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| **Who does this apply to:**  **New Member of Clergy/PTO/Reader/Ordinand/BAP Candidate/ 0ther**  **New Member of Diocesan Staff –** whose role requires a DBS check - not all roles do.  **Renewal** of any of the above. **DBS Admin** will identify renewals and commence process 6 months before renewal date) |

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**Online DBS Process Chart - Diocesan Generated DBS Check**

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| **DBS Admin** sends **Applicant:**  Online link and Applicant Guidance Sheet and Hereford Diocese Privacy Statement and a list of people who can verify (if applicant is out of diocese there will be a need to identify a verifier)  **DBS Admin** checks to see if CDF has been completed – if not send applicant an electronic CDF  **DBS Admin** records information (DBS excel) |

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| **Applicant** completes online application. (DBS Admin or APACS point of contact if queries) |

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| **DBS Admin** receives notification that application has been completed and now needs verification  **DBS Admin** sends verifier online link and Verifier Guidance Sheet. |

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| **Verifier** receives online link – meets applicant and verifies application (DBS Admin or APCS’s point of contact if queries). |

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| DBS check completed by **DBS office** – notification sent to **APCS** – notification sent to **DBS Admin**  **Applicant** sent hardcopy certificate.  If certificate clear – all okay  If information on certificate – DBS Admin must request sight of hard copy certificate from Applicant and refer through to **DSO / ADSO** for risk assessment. |

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| Application goes to **DBS office** via APCS |

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| **DBS Admin** – sends notification to HR / Bishop’s Office and records information (CMS and DBS excel) |