

CCPAS Online Disclosure & Barring Service Application Guidance for Parish Identity Verifiers for the Diocese of Gloucester.

From May 2016 The Diocese of Gloucester is further developing its online DBS checking system working with CCPAS. This Guidance is a step by step guide for Evidence Checkers (Identity Verifiers), nominated people, and clergy.

What is changing?

This development means that parishes will be able to fully complete the online DBS system – including Section Y where the key role and level of disclosure is required.

What is not changing?

The diocese will still manage all DBS outcomes, and blemished disclosures as it does now, it's just that the completion of the form online can be done locally.

Who is this guidance for?

This guidance is for all Parish Evidence Checkers (Identify Verifiers) and Nominated People, and should be read in conjunction with the Church of England Safer Recruitment guidance, and the resources available on the Diocese of Gloucester website.

<http://www.gloucester.anglican.org/safeguarding>

<https://www.churchofengland.org/clergy-office-holders/safeguarding-children-vulnerable-adults/national-policy-practice-guidance.aspx>

Got stuck?

Don't worry! Just call us. It only takes 15-20 minutes to complete a form online, but that takes a bit of practice, and we are here to help!

Kpeake@glosdioc.org.uk 01452 410022 x 260;
Reception at Church House 01452 410022

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BACKGROUND STAGE - GETTING SET UP!

If you are a new Evidence Checker this is the process!

<p>Step one</p> <p>Getting Registered</p>	<p>Churches must appoint a Parish Evidence Checker by completing the registration form and returning this to Church House in Gloucester where we will keep our records updated and forward to CCPAS who will complete the registration process.</p> <p>http://www.gloucester.anglican.org/content/pages/documents/1392638520.pdf</p>
<p>Step two</p> <p>Receiving registration information</p>	<p>The Evidence Checker will then receive three emails directly from the Churches Child Protection Advisory Service (CCPAS):</p> <ol style="list-style-type: none"> 1. <u>Evidence Checker Acceptance - email</u> This contains the parish's organisation reference number, password and E-Bulk Guide for Applicants that should be sent to each applicant to enable them to access and complete the online form 2. <u>Welcome - email</u> This contains the Evidence Checker's username and default date of birth (to be changed the first time they log on) to enable them to access the system and complete verification of the applicants identity. 3. <u>Notice - email</u> This contains the Parish Evidence Checker's password which will be prompted to be changed the first time they log on.
<p>Step three</p> <p>What to have to hand – preparation for a DBS online check</p>	<p>As an Evidence Checker begins a process for an applicant there are a couple of things to have to hand that will make the process easier (don't worry – it comes with practice!)</p> <ul style="list-style-type: none"> ✓ A Confidential Declaration Blank Form ✓ A personal details form for the applicant ✓ An application form to be kept in the parish if you are recruiting a new employee or volunteer ✓ The list of what roles are eligible for what level of checking <p>Download from: http://www.gloucester.anglican.org/parish-life/safeguarding/dbs-/dbs-forms-applications-and-changes-to-the-diocese-process.php</p>
<p>Step four</p> <p>Completing an online DBS check prep</p>	<p>When prompted that an individual needs an online DBS check completed, the Evidence Checker can :</p> <ol style="list-style-type: none"> 1) Either arrange to meet the individual with their identification evidence and they complete an online application together – or: 2) They can send the applicant the password details and the applicant can begin that process themselves. The second part of the process is

where the Evidence Checker confirms ID, so at that stage the process can be done together.

In either case the individual applicant needs to be asked to complete a

- i. Confidential Declaration Form
- ii. Personal Details form

Send both of these to Church House (Kate Peake) immediately; do not keep a copy.

Download from:

<http://www.gloucester.anglican.org/parish-life/safeguarding/dbs-/dbs-forms-applications-and-changes-to-the-diocese-process.php>

STAGE ONE – Checking an applicant for the DBS check online – a step by step guide

Step 1 - How to Login and get started

The first time you login please follow the instructions below as well as the information contained within the three emails you will receive from CCPAS (these are the Welcome email; The Notice email; and the Evidence Checker acceptance email. **Remember to use the default date of birth (1st January 1998).**

Please Note: If you are accessing this system for the first time you will be prompted during this login procedure to change your one time password to your own secure personal password (of your choice) and also enter your correct date of birth.

Please click on the following link: <https://disclosure.capitarvs.co.uk/ccpas/>

You will now be on the main login page. We would advise that you add this page to your favourites in your web browser for ease of access.

