Steward	Not normally eligible for enhanced unless specifically designated to supervise/toilet children. You could choose to process a basic if not eligible for enhanced.
Student Worker	Often not eligible for enhanced unless responsibilities include working with children (under 18s). Basic can be requested if not eligible for enhanced.
Treasurer	Enhanced if they are a Trustee of a charity that works with children or adults at risk - see notes under 'Trustee'. You can choose to process a basic, if not eligible for enhanced.
Trustee	Enhanced if the charity works with children and/or vulnerable adults. This applies even if the trustee themselves does not work directly with children or adults. There is no eligibility for a barred list check, unless the person is working in Regulated Activity themselves or line manages/supervises someone else who is.
Welcomer	Not normally eligible for enhanced unless specifically designated to supervise/toilet children. You could choose to process a basic if not eligible for enhanced.
Worship Leader	Enhanced if has a chaperone/teaching role with children. You can choose to process a basic if not eligible for enhanced.
Youth camp worker	Usually enhanced with the child barred list.
Youth worker/leader	Usually eligible for enhanced, often eligible for the barred list

DBS decision making flow chart for churches





DBS check application

All applicants for a paid employment or voluntary role at King's Church Lewes must complete at least a Basic DBS check. Each Job Description will include which level of DBS check is required.

The Safeguarding Lead will process all DBS applications through the Thirtyone:eight online system.

Process for applicants:

1. Applicants requiring a standard or enhanced DBS check will be given a self-declaration form to complete, sign, and return to the Safeguarding Lead. This will be scanned and stored securely.
2. Applicants will be signposted to a copy of the KCL Equal Opportunities Policy and the Handling Disclosure Information Policy.
3. Applicants will be given an Organisation reference and Organisation code to use in their application for a DBS certificate on the Thirtyone:eight website.
4. Once applicants have completed the online part, the Safeguarding lead will carry out an ID verification check (see below).
5. The DBS certificate is sent directly to the applicant. The Safeguarding Lead is able to access the results of this online.

Applicants will need to provide the Safeguarding Lead with **three** ID documents. ID documents must be originals (not photocopied) and not printed from the internet (e.g. online bank statements):

- one document from Group 1, below
- two further documents from either Group 1, or Group 2a, or 2b, below
- At least one of the documents must show the applicant's current address.
- Where an applicant has changed their name, they must also provide relevant documentation to validate this (e.g. marriage certificate, decree absolute).

Group 1

- A current and valid passport
- A Biometric Residence Permit
- Current driving license photocard (full or provisional)
- Birth certificate issued within 12 months of birth
- Adoption certificate

Group 2a

- Current driving license paper version, if issued before May 2000 (full or provisional)
- Current driving license photocard from any country outside of the UK (full or provisional)
- Birth certificate issued after 12 months of birth
- Marriage/civil partnership certificate
- HM Forces ID card



- Firearms License

Group 2b

- Mortgage statement (issued in last 12 months)
- Bank or building society statement (issued in last 3 months)
- Bank or building society account opening confirmation letter (issued in last 3 months)
- Credit Card statement (issued in last 3 months)
- Financial statement, for example pension or endowment (issued in last 12 months)
- P45 or P60 statement (issued in last 12 months)
- Council Tax statement (issued in last 12 months)
- Benefit statement, for example child benefit, pension (issued in last 3 months)
- Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC
- Valid EEA National ID card

It is against the law for an organisation to submit a Standard, Enhanced, or Enhanced with Barred List(s) DBS Check, if the role being applied for is not eligible for that type of check. If unsure, contact Thirtyone:eight for advice (Tel. 0303 003 1111)

See Appendix 3 for Self-Declaration form

See Appendix 4 for DBS Identity Documents



Section 5

Interview

Selection

In the fortunate situation of a role being over-applied for, a shortlisting process may be required. Shortlisting criteria may be used which will usually be taken from the Role Description.

If an individual is unsuitable for the role, they should be provided with honest feedback which explains the decision and then focuses on the positive attributes they have which could be used in other ways.

Interview

Paid employment role

The questions asked at interview will be specific to the job applied for. It is important however that the applicant's suitability for the role is established. Safer recruitment questions should include:

- their reasons for moving on from previous work.
- anything in the application form (their employment record, gaps in their history, their church involvement, etc.) that gives rise to question or concern.
- their awareness of the importance of safeguarding policies and practice.

