**ID Checker’s Form**

To be completed by the Incumbent or the Safeguarding Officer or Priest in Charge or, during an interregnum, by the Church Warden.

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate's Name | |  | |
| Post applied for |  | | |
| Organisation/Parish Name | | |  |

1. Is the applicant involved with:

|  |  |  |
| --- | --- | --- |
| Child Workforce | Adult Workforce | Child & Adult Workforce |

1. Is this a volunteer position?  Yes  No
2. Are you entitled to know whether the applicant is barred from working with:

|  |  |  |  |
| --- | --- | --- | --- |
| Adults | Yes  No | Children | Yes  No |

1. Please explain how the applicant is eligible for an enhanced DBS Check.

|  |
| --- |
|  |

1. I confirm that I have seen the original identification documents (not copies) in respect of the person named above and have attached copies of the ID seen.

Please ensure you send the correct ID.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Route 1 | | | | Route 2 | |
| Signed | | | |  | | | | | |
| Name (please print) | | | | | |  | | | |
| Parish | | |  | | | | | | |
| Date | |  | | | | | | Tel No |  |

Please see page 2 for notes to help you complete this form, then send it to your Deanery Verifier   
by email along with copies of the ID. Please contact the DBS Administrator at Lichfield Diocese [dbs@lichfield.anglican.org](mailto:dbs@lichfield.anglican.org) if you need your Deanery Verifier’s contact details.

Notes

1. Check only 1 of the 3 options please.
2. To qualify as a volunteer position the applicant must not:

* benefit financially from the position for which the application is being submitted.
* receive any payment (except for travel and other approved out-of-pocket expenses).
* be on a work placement.
* be in a trainee position or undertaking a course of study that will lead to a full-time role/qualification.
* be a paid foster carer or a member of a foster care household.

1. Please consider this carefully, details of what is considered regulated activity requiring a barred list check can be found on pages 31-34 of the recruiter’s guide. Pages 34-39 of the guide contain many examples of common church roles and their eligibility, which should help your decision.
2. Use this section to explain how the applicant is eligible for an enhanced DBS check and, if a barred list check is requested, why it is considered regulated activity. Use the examples in the recruiter’s guide to help. Some examples of what to put here:
   1. “Working in children’s group, no toileting” would show eligibility for an enhanced child workforce check without barred list check, but “Working weekly in children’s group, no toileting” would also require a barred list check due to working frequently. “Working in children’s group, including toileting” would include a barred list check regardless of frequency.
   2. “CAP Debt Counsellor assisting with money” shows eligibility for an adult workforce check with barred list check.

If a person has more than one role, list them all with details, one DBS certificate can include an adult workforce with barred list check and child workforce without, or vice versa. Apply for the highest level for all current roles.

Some common examples:

PCC members: adult & child workforce, no barred lists, as they are charity trustees.

Lay readers and Safeguarding Officers: adult & child workforce, with both barred lists.

Children’s group leaders: will depend on frequency and whether toileting (including nappy changing), please refer to the recruiter’s guide.

Home Communion: Not eligible, but Pastoral Visitor is if working frequently or intensively.

1. Pages 7-8 of the applicant’s guide contain a flow chart which establishes which route to take for ID verification via documents. Most people can have their ID verified via Route 1 if they have a passport, driving licence or a birth certificate issued with 12 months of birth (it is the issue date that is important, regardless of date of registration). Occasionally you will need to do a Route 2 application, the process is the same but you will need consent from the applicant and will need to inform them that 31:8 may contact them directly to verify their identity. Please include the applicant’s consent when sending to your verifier.

Pages 9-10 of the applicant’s guide list all suitable documents, no documents other than those on the list can be accepted. Please pay attention to the notes regarding dates, e.g., a bank statement can only be accepted up to 3 months after the date of issue. Documents in 2 names (e.g., joint bank accounts or council tax statements for people living at the same address) are suitable if the applicant’s name is shown. Please ensure the copies you send to your verifier are clear and that the important information can be read easily, they will need to note information like driving licence number or passport number and see the date of issue. Digital photos are acceptable if a scanner is not available, so long as they are clear as above.

The guides mentioned above can be found on the [DBS Key Resources](https://www.lichfield.anglican.org/safeguarding/dbs-resources/) page of the diocese website.