Online DBS Process Chart - Parish Generated DBS Check

Who does this apply to:
PCC member elected (Church Representation Rules followed and forms completed)
New Volunteer Recruited (Only Volunteers that SRPM applies to) (SRPM policy followed)
Renewal of any of the above
(note all Clergy/PTO/Reader DBS checks will be generated by DBS Admin see separate process chart)

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DBS Admin confirms SRPM policy complied with and CDF has been completed (Any CDF disclosures? – Parish retain CDF)	**PSO / Clergy/ Other** Informs DBS Admin a DBS check needs doing with information as to: Who What role Email details Who will verify	**DBS Admin** Records Information (DBS Excel)

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DBS Admin sends online link to **applicant** together with Applicant Guidance Sheet and Hereford Diocese Privacy Statement.

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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 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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Application goes to **DBS office** via APCS

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DBS check completed by **DBS office** – notification sent to **APCS** – notification sent to **DBS Admin** and **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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DBS Admin – sends notification to Parish and records information (CMS and DBS excel). Parish needs to keep a copy and take details too.