Volunteer role

Telling a volunteer that they need to be interviewed for a voluntary role can put them off. However, their suitability for the role needs to be established. Instead of 'interview', it may be worded as a two-way conversation to cover:

- why they have put themselves forward as a volunteer.
- what have they been doing in the last couple of years.
- what they would like to gain from volunteering.
- practicalities such as the skills that they have to share, relevant experiences, availability, training needs.
- more detail about the role, including safeguarding.

Feedback

If during the interview it becomes clear that the applicant is unsuitable for the role, they should be provided with honest feedback which explains the decision and then focuses on the positive attributes they have which can be used in other ways.



If the applicant is successful, an initial settling-in period should be agreed with them once their DBS certificate is received. It should also be discussed between you what to do if things don't work out as expected and an induction should also be explained and planned.

Section 6

Induction

An induction introduces a new employee or volunteer to a role. It can include:

- Introduction to the team and the environment in which they will be working
- Overview of the mission/aims of the area of serving (e.g. King's Kids' work)
- Explanation of how things work e.g. equipment, rotas, procedures
- Where to find key documents e.g. policies, registers
- Discussion around the role and the expectations of the employee/volunteer
- Initial training (which should also include Safeguarding Training)
- Signing and being given a copy of the King's Church Code of Conduct (**See Safeguarding Policy**).

Section 7

Settling in Period

It is good practice to have a settling in period for employees and volunteers. This is so that both the employee/volunteer and the team leader can see whether the employee/volunteer is suited to the particular role. During these periods, role shadowing and relevant training can be planned and support can be arranged. In addition, regular meetings with the team leader can be organised to discuss any issues etc. that arise.



Appendix 1 Job Descriptions

Volunteer King's Kids Teacher Job Description – Livewires and Ignite

Position Type: Volunteer

Schedule: Sundays 10.15am-11:30am, once every 4 weeks.

Reports to: King's Kids Team Leader

Position Overview

The Volunteer King's Kids Teacher is responsible for planning and leading a Sunday school class for children [either Livewires (Reception to Year 3) or Ignite (Year 4 to Year 6)]. The teacher will create a welcoming and engaging environment, teaching biblical principles through stories, games and activities. The teacher will be supported by a helper.

Key Responsibilities

Prepare and Teach lessons

- Plan and deliver engaging Bible lessons appropriate for the age group.
- Use provided curriculum and resources or develop additional materials as needed.
- Incorporate activities such as crafts, games and storytelling to enhance learning.

Classroom Management

- Create a safe, welcoming and respectful classroom atmosphere.
- Manage classroom behaviour positively and effectively.
- Ensure all children are engaged and included in activities.

Build Relationships

- Develop positive relationships with children, parents/carers and the rest of the King's Kids team and feedback relevant information to all parties when necessary.

Safety and Compliance

- Follow church Safeguarding Policy and Safeguarding Practices and Procedures to ensure the safety and protection of all children.
- Report any concerns or incidents to the group Team Leader and to the Safeguarding Lead promptly.

Collaborate



- Work with other members of the King's Kids Team to coordinate activities and share resources.
- Direct the helpers to support key children, assist with games and activities and help with refreshments.

Time Commitment

- The rota works on a 4-week basis, which allows for 1 week on, 3 weeks off.
- Classes run for 1 ¼ hours, plus additional time is needed for lesson planning and preparation (approximately 1-2 hours) and classroom set-up and tidy-up.
- Attend three meetings a year held by the Team Leader with the other leaders/helpers in the team.
- Participate in occasional training sessions.

Person Specification

Faith Commitment

- Member of King's Church Lewes, committed to the vision, values and beliefs of the church.
- Committed Christian who is growing spiritually and is willing to model faith to others.
- Desire to see children know and follow Jesus.

Skills and Abilities

- Good oral and written communication skills.
- Ability to communicate well with children.
- Ability to engage children and manage behaviour effectively.
- Ability to direct the helper effectively and positively.

Experience

- Previous experience in teaching or working with children is preferred but not required.
- Familiarity with Sunday School programs and children's ministry is a plus but not required.

Personal Attributes

- Patient, enthusiastic, creative, kind.
- Reliable and punctual.
- Willing to bring your gifts, talents and enthusiasm to help the team and contribute to ensuring the children have a good time in their class!