1.1 Click on ‘Application Management’ (green box icon).



1.2 In ‘organisation ref’ box enter the CCPAS membership no. (See your welcome email which will contain this: followed by your parish code which will be on your Evidence Checkers email – or Kate Peake can give you this.

1.3 Enter your User Name – this will be the email address that you have registered to use the online system.

1.4 Enter your DOB (or the default DOB of 1st January 1998 for your first login only). Once you have completed this section click ‘Enter’.

1.5 Enter your password (this is case sensitive). This was sent to you in the initial 'Notice' email. You will be able to then change this (see 1.6 below).

If you need further help accessing the system please click on this link for a video tutorial which will take you through this process step by step;

<http://videos.sproutvideo.com/embed/a49bddb4191fe3c62c/48639f65c0916ae2>

or phone or email your Account Manager on 0845 120 45 49 extension 204; email

accountmanager@ccpas.co.uk.

1.6 Click on Login

- Please note, after initial login you will be required to set your own password and enter your own date of birth for future login purposes.
- Please re-enter into the 'current password' field the temporary password you received in your initial email and then create your own unique password.
- The password you create must be between 8 and 30 characters containing at least one capital letter and at least one number. Please then enter your date of birth for future login purposes. Then click 'update'. This will now take you to the main e-Bulk Home Page called the 'Dashboard'.

Step 2 – How to verify the ID of an applicant

2.1 Full details of the ID you need to see are set out on pages 9 and 10.

The screenshot shows the 'Applications Dashboard' with a navigation bar containing 'Dashboard', 'Applications', 'Results', and 'Reports'. Below the navigation bar, the 'Applications Dashboard' title is followed by a descriptive paragraph: 'The table below provides an overview of the status of your current applications within the system, completed DBS applications over 180 days old and Disclosure Scotland applications over 90 days old have been automatically archived.'

The dashboard is divided into three main sections:

- Pre-DBS Processing:**
 - Waiting ID Check and Section Y: 1
 - Query Applications: 1
 - Awaiting External ID Validation: 0
 - Awaiting Payment: 0
 - Waiting Countersignatory Auth: 1
- DBS:**
 - Processing: 0
 - See Paper Disclosure: 0
 - Application Complete: 46
- DBS E-Transfer:**
 - Queued for Transfer: 0
 - Applications Sent: 0

Verifying ID

2.2 From the 'Applications Dashboard' screen click on 'Waiting ID Check and Section Y' found in the Pre-DBS Processing box. Then click on an applicant's reference number in the 'Our Ref' column to open up their application form. You will now see two tabs of the applicant's completed form – 'Overview' and 'Application'.

The screenshot shows the application form for reference number 301GIBS65429. The form is divided into several sections:

- Personal Details:** Title: MISS, Forename: HANNAH, Middle Name: JANE, Surname: GIBSON, Date of Birth: 07/08/1979, Gender: FEMALE, NI Number: (blank). Edit link.
- Contact Details:** Language: ENGLISH, Telephone No: (blank), Email Address: (blank). Edit link.
- Address History:** A table with columns 'Address', 'From', and 'To'.

Address	From	To
8 HILLBURY WAY ST ALBANS AL2 7HQ UNITED KINGDOM	Jan 2003	Present

Edit link.
- Place of Birth:** Town: ST ALBANS, County: HERTS, Country: UNITED KINGDOM, Nationality at birth: BRITISH, Current nationality: BRITISH. Edit link.
- Employment Details:** Position Applied For: CHURCH CHILDREN'S CLUB WORKER, Employer Name: CCPAS. Edit link.

On the right side, there is a 'Processing Details' box showing: App Created: 27/08/2013, Check ID: Incomplete, Section Y: Incomplete, and a Withdraw button. A note below states: 'If the application is no longer required it can be withdrawn from the system.'

2.3 To view the application details entered by the application, click on the **'Application'** tab. Here you can see the entire application submitted by the applicant, this can be used to ensure the correct job role has been entered and to verify any ID given by the applicant in a previous surname or previous address.

2.4 If any of the information stated on the application is incorrect this can be amended by contacting Kate Peake at Church House or CCPAS. Please note that you must have the applicant's consent in order to amend an application.

2.5 In the **'Processing Details'** box (on the right-hand side of the screen) it shows what sections have been completed. It will say in red "incomplete" with a flag if the section has not been completed for either Section Y or ID verification. If there is a green tick it means that this action has been done and gives the date that it was carried out.

