

Re: DBS Checks – On-Line Service

Dear colleague,

The diocese has been reviewing the service we offer to our churches and other organisations in light of changes to DBS. Any change we have considered must deliver as good a service at no greater cost to parish or diocese. We have decided to de-register as a DBS Registered Body and DBS Umbrella Body. We will be working with a Christian organisation called CCPAS (Churches Child Protection Advisory Service) who will in future provide all of our churches with an **on-line DBS service**. CCPAS was established in 1977 and provides an unrivalled professional safeguarding advisory service. This means we will stop processing any DBS paper applications from the end of October, and **need all current applications in by the end of September** to allow us time for the transition. The benefits to our parishes include:

- Access to the DBS online e-bulk application system
- A much faster processing service via dedicated processing staff – many checks take just a few days to process from beginning to end
- No more need to send any forms in the post
- Greatly reduced potential for errors than completing paper forms
- Access to online reports, including DBS status information and results of the applications
- A dedicated account manager providing specialist help and advice
- Regular updates on legal changes and best-practice
- No charges to the parish – all DBS processing costs will continue to be met by the Diocese

CCPAS is one of the largest DBS Umbrella Organisations and provides this service to thousands of organisations and many Dioceses across the country, whilst consistently providing a fast efficient turn around. All of their disclosure staff have worked with children within their local Church of England church and are also experienced with guiding many other Diocesan parish churches through the DBS system. We are therefore confident that this will offer an excellent service to parishes.

This decision has been made in the interests of a smoother and safer recruitment process and operating system for our churches, and coincides with the retirement of Mrs Pat McNish at the end of September, whose wisdom, patience and dedication I am sure you have greatly valued.

I realise that this is another significant change, and will initially create difficulties for you as you adjust to an online system from an outside provider. However, we have researched this decision carefully. We have looked at a number of potential providers and have spoken to other dioceses who have moved to a DBS on-line service with CCPAS. The experiences of other similar organisations to ours have been positive and have helped us in the planning of this transition.

In order to be able to apply for any DBS checks in future all parishes / benefices should register using the appropriate form by 31 October. The full details of the process and the forms required for each parish/benefice to register are available in the document entitled 'CCPAS Disclosure Service' at this

link: <http://southwell.anglican.org/wp-content/uploads/2013/09/CCPASDisclosureService.pdf> as a download from the diocese website safeguarding page.

Please read this information, and carefully look at the form and other information that must be completed.

There are some important points to note:

1. Each parish/benefice MUST register using the form on page 10-11 of the 'CCPAS Disclosure Service' document
2. Each parish/benefice MUST appoint a Lead Recruiter. This person will usually be the current DBS ID checker or Parish Safeguarding Officer, and will need access to a computer. Their details must be given on the form on page 10-11 of the 'CCPAS Disclosure Service' document.
3. The form, when completed, must be hand-signed and posted to Nick Harding at the diocese for approval before it is passed on to CCPAS for Registration.
4. CCPAS will be offering all parishes advice on who should and should not be DBS-checked. Their advice may differ slightly from the diocesan advice offered to date, as some areas of legislation are open to interpretation.
5. This transition to paper-free applications has a number of benefits, including much quicker responses and more information available about 'unclear' disclosures.
6. Each parish will now be solely responsible for recording dates and numbers of disclosures, and seeking renewals when they are due. **The diocese will not be sending any renewal notices in future**, and will not be keeping a database of those who have DBS checks; although we will be able to view the disclosures processed for all parishes on the online system.
7. There will be a briefing session for those who are having difficulties or don't understand the new process in November. However, if you follow the processes as detailed in the 'CCPAS Disclosure Service' document you should have no need to attend.

I realise that this change will be challenging for some, and may take a little while to bed in. However, we are sure that the result will be a good, quick and safe recruitment process in order to support the work churches do with children, young people and vulnerable adults. For more information on the process please read the document and forms in the 'CCPAS Disclosure Service' document available at <http://southwell.anglican.org/wp-content/uploads/2013/09/CCPASDisclosureService.pdf> as a download from the diocese website safeguarding page. If you then have questions please contact our dedicated account manager at CCPAS on 0845 120 4549 Ext 204 , accountmanager@ccpas.co.uk, or e-mail me at dbs@southwell.anglican.org

Yours sincerely,

Nick Hardy