Please note that all chosen applicants will be required to complete the King's Church Safer Recruitment process, which includes background checks and an application for an enhanced DBS certificate with a check of the child barred list.

Volunteer King's Kids Helper Job Description – Livewires and Ignite

Position Type: Volunteer



Schedule: Sundays 10.15am-11:30am, once every 4 weeks.

Reports to: King's Kids Team Leader

Position Overview

The Volunteer King's Kids Helper is responsible for supporting the teacher and children in their Sunday school class [either Livewires (Reception to Year 3) or Ignite (Year 4 to Year 6)]. The helper will support the teacher in creating a welcoming and engaging environment, where biblical principles are taught through stories, games and activities.

Key Responsibilities

Support

- Be a welcoming face to parents/guardians and children as they arrive.
- Take part in activities with the children (this could be quizzes/games/crafts/ etc.).
- Support children in the class who may need extra help to complete activities or stay focused.
- Assist the Teacher with small amounts of preparation before the session.
- Prepare and serve refreshments to the children from the kitchen cupboard.

Build Relationships

- Develop positive relationships with children, parents/carers and the rest of the King's Kids team.

Safety and Compliance

- Follow church Safeguarding Policy and Safeguarding Practices and Procedures to ensure the safety and protection of all children.
- Report any concerns or incidents to the group Team Leader and to the Safeguarding Lead promptly.

Time Commitment

- The rota works on a 4-week basis, which allows for 1 week on, 3 weeks off.
- Classes run for 1 ¼ hours, plus a small amount of additional time supporting the teacher with classroom set-up and tidy-up.
- Attend three meetings a year held by the Team Leader with the other leaders/helpers in the team.
- Participate in occasional training sessions.

Person Specification

Faith Commitment



- Member of King's Church Lewes, committed to the vision, values and beliefs of the church.
- Committed Christian who is growing spiritually and is willing to model faith to others.
- Desire to see children know and follow Jesus.

Skills and Abilities

- Good oral and written communication skills.
- Ability to communicate well with children.
- Ability to engage children and manage behaviour effectively.
- Happy to be directed by the Teacher to support the class, as well as taking own initiative.

Experience

- Previous experience in working with children is preferred but not required.
- Familiarity with Sunday School programs and children's ministry is a plus but not required.

Personal Attributes

- Patient, enthusiastic, creative, kind.
- Reliable and punctual.
- Willing to bring your gifts, talents and enthusiasm to help the team and contribute to ensuring the children have a good time in their class!

Please note that all chosen applicants will be required to complete the King's Church Safer Recruitment process, which includes background checks and an application for an enhanced DBS certificate.



Appendix 2 Volunteer Application Forms

SERVING AT KING'S CHURCH LEWES – VOLUNTEER APPLICATION FORM

We are required by our Safeguarding Policy to ask all prospective workers and volunteers with children, young people, and adults with care and support needs to complete this form. The information will be kept confidentially, unless requested by an appropriate authority.

Position(s) applied for :

We ask all prospective workers with children, young people, and adults with care and support needs to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet.

1. Personal Details

Full Name: _____

Maiden/Former Name(s): _____

Date and place of birth: ____/____/____ _____

Current Address:

If you are a student or living at a temporary address, give your current "permanent" address...we will need to match the address given here with your Driver's Licence if you have one, and any other identification you provide for the DBS check.

Postcode: _____

Mobile Tel No: _____

Email: _____

How long have you lived at the above address? _____ Years
_____ Months



Please tell us about your Christian experience/experience in the church(es)/organisation(s) you have been involved in, including names, dates and detail of the areas of your involvement.

Please include names, dates and detail of the areas of your involvement. Type 'None' if this will be your first experience.

How long have you been at King's Church Lewes?

Please give details of previous experience of looking after or working with children, young people, or adults with care and support needs.

This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity. Type 'None' if this will be your first experience.

In relation to working with children, young people, or adults with care and support needs, have you ever had an offer declined, been part of a disciplinary process or removed from your role?

YES NO (Please tick)

If yes, please give details

Are there any ways that we can support you in your work with children, young people or vulnerable adults?

