



APCS

Access Personal Checking Services Ltd



ONLINE USER GUIDE FOR RECRUITERS & VERIFIERS



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Welcome

Firstly we would like to welcome you to the APCS online DBS check service. APCS specialise in processing disclosures, offering a dedicated, highly efficient and cost effective service.

Our Help Desk of friendly staff are available to answer any questions you may have along the way. Our telephone number is on every page of our website. Lines are open 9am-5pm Monday-Friday.

Introduction to DBS checks

The Disclosure and Barring Service (DBS) helps employers and organisations make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups.

The DBS search police records and, in relevant cases, barred list information, and then issue a DBS certificate, the result of which is used as part of the suitability assessment for the role.

There are three levels of check:

- Basic DBS Check
- Standard DBS Check
- Enhanced DBS Check

What are DBS checks used for?

The UK government is committed to protecting vulnerable groups including children and adults. As such they want to see a focused and effective safeguarding system, where harm or risk of harm is identified, acted on and ultimately prevented.

Primarily, DBS Checks are used by businesses, companies, recruitment agencies and organisations in the public, private and voluntary sectors, to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work that involves children or vulnerable adults.

Under the Protection of Freedoms Act 2012, Employers must follow certain regulations:

- Employers/Organisations have a duty to refer to the DBS any relevant information about individuals for whom they are responsible who are believed to be a risk to children or vulnerable adults.
- If your organisation works with children or vulnerable adults and you dismiss a member of staff or a volunteer because they have harmed a child or vulnerable adult, or you would have done so if they had not left prior to your intended dismissal, you must notify the Disclosure and Barring Service.
- Any person who is barred from working with children or vulnerable adults will be breaking the law (and may be prosecuted, incurring imprisonment and/or a fine) if they work with or volunteer, or try to work or volunteer in regulated activity. If you knowingly employ an individual who is barred from working with vulnerable groups, you will also be breaking the law.

Your account

The Diocese will supply APCS information regarding your Parish, the Manager (Recruiter) on the account and any administrators (Verifiers) carrying out DBS checks. APCS will use this information to set up your account.

Manager (Recruiter)

APCS require a single contact at the parish who will receive the **clear** and **non-clear** disclosure results at the end of the process. Any non-clear disclosures will also be notified to the Diocesan Safeguarding Officer.

The manager is the person who will ensure the DBS Code of Practice is followed regarding disclosure information, and will make a recruitment decision based on information on the disclosure in consultation with the Diocesan Safeguarding Team. A manager can also be an administrator.

Administrators (Verifiers)

Administrators are the people at your organisation who will be guiding applicants through the process and checking their ID documents. APCS require the name, telephone number, and email address of each administrator. Each administrator is given an ID checker number, which identifies them to the system. The administrator then gives the applicant a unique User ID which allows them to create their online application.

When the application is completed, the system sends an email to the administrator asking them to check the applicant's ID documents. The administrator will log on to the system using a link in the email, verify the applicant's details, the type of disclosure required, and certain other information about the job role.

The link in the email will take you to the Management Reporting Account. If you have not yet created your Management Reporting Account, please have your email address that is registered in the system and the ID checker number provided to you. Please refer to **Management Reporting Account** on page 12 for further information.

Accounts

If the client has agreed the terms and conditions for invoice payment, we will also need a contact name, email address and telephone number of an accounts contact to send the invoices to.

When would the account go live?

Your account will be live as soon as you receive an email from the Diocese or APCS with your unique User ID range. Also included in the email will be a guide on how to submit your applications through the online system.

An example of a range of user id numbers is given below:

XXXXXXX001 to XXXXXXX999 (Please note that this user id range is for example purposes only).

Stage 1 - Issuing User ID number to applicant

Give your applicant the first User ID number in your range of User ID numbers (sent to you in an email) along with the website for them to make their online application:

- **XXXXXXXX001 (please note this is for example purposes only)**
- www.onlinecrbcheck.co.uk

If the applicant only requires a **Basic Check**, you will need to add the letter 'b' on the end of the User ID number, e.g. **XXXXXXXX001b**. Please note that there is no free-of-charge volunteer option for Basic Checks, so they do cost more. If there is no 'b' at the end of the User ID number, the application will default to an Enhanced Check.