Overview tab - How to enter the ID – Route One or Route Two depending on the evidence provided

2.6 Click on **'Complete ID check'** and this will take you to the **Identity Documents screen**.

Route 1 - Identity Documents

Applicant Name: HANNAH JANE GIBSON

Applicant Category: **UK_EEA_LONGTERM_RESIDENT** (European Economic Area national resident in UK for more than 5 years)

Current Address: 8 HILLBURY WAY
ST ALBANS
AL2 7HG
UNITED KINGDOM

Date of Birth: 07/08/1979

Please note - the DBS have requested that if an Applicant indicates they have a Passport and/or a Driving Licence then this information must be provided.

Group 1 Document: -- select --

Document 2: -- select --

Document 3: UK Birth Certificate /CHI- issued at birth
UK Photo Driving Licence /Mann /CHI

Current Address Checked: No

Date of Birth Checked: No

2.7 The system will automatically ascertain the route that should (or must) be taken based on the nationality stated by an applicant within their application form and will also take into account their 5 year address history.

2.8 It is unusual for us to have a Route Two applicant almost all of our checks are through Route One so if you think you need this please call Kate Peake at Church House before any actions are taken.

2.9 These are some examples of the majority of our ID evidence combinations for a Route 1 check which might be helpful for you:

- i. **Passport, Driving Licence, current utility bill with current address**
 - ii. **Driving Licence, Marriage/Civil Partnership Certificate, Bank Statement with current address**
 - iii. **Passport, Bank Statement, Council Tax Statement with current address**
 - iv. **Birth /Adoption Certificate, Marriage/Civil Partnership Certificate, Child Benefit or Pension Statement with current address**
- Please ensure at all times that you follow the ID checking rules e.g. do not accept a utility bill if it is more than 3 months old or do not accept an out of date passport.
 - Please select the ID the applicant has provided for you from the drop down boxes. Guidance notes can be found on the right hand side of the screen and are in accordance with the DBS Code of Practice. This includes ensuring that you confirm from the drop down boxes that you have verified a document showing the applicant’s address and also that you have verified their date of birth.
 - Finally click ‘save’ to complete the Identification Process. If you have any further queries just check the CCPAS flow chart:

<p>Route 1 – the usual route</p> <p>The applicant must be able to show:</p> <ul style="list-style-type: none"> ➤ One document from Group 1, on the list on page 9. <p>AND</p> <ul style="list-style-type: none"> ➤ 2 further documents from the list on page 9 from either Group 1, or Group 2a or 2b. <p>At least one of the documents must show the applicant’s current address.</p>	<p>Route 2 – not our usual route</p> <p>If the applicant doesn’t have any of the documents in Group 1, then they must be able to show:</p> <ul style="list-style-type: none"> ➤ One document from Group 2a on p9 <p>AND</p> <ul style="list-style-type: none"> ➤ 2 further documents from either Group 2a or 2b on p9. <p>And</p> <p>At least one of the documents must show the applicant’s current address.</p>
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2.10 Group one and Group two identification evidence

Group One evidence are Primary Identity Documents	Group 2 (a) and 2(b) evidence are:
<ul style="list-style-type: none"> ➤ A current and valid passport ➤ A UK Biometric residence permit ➤ A Current driving licence photocard (full or provisional) (UK, Isle of Man, Channel Islands, EU) ➤ A Birth certificate issued within 12months of birth by a relevant authority ➤ An Adoption Certificate (UK and Channel Islands) 	<p>2a Trusted Government Documents</p> <ul style="list-style-type: none"> ➤ A Current driving licence photocard , full or provisional (for countries outside of the EU, excluding Isle of Man and Channel Islands). ➤ A Current driving licence paper version, full or provisional - UK, Isle of Man, Channel Islands, EU issued before 1998). ➤ A Birth certificate issued within 12months of birth by a relevant authority - UK, Isle of Man, Channel Islands. ➤ Marriage or Civil Partnership Certificate UK, and Channel Islands. ➤ HM Forces ID card - UK ➤ Firearms License - UK, Isle of Man, Channel Islands. <p>2B Financial and social history documents</p> <ul style="list-style-type: none"> ➤ Mortgage Statement (UK or EEA) issued in the last 12 months ➤ Bank or Building Society Statement issued in the last 3months. ➤ Bank or Building Society account, opening confirmation letter issued in the last 3months. ➤ Credit Card Statement – UK or EEA issued in the last 3months. ➤ P45 or p60 Statement issued in the last 12months. ➤ Council Tax statement issued in last 12months ➤ Utility Bill (but not mobile phone bill) issued in last 3months. ➤ Benefit Statement eg Child Benefit, Pension etc issued in the last 3months. ➤ For 16-19yr olds a letter from Head Teacher or College Principal (used where other documents cannot be provided). <p>For further examples visit https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide-</p>

Step 3 – How to complete Section Y

If you need any help completing this section please feel free to contact CCPAS directly, or click on the following link to a video tutorial which will take you through the process step by step:

<http://videos.sproutvideo.com/embed/7c9bddb4191fe0c3f4/42b243202fb7b3c1>

3.1 This is the section where you need to decide what check the role is eligible for, and to do this there is a list of roles, and what levels of frequency the person undertakes the role.