Answering 'yes' to this question does not mean you will not be considered for the post. We are committed to meeting the requirements of the Disability Discrimination Act 1995 and 2004, and all other similar legislation.



2. References

Please provide references UNLESS a King's Church Lewes elder has known you for at least 2 years. If this is not the case, please complete the details below of two people who you have known for at least two years who would be willing to provide a personal reference. If you are currently working, (paid or voluntary) one of these should be your present employer. We reserve the right to take up character references from any other individuals deemed necessary.

Referee 1

Name (Full name and job title if applicable) _____

Phone number _____

Email address _____

How you know them _____

Referee 2

Name (Full name and job title if applicable) _____

Phone number _____

Email address _____

How you know them _____

Name of church leader

If you have recently joined from another church, please give the name of the Church Leader at your previous church and the name of the church

Church Leader contact details

If they are at King's Church Lewes then you can leave this blank. If they are at another Church, please tell us the best way to contact them if that needs to be done.

I confirm that the submitted information is correct and complete.

Signed: _____ Date _____

**SERVING AT KING'S CHURCH LEWES – VOLUNTEER
INFORMATION UPDATE FORM**



We are required by our Safeguarding Policy to ask all prospective workers and volunteers with children, young people, and adults with care and support needs to complete this form. The information will be kept confidentially, unless requested by an appropriate authority.

Position(s) applied for :

We ask all prospective workers with children, young people, and adults with care and support needs to complete this update form if they are renewing their DBS after 3 years, or applying for a different role having previously already applied at King's Church Lewes.

1. Personal Details

Full Name:

Current Address:

If you are a student or living at a temporary address, give your current "permanent" address...we will need to match the address given here with your Driver's Licence if you have one, and any other identification you provide for the DBS check.

Postcode: _____

Mobile Tel No: _____

Email: _____

What roles do you currently have working with children, young people and/or adults with care and support needs at King's Church Lewes?

Please give details of any other work involving looking after or working with children, young people and/or adults with care and support needs outside of King's Church Lewes, either in a paid or voluntary capacity, done since your last application to serve at King's Church Lewes.

Type 'None' if you have no relevant work outside King's Church



Please tell us your reasons for wishing to continue working with children, young people and/or adults with care and support needs at King's Church Lewes.

In relation to working with children, young people, or adults with care and support needs, in the time since your last application, have you ever had an offer declined, been part of a disciplinary process or removed from your role?

YES NO (Please tick)

If yes, please give details

Are there any ways that we can support you in your work with children, young people or vulnerable adults?

Answering 'yes' to this question does not mean you will not be considered for the post. We are committed to meeting the requirements of the Disability Discrimination Act 1995 and 2004, and all other similar legislation.

I confirm that the submitted information is correct and complete.

Signed: _____ Date _____



Appendix 3 Self-Declaration form for DBS checks

King's Church Lewes Self-declaration form for Standard/Enhanced DBS checks

As an organisation we undertake to meet the requirements of the Data Protection Act 1998 General Data Protection Regulations and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

Instructions for applicants

1. Sections A,B,C, and E must be completed by all applicants.
2. Section D should only be completed if your organisation has marked YES below.

The role involves Regulated Activity, complete Section D	Yes	No
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3. Please complete this form and then return it in a separate sealed envelope to the person named below (Lead Recruiter, Designated Safeguarding Lead, or Recruitment Officer):

Anna Scott (Safeguarding Lead)

A - Conviction history

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

1)Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	Yes	No
If yes, please give details including the nature of the offences and the dates. It would be helpful to include details of the reasons and circumstances that led to the offence(s):		
2)Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	Yes	No



If yes, please give details including the nature of the offences and the dates. It would be helpful to include details of the reasons and circumstances that led to the offence(s):

B - Overseas history

1) Have you ever lived, worked, or volunteered outside the United Kingdom?	Yes	No
If yes, please provide details, including the name of the country/countries:		
2) Do you have any overseas convictions?	Yes	No
If yes, please provide further information:		

C – Past conduct

1) To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?	Yes	No
If yes, please provide details:		
2) Has there ever been any cause for concern regarding your conduct with children, young people, or adults with care and support needs?	Yes	No
If yes, please provide details:		

D - Barred lists checks (for those working in Regulated Activity)

If your role will involve engaging in regulated activity with children or adults with care and support needs (vulnerable adults) or line managing someone else that does, you will be asked to complete the below section.