So that the applicant is prepared and to make the process as easy as possible for them. Ask them to have to hand the following information:

- National Insurance Number
- Five-year address history including postcodes
- Passport details (if they have one)
- UK driver licence details (if they have one)

Once the applicant has completed their application, you will receive an email alerting you to proceed to ID checking. The applicant will also receive an email confirming they have completed it, and they will receive a further email once their application has been submitted to the DBS. That email will provide their DBS application form reference and a link to the DBS online tracking system so that they can track the progress of their application.

For additional applications follow the same instructions as above apart from provide your 2nd applicant with the following user id number **XXXXXXXX002**. For your 3rd applicant it's **XXXXXXXX003**. The 4th it's **XXXXXXXX004** and so on right up to **XXXXXXXX999**.

Stage 2 - Verifying applicant's identity

Once the applicant has completed the online disclosure application, the administrator will receive an email to complete the ID verification. The applicant must present the administrator with their original identification (not copies). For information on what ID documents are acceptable please see the **ID Document Checking Rules** on page 12.

Once the applicant has supplied sufficient identity documents as per the ID checking rules, click on the link in the email sent to the administrator to complete the ID verification and this will take you to the Management Reporting Account.

After logging into the Management Reporting Account, you will automatically go to a screen called "**Applications that need to be ID Checked**", see below:

Criminal Record Checks

Applications that need to be ID Checked

Active ID Checker: Select ID Checker

☐ Search in Archived Records?

Functions

Run Report
Export to Excel
Print Current Page
Print All Pages
DBS Tracking Service
Back

User ID	Applicant	Started	Finished	ID Verified	Sent DBS	DBS Ref No	Issue Date	Status
No Filter	No Filter	No Filter	No Filter	No Filter	No Filter	No Filter	No Filter	Select...

There are no records available.

Records per page: 10

Apply Filter | Hide Filter

Records: 0 - 0 of 0 - Pages: 1

ID Checking Link: You can Click on a specific Application to go to the associated ID Checking Page if its Status is 'Awaiting ID Checking'.

When Printing: set printer preference to landscape for best results.

Please Note: Any recent changes (within the last hour) may not be reflected in the reports above.

You may have more than one account or be able to view other accounts depending how your system is configured. Click the dropdown button where it says “Active ID Checker” and you will see your account. Pick this one and you will see all of your applications that need ID checking. If you click on the application, it will take you to the ID Checking page for that applicant.

The applicant’s details shown in the ID checking form need to be checked by the administrator against the identity documents provided by the applicant. The relevant boxes are ticked (top right of the screen) by the administrator to show what has been verified. Refer to the following screenshot:-

Your account is set up for payment on Receipt of Invoice. Click pay now if you want to pay by Credit or Debit Card.

User ID: _____ Reference number: _____

ID Checking

Please confirm that the details supplied by the applicant are correct, and that required documentation has been supplied and checked.