<http://www.gloucester.anglican.org/content/pages/documents/1429867681.pdf>

3.2 To complete Section Y click on '**Complete Section Y**'. Access to this section is located in two places – to the right of the screen or on the overview of the actual form itself. You will now be on the 'Section Y' screen.

Step one Application Type	Always select 'Enhanced' .
Step two Workforce	Select 'child', 'adult' or 'child and adult' as appropriate. Do not select 'child and adult' unless the applicant is eligible for a Disclosure & Barring Service check for both groups. Never select 'other'.
<i>If the workforce cannot be easily identified from the role title you will need to provide additional information – http://www.gloucester.anglican.org/content/pages/documents/1429867681.pdf</i>	
Step three Regulated Activity	If you have assessed the role as a Regulated Activity Select 'Yes' for the workforce(s) selected above. Select 'No' if you have assessed the role as one which, whilst it has substantial contact, is not enough to reach the Regulated Activity threshold. For more information on Regulated Activity check: http://www.gloucester.anglican.org/content/pages/documents/1429867681.pdf
<i>A 'yes' response will trigger an additional check of the lists of those barred from working with vulnerable groups. PLEASE NOTE: It is an offence to apply for a check you are not entitled to. Do not select 'Yes' unless you have assessed that the role involves Regulated Activity in Step 2</i>	
Step four Working at the home address	Select 'yes' or 'no' as appropriate
<i>Where homeworking occurs the police may disclose relevant information about others who live at the same address. In order to minimise intrusion into private life, the 'yes' box should only be ticked if direct work with children or vulnerable adults may sometimes take place in the person's home. For example, for a youth worker who prepares for a session at home you should answer 'no' but for a youth worker who leads a Bible study group for young people in their home you should answer 'yes'</i>	

Volunteer	Select 'yes' for volunteers or 'no' for paid workers, students on placement, those working towards stipendiary ordination or a qualification.
Adult First Check	Always select 'No' . This type of check usually applies to residential and other health professionals only.
Additional Information	Please always give a brief description of the role and how the role involves Regulated Activity where applicable.

3.2 If the level of check requested in Section Y does not match the information provided in the notes box and the position applied for then CCPAS will change the check requested to the appropriate level as they can't request ineligible checks e.g. if the applicant is a Youth Worker or Sunday School Teacher then they would be 'child workforce' – not adult; neither would they be working in regulated activity with adults in that scenario.

Voluntary or paid positions and DBS checks

3.3 Volunteers - Regulation 2 of the Police Act 1997 (Criminal Records) Regulations 2002 defines a 'volunteer' as: 'A person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses) doing something that aims to benefit some third party other than in addition to a close relative.'

3.4 For the purposes of this definition, applicants claiming volunteer status must be unpaid. The DBS advise that the applicant must not be in receipt of any form of payment, be it remuneration, an allowance, benefit, payment in kind, or other means of support in relation to the activity (except where they are considered by the DBS to constitute 'travel and other agreed out-of-pocket expenses').

3.5 Students on placement or individuals working towards ordination or accreditation (for example in counselling) are not regarded as volunteers as they will personally benefit from the work they are doing by means of accreditation or a qualification. If the applicant qualifies as a paid worker please contact Kate Peake at Church House, as the diocese covers the fees for safeguarding DBS checks and CCPAS will invoice us directly.

***Please note that if you are evidence checking a Reader, member of clergy with PTO, or a member of our Self Supporting Clergy, these are mostly voluntary positions for the purposes of a DBS. Where they are undertaking roles for which fees are often paid, we would designate the post as paid for the purposes of DBS and the diocese covers the cost of these DBS checks and CCPAS invoice us directly. But give Kate a call and we can advise on a case by case basis.**

3.6 If you have any doubts about a particular situation in terms of whether a check can be legally carried out or if an individual qualifies as a 'volunteer', then contact Church House or CCPAS for further advice. CCPAS will seek clarification from the DBS where necessary.