Are you or have you been barred from working with children or adults with care and support needs (vulnerable adults)?	Yes	No
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E - Declaration

I consent to a standard/enhanced DBS check if appointed to the position for which I have applied. I have read the Standard/Enhanced Check Privacy Policy for applicants. I understand how the DBS will process my personal data and the options available to me for processing an application.
I am aware that if I am being asked to apply for an enhanced disclosure it will show spent and unspent convictions and adult cautions, from the Police National Computer which have not been filtered in line with legislation plus any information held by local police that's considered relevant to the role.
I am aware that, failure to disclose information that is not 'protected', could result in the withdrawal of approval to work within the organisation. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed.
I agree to inform the person within the organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the organisation.
I understand that failure to do so may lead to the immediate suspension and/or the termination of my employment.
I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police force and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation.
I understand that failure to do so may lead to the immediate suspension of my work and/or the termination of my employment.
Print name: Signed: Date:

Legalese

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders / Equal Opportunities Policy.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

The DBS Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk.

As an organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the General Data Protection Regulations, as well as the expectations of the DBS.



Barred lists / Regulated Activity

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An Enhanced Disclosure with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an Enhanced Disclosure WITHOUT a barred list check.

Links

<https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy>. <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>
<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

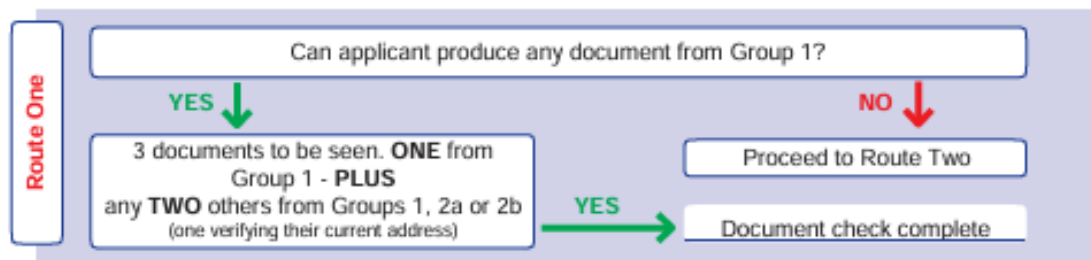
Appendix 4 DBS Identity Documents

What Documents Do I Need to Produce?

Please read this flow chart in conjunction with the list of documents accepted (overleaf)

All applicants must initially be considered for Route One except for Non-EEA Nationals who are seeking paid employment. Full guidance on acceptable documents for these applicants ONLY can be found at: <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

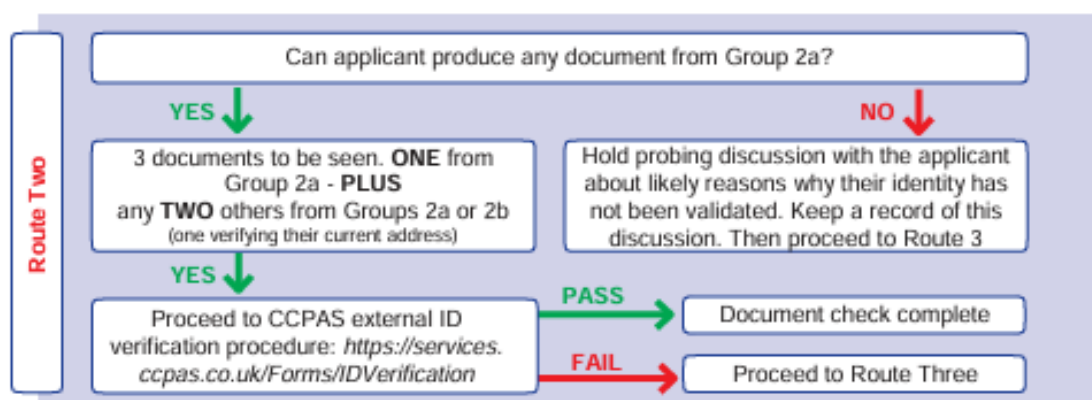
Please ensure that where an applicant has changed their name you also see the relevant documentation to validate it eg. marriage cert/decre absolute etc