<p>Full Name Title: Mr Forename: John Middle names: Surname: Smith</p> <p>Date of Birth: 01 01 1990 (January)</p> <p>Place of Birth: WALLASEY, GB</p> <p>Gender: Male</p> <p>Email: john.smith@example.co.uk</p> <p>Contact Details: 0151 638 6158</p> <p>National Insurance Number: AB123456C</p> <p>Driving licence: Driving licence number: SMITH901010J99AB Driving licence type: Photo Driving licence valid from: 01 Jan 2025</p> <p>Passport: Passport number: 123456789 Nationality: British Country of issue: United Kingdom Issued date: 01 Jan 2025 Expiry date: 01 Jan 2035</p> <p>Current Address: 46 SEAVIEW ROAD WALLASEY CH45 4LA UNITED KINGDOM</p>	<p>The following must be verified:</p> <p>Full name verified <input type="checkbox"/></p> <p>Date of birth verified <input type="checkbox"/></p> <p>Current address verified <input type="checkbox"/></p> <p>The following must be verified if you have seen them:</p> <p>National insurance number verified <input type="checkbox"/></p> <p>Driving licence number verified <input type="checkbox"/></p> <p>Passport number verified <input type="checkbox"/></p> <p>Birth Certificate verified <input type="checkbox"/></p> <p>Adoption Certificate verified <input type="checkbox"/></p> <p>Biometric Residence Permit verified <input type="checkbox"/></p> <p>Level of Disclosure Required DBS - Enhanced <input type="button" value="v"/></p> <p>Position applied for <input type="text"/> <small>(30 chars max)</small> You must provide an accurate description of the position applied for with an Enhanced Disclosure to justify why this level of Check is required. Example: School Cleaner instead of Cleaner</p> <p>Workforce Please Select ... <input type="button" value="v"/> <input data-bbox="1268 1191 1295 1220" type="button" value="?"/></p> <p>Is the position a Regulated Activity for children? <input checked="" type="checkbox"/> <input data-bbox="1268 1258 1295 1288" type="button" value="?"/></p> <p>Is the position a Regulated Activity for adults? <input type="checkbox"/> <input data-bbox="1268 1317 1295 1346" type="button" value="?"/></p> <p>Does this position involve working with children or adults at the home address of the applicant? <input type="checkbox"/></p> <p>Is the application for an unpaid volunteer? (a person on work placement or working towards a work related qualification is not considered to be a volunteer) <input type="checkbox"/></p> <p>Employment Sector -- Please Select -- <input type="button" value="v"/> <input data-bbox="1268 1572 1295 1601" type="button" value="?"/></p>
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The administrator also enters information about the **"Level of disclosure required"**. This will be defaulted to "Enhanced" since most applications will be for that level of disclosure.

"Position applied for" should be a description of the position the applicant has applied for.

"Workforce" relates to the vulnerable group that the applicant will be working with. For example, a Church Sunday School Teacher will require the Child Workforce selected. Whereas Clergy work with both children and vulnerable adults and will require Child and Adult Workforce selected. Guidance to help you identify the type of workforce that an applicant will be working in can be found on the

DBS website www.gov.uk/government/publications/dbs-workforce-guidance. Please note that “Other Workforce” is not be relevant for any church role. Please **do not** select “Other Workforce”.

“Regulated activity for children” & “Regulated activity for Adults”

Please read **Guide to Eligibility for Enhanced Disclosures** on page 17 to clarify the disclosure type required. This is important as you should only confirm that they are working in Regulated activity if the role falls under that definition. If they are working with children and/or adults at risk and qualify for an enhanced disclosure but not in regulated activity then the relevant regulated activity boxes must be unticked.

“Does the position involve working with children and or adults at the home address of the applicant?”

Most positions in the church do not involve working with children and or adults at the home address of the applicant. However positions such as Lay Elder, Priest in Charge, Priest with Bishops Licence, Assistant Priest, Rector could potentially involve working with children and or adults at the applicant’s own home. Guidance to help you identify if a home based position check is applicable can be found on the DBS website www.gov.uk/government/publications/dbs-home-based-positions-guide.

“Is this application for an unpaid volunteer?”

The DBS definition of a volunteer is defined in the Police Act 1997 (criminal records) Regulations 2002 as:

“Any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative.”



To qualify for a free-of-charge DBS check, the applicant must not benefit directly from the position the DBS application is being submitted for and the applicant must not:

- receive any payment (except for travel and other approved out-of-pocket expenses)
- be on a work placement
- be on a course that requires them to do this job role
- be in a trainee position that will lead to a full time role/qualification

Further guidance on volunteer applications can be found on the DBS website www.gov.uk/guidance/dbs-check-requests-guidance-for-employers#volunteer-applications.

ID checking route

The administrator must confirm which ID checking route has been chosen depending on the ID documents provided by the applicant (for guidance, please see **ID Document Checking Rules**).