3.7 Finally click 'Save' then click on 'Return to Application' in the green box at the top of the screen.

Step 4 – Approving and Sending the Form to CCPAS

4.6 Now click on the 'Approve' button in the green box. (Please note that if you are not already in the applicant's details this is accessed by clicking on the applicant's reference in the 'Our Ref' box). This sends the application to CCPAS and moves it into the 'Waiting Countersignatory Auth' box. (This box is found on your Dashboard screen).



If you do not click the 'Approve' button the form will not be sent to CCPAS and it will not progress any further

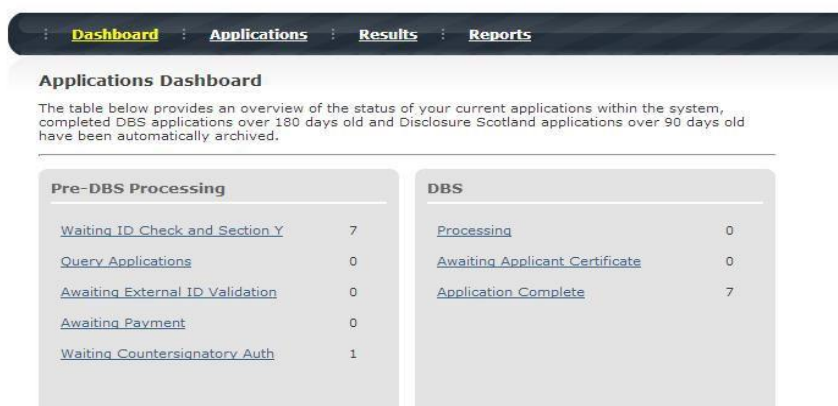
4.2 As soon as you press the 'Approve' button, please make sure you send the applicants Personal Details Form and Confidential Declaration Form to Kate Peake at Church House.

4.3 Once your application form has been countersigned by CCPAS, it will then be moved to the '**DBS E-Transfer**' section where applications at this stage are awaiting collection by the DBS. Once the DBS have collected them electronically they move into the processing stage.

4.4 An application form can be withdrawn at anytime up to and including Countersignatory stage. Once a form has been electronically transferred to the DBS from CCPAS it cannot be withdrawn without incurring the DBS charge. If you wish to withdraw an application at Countersignatory stage, please contact CCPAS immediately, to enable the process to be halted.

Step 5 – Checking Results

5.1 On the Dashboard you will see on the right hand side a box called DBS. Whilst applications are being processed they will be in the 'processing' section.



Pre-DBS Processing	
Waiting ID Check and Section Y	7
Query Applications	0
Awaiting External ID Validation	0
Awaiting Payment	0
Waiting Countersignatory Auth	1

DBS	
Processing	0
Awaiting Applicant Certificate	0
Application Complete	7

Step six – Getting the results and continuing with the recruitment process.

6.1 Once an application has been completed it will move to the 'Application Complete' folder and you will no longer be able to access it - it then appears on the Diocesan CCPAS system screen. You will simply be able to see the completed records you have entered.

6.2 CCPAS process the application and will come back to the Evidence Checker directly if they have any queries.

6.3 On completion of the DBS check, an electronic outcome of the disclosure will be available to Kate Peake in Church House, just as before. **Kate will notify you when the process has been completed and where an appointment can be made.**

6.4 Where there are any problems the diocesan team will link directly with the applicant and Incumbent/Nominated Person. (This is why it is important to send to Kate the applicant's Personal Details form and Confidential Declaration (see Step 4 pages 3-4 Getting Started).

6.5 As per our normal practice, Kate will inform the Nominated Person/Incumbent when a clear DBS is received and the appointment clear to continue. The Nominated Person/Incumbent must record the level of certificate (eg Enhanced), its reference number and date of issue on a parish record form so you can check when any renewals (usually 5yrs), or any changes (eg if someone needs a DBS for a different workforce), is required. A helpful parish checklist/record is available through this link <http://gloucester.anglican.org/parish-life/safeguarding/resources-for-nominated-people/> Record Management. Please remember that all personnel files and records must be kept in a secure place along with the all the safer recruitment paperwork, and references in perpetuity.

6.6 Kate will be in touch with the individual to encourage them to sign up to the Government's Online Update Service so that future checks can be managed centrally – and we will give the individual that information directly so that any rechecks may be managed online if appropriate to the role and level of checking.

For more information about any of the above; or if you just get stuck, don't hesitate to call us!

<http://www.gloucester.anglican.org/parish-life/safeguarding/>

01452 410022

CCPAS Account Manager – 0845 120 45 49 or 01322 517817