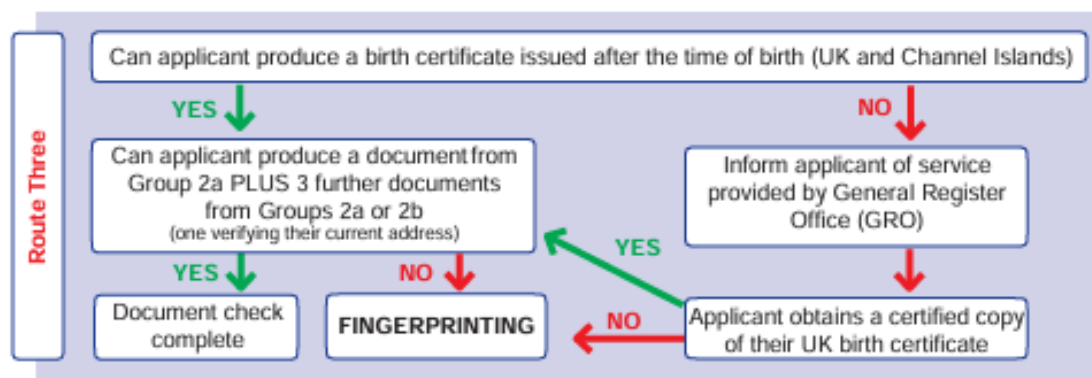
If the applicant has satisfied this route, then the document check is complete.

IMPORTANT NOTE - EEA Nationals (Non-UK): Where an EEA National has been resident in the UK for five years or less, the Recruiter must validate identity via Route One through the checking of a Current Passport or Current UK /EU Driving Licence plus 2 further documents. In the absence of a Group 1 document the Recruiter must inform CCPAS Disclosure Service, in writing, of a valid reason for using Route 2.

If the applicant cannot produce a Group 1 document then go to Route Two.



If you have endeavoured to use Route Two, but have been unable to validate the applicant's identity successfully, you must proceed to Route Three.





What Identity Documents Are Accepted?

Group 1 – Primary Trusted Identity Credentials

- Any current valid Passport.
- Biometric Residence Permit (UK).
- Current valid driving licence – photocard - (full or provisional). UK/Isle of Man/Channel Islands and EEA. All licences must be valid in line with current DVLA requirements.
- Birth Certificate (UK, Isle of Man and Channel Islands) - issued within 12 months of birth including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.
- Adoption Certificate (UK and Channel Islands).

Group 2a – Trusted Government Documents

- Current valid driving licence – photocard (full or provisional). All countries outside of the EEA (excluding Isle of Man and Channel Islands)
- Current valid driving licence – paper version (if issued before 1998). UK/Isle of Man/Channel Islands and EEA (full or provisional). All licences must be valid in line with current DVLA requirements.
- Birth Certificate (UK, Isle of Man and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars).
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- Immigration document, visa or work permit - (Issued by a country outside the EEA.) - Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based)
- HM Forces ID Card (UK).
- Fire Arms Licence (UK, Isle of Man and Channel Islands).

Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA)** (Non-EEA statements must not be accepted).
- Bank/Building Society Statement (UK and Channel Islands or EEA) *
- Bank/Building Society Statement (countries outside the EEA) – the branch must be in the country where the applicant lives and works.
- Bank/Building Society Account Opening Confirmation Letter (UK)*.
- Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted).
- Financial Statement ** - e.g. pension, endowment (UK).
- P45/P60 Statement **(UK & Channel Islands).
- Council Tax Statement (UK & Channel Islands). **
- Letter of Sponsorship from future employment provider *** (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application).
- Utility Bill (UK)* – Not Mobile Telephone bill.
- Benefit Statement* - e.g. Child Benefit, Pension.
- A document from Central/ Local Government/ Government Agency/ Local Council giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service , HMRC.
- EEA National ID Card. ***
- Cards carrying the PASS accreditation logo *** (UK, Isle of Man and Channel Islands).
- Letter from Head Teacher or College Principal *** (16/19 year olds in full time education UK only – to be used in exceptional circumstances when all other documents have been exhausted).

Please note: If a document in the List of Valid Identity Documents is:

Denoted with * - it should be less than three months old.

Denoted with ** - it should be issued within the past 12 months.

Denoted with *** - it must still be valid.

Not denoted – it can be more than 12 months old.