

Safeguarding in Britain Yearly Meeting

Applying for a DBS criminal records check (in England or Wales)



If you have been asked to apply for a Disclosure & Barring Service (DBS) criminal records check, then you can do so online or paper.

We strongly recommend using the online application process.

Applying online for a DBS criminal records check

If you have been asked to apply for a DBS criminal records check by your Quaker Meeting, then you can apply for one online through the Churches' Agency for Safeguarding (CAS).

The person asking you to apply should provide you with the following information:

The Organisation reference (This should start RSOF.....)

The Organisation password

Just to make it clear, this is not the same as the personal username and password that the verifier will need to undertake their task.

You should also agree your job title before you go online.

Go to disclosure.capitarvs.co.uk/cas/ and choose 'Start Application' in the left hand, orange box.

The CAS has produced a guide called the E-bulk Guide for Applicants, which can be found on the page www.churchsafe.org.uk/resources.html.

If you have any difficulties accessing the CAS system, including queries about the organisation or verifier password and reference, then please contact the CAS on 020 7467 5216 or cas@methodistchurch.org.uk

If you are a volunteer, there is no charge for applying for a criminal records check.

Verifying your identity

You will then need to meet with a Quaker verifier with your identity documents. The verifier will have to go online and complete their part of the application process before it can proceed. Guidance for the verifier can also be found on the page www.churchsafe.org.uk/resources.html.

All clerks, co-clerks and assistant clerks of local and area meetings are automatically verifiers. Some meetings may appoint extra verifiers.

If the verifier cannot meet you where they have access to the internet, then they could complete a CAS Documentary Evidence Sheet (adding your passport and /or driving license number), when you meet and transcribe the information onto the computer later on. The Documentary Evidence Sheet can also be found on the webpage www.churchsafe.org.uk/resources.html.

Please do not undertake any work with Children, Young People or vulnerable adults until you have received a clear DBS Disclosure Certificate, or notification from the CAS or Quaker Life authorising you to do so.

Receiving your DBS Disclosure Certificate (online applications only)

You will be the only person who receives your DBS disclosure certificate.

If it reveals that there are no recorded cautions or convictions, then *because you applied online*, the person who verified your application will receive an e-mail from the Churches' Agency for Safeguarding (CAS) saying that you are cleared to work with children, young people or vulnerable adults in a Quaker setting.

If your Disclosure Certificate has information on it, then the CAS will know that there is information on it, but not what that information is. They will not tell your Quaker meeting.

Having a caution or conviction will not necessarily prevent you from working with children, young people or vulnerable adults in a Quaker organisation, but we will need to be able to confirm the entries on your disclosure, what happened and the circumstances around it. We will keep such information as confidential as possible.

It will be important for you to contact the Britain Yearly Meeting Safeguarding Advisor, Gill Sewell, and let her know.

Gill Sewell
Quaker Life
Friends House
Euston Road
London NW1 2BJ
020 7663 1017

safe@quaker.org.uk

Gill will let you know what the next steps will be.

Applying for a DBS criminal records check on a paper form

It is preferable and quicker to apply online.

However, if you wish to apply on paper, then the person who is going to verify your form should obtain a set of forms from Friends House. These can be obtained by sending an e-mail to cypadmin@quaker.org.uk or ringing 020 7663 1013.

The set of forms will consist of a DBS form and two forms from the Churches' Agency for Safeguarding. It will also include a guide to completing the form.

Verifying your identity

Once you have completed your application form, you will need to have your identity verified. Meet with your verifier taking the documents detailed on the Documentary Evidence Sheet so that the verifier has all the information they need

All three forms will need to be completed and sent to

**The Churches' Agency for Safeguarding
Methodist Church House
25 Marylebone Road
London NW1 5JR**

If you have any queries about how to complete the form, please contact the CAS on 020 7467 5216 or email cas@methodistchurch.org.uk

Receiving your DBS Disclosure Certificate (paper form applications)

You will be the only person who receives your DBS disclosure certificate.

If it reveals that there are no recorded cautions or convictions, then you should go to the Friend who verified your form, or to whoever is in charge of the work you will be doing with children, young people or vulnerable adults and show them the certificate. They will record various details from the certificate and keep that information.

If your Disclosure Certificate has information on it, then only you will know what it is. Having a caution or conviction will not necessarily prevent you from working with children, young people or vulnerable adults in a Quaker organisation, but we will need to be able to confirm the entries on your disclosure certificate, and find out details from you about what happened and the circumstances around it. We will keep such information as confidential as possible.

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Update Service

The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online.

The Update Service is free to volunteers. Do encourage volunteers working with children and young people to join the Update Service as then they will only need to obtain a new full check if new information about cautions or convictions have been recorded. The update service must be joined within 14 days of the date of issue of a disclosure certificate.

More details about the update service can be found on the DBS website at www.gov.uk/dbs-update-service.

We are still developing guidance to meetings on how best to use the DBS Update Service. Please contact Gill Sewell if your meeting would like to take advantage of this possibility.

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Friends House
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Other safeguarding information

The main Quaker webpage on safeguarding is www.quaker.org.uk/meetingsafety. This includes access to the current edition of Meeting Safety which is a short document giving an overview of safeguarding within Quaker meetings and includes an introduction to other organisations we work with in this area.

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