Organisation Name:	ID Checker Details
	Name of evidence checker <input type="text"/>
	Contact telephone number <input type="text"/>
Chosen Route for ID Checking 	Have you established the true identity of the applicant, by examining a range of documents set out in DBS guidance, and verified the information provided by the applicant by crossing the verification checkboxes above?  <input type="checkbox"/>
Route 1 <input checked="" type="checkbox"/>	Please enter any notes you need to pass onto APCS regarding this application (250 chars max). <input type="text"/>
Route 2 <input type="checkbox"/>	
Route 3 <input type="checkbox"/>	

Please ignore the supplementary services, PO number and cost centre fields as this not required on your account.

Further down the page, you will be asked to confirm which ID Checking documents you have used. Advice will be provided if the ID Checking Route does not match the document list.

Finally, the administrator ticks the box to declare that the true identity of the applicant has been verified from a range of id documents checked.

The administrator can now submit the application. There is also provision to set the application to 'PENDING', should the ID checking process not be completed. The administrator can return to the application later from the web link that was provided in the email.

The administrator can 'REJECT' the application at this stage, which stops it going any further. This may occur if the post has been filled before the application was completed, if the ID documents cannot be provided, or if the application was for training purposes. There is no charge for rejected applications.

Organisation Name:
APCS Test Account

Chosen Route for ID Checking ?

Route 1 ☒

Route 2 ☐

Route 3 ☐

Supplementary Services

DBS Adult First requested? ? ☐

Photo ID card requested? ? ☐

Apostille requested? ? ☐

Embassy Attestation? ? ☐

Not Required

Postage? ? ☐

Not Required

Invoicing

PO Number (Optional) ?

Cost Centre (Optional) ?

ID Checker Details

Name of evidence checker

Contact telephone number

Have you established the true identity of the applicant, by examining a range of documents set out in DBS guidance, and verified the information provided by the applicant by crossing the verification checkboxes above? ☐ ?

Please enter any notes you need to pass onto APCS regarding this application (250 chars max).

Please choose the appropriate Action Button below to progress this application.

Print Pending Reject Next

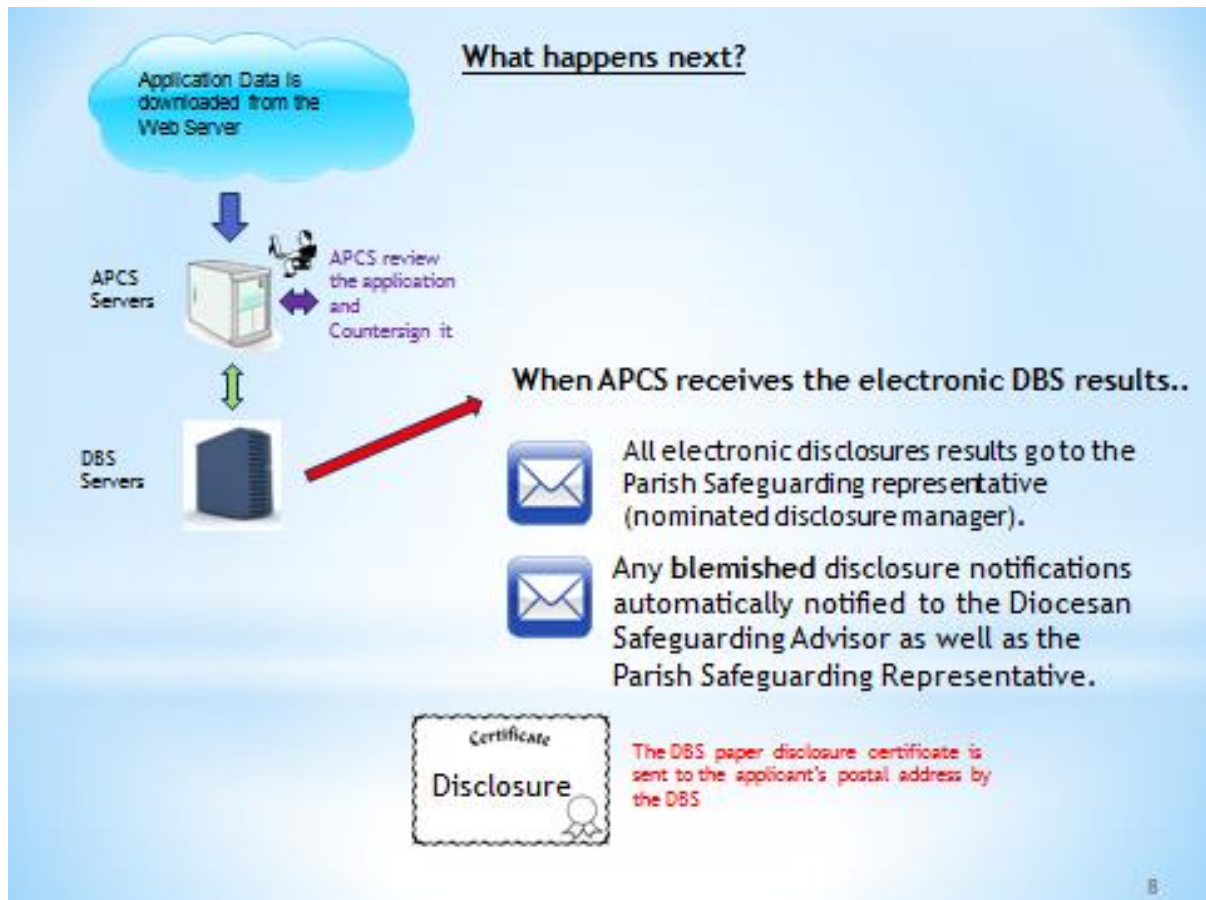
☐ Tick here if you wish to pay by credit/debit card now

There is also a comments box on the ID checking page (as shown above) that can be used to pass a message to APCS about this application. This is commonly used to advise APCS of an error found when ID checking, e.g. missing middle name. With the applicant's knowledge and consent, you can request APCS to make a correction and APCS will do this before passing the application to the DBS. However, if the applicant has made numerous errors, you should reject the application and get the applicant to make a fresh application with the correct details.

For enhanced disclosure applications, pressing the 'Next' button takes the application to the eligibility page which is used to confirm that the application meets the required eligibility for the position applied for and the level of disclosure check required. If you have selected regulated activity or the volunteer option, you will need to select "YES" or "NO" again to confirm if this is correct.

When you have confirmed the eligibility, the "Submit" will appear for you to submit the application. Once you this has been done, you will receive confirmation on the screen that it has been submitted.

Stage 3 - After submitting the online form - What happens next?



Once the application has been downloaded to APCS servers, APCS will turnaround the application within the hour (during normal working hours). You will be sent an email at approximately 5pm letting you know a list of all applications that have been accepted by the DBS that day. This will also give you the DBS Application Form Reference and a link for you to track the application from start to finish. As soon as the DBS have finished processing the application, the results are automatically sent to us. Our virtual terminals will pick the results up, and send the electronic notification to the Recruiter and the Diocesan Safeguarding Officer depending on the results of the check.

Notifications

- An email is sent every 48 hours (up to a max of 5 times) to each applicant that has started but not completed their application.
- We send the administrator a summary of all applications successfully submitted to the Disclosure Bodies daily.
- Every Tuesday, we send the administrator a list of the applications that still require ID Checking.
- Every Month we send the manager a list of applicants whose disclosures are older than 3 years (configurable) to show which applications need to be re-checked.

Management Reporting Account

We have also given you access to our online management reporting system all part and parcel of the service we provide to you. This gives you an overview of all the applications in progress and every application processed with us. The system updates automatically every 15 minutes for you throughout the day. It shows you when your applicant completed the application, if they have completed it, if it is awaiting ID checking by you, when it was ID checked, when it was processed by APCS, when it was disclosed, the disclosure number and issue date. There is also a tracking facility built in and at a couple of clicks of a button all the information can be downloaded into an Excel spreadsheet.

To create your individual management reporting system, please visit our website here:

www.onlinecrbcheck.co.uk/ManagementReportsLogin.aspx

When asked for your ID checker number, this is a User ID with the last 3 digits removed.

For a detailed guide on how the management reporting system works please go to

www.onlinecrbcheck.co.uk/docs/help_mr.pdf.

ID Document Checking Rules

The full ID checking guidelines can be found on the DBS website:

www.gov.uk/government/publications/dbs-identity-checking-guidelines

The identity checker cannot verify the identity of a relative or partner, people who live in the same house as them, or a personal friend.

The ID checker **must**:

- Make sure that any details of current passport, driving licence and National Insurance Number are included on the application form.
- Follow the three route ID checking guidance set out below.
- Consider using digital ID verification if the applicant can present a passport or driving licence. APCS can provide a [digital ID checking solution](#). There is an additional charge for this service. If this has not been enabled on your account and you would like it enabled, please contact APCS directly.
- Seek photographic identity documents (passport, driving licence, e-Visa or PASS card) in the first instance. This can be used to compare the applicant's likeness. Check and validate the information provided on the application form by the applicant.
- Check that the application form is completed in full and the information it contains is accurate. For example, that all addresses lived at in the last 5 years and names known by have been declared and are accurate. Failure to do this can result in delays in processing and the withdrawal of applications.
- Make sure the applicant fills in the address part of the form correctly if they have an [unusual address](#), for example if they live abroad, in student accommodation or a hostel.

- Use a document type only once in the document count. For example, don't accept two bank statements as two of the required documents if they are from the same bank.
- Not alter or amend the application form without the knowledge or agreement of the applicant.
- Keep a record of the documents used to validate each identity for a minimum of 2 years. This is in line with compliance activity carried out by DBS. DBS will ask for records of documents checked as part of ID verification as part of this process. Documents can be recorded as copies of physical documents or PDF evidence of eVisa. If it is not possible to keep copies you should record:
 - document type,
 - country of issue
 - any expiry date,
 - any reference numbers, and
 - notes if there were any discrepancies discussed as part of the ID verification process.

Three routes of ID checking

You must use route 1 where possible. You can only move on to route 2 if the applicant is unable to present the documents needed in route 1.

Route 1

The applicant must be able to show:

- one document from Group 1, below
- two further documents from either Group 1, or Group 2a, or 2b, below

The combination of documents presented must confirm the applicant's name and date of birth.

Route 2

Route 2 can only be used if it's impossible to process the application through Route 1.

The organisation conducting the ID check must then also use an appropriate external ID verification service to check the application.

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a
- two further documents from either Group 2a or 2b

The combination of documents presented must confirm the applicant's name and date of birth.

Route 3

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands)

- one document from Group 2a
- three further documents from Group 2a or 2b

The combination of documents presented must confirm the applicant's name and date of birth.

Document lists

You should not accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents.

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport. A UK passport can be expired up to a maximum of 6 months.
e-Visa	Accessed via the 'View and Prove' service. The share code requested by the applicant should be a 'general' share code. If you do not have a UKVI account to access your eVisa you can create one online (Get access to your online immigration status (eVisa) - GOV.UK)
Biometric residence permit (BRP)	UK. A BRP showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP. BRP holders should be encouraged to create an account and access their eVisa
Application Registration Card (ARC)	Issued by the Home Office. Must be checked against the Home Office Employer Checking Service .
Current driving licence photocard - (full or provisional)	Current and valid photocard driving licence issued by UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
Birth certificate - issued within 12 months of birth	UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces. Must be original birth certificate. Certified copies are a group 2a document.
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents

Document	Notes
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Document	Notes
Current driving licence photocard - (full or provisional)	Current and valid. All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before March 2000)	Current and valid. UK, Isle of Man, and Channel Islands. For a paper licence to be valid it must be issued before March 2000 and all information, including name and address, must be up to date
Birth certificate - issued after time of birth	UK, Isle of Man, and Channel Islands.
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa, or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based
HM Forces ID card	UK
Firearms licence	UK, Isle of Man, and Channel Islands

Group 2b: Financial and social history documents

Documents	Notes	Issue date and validity
Mortgage statement	UK	Issued in last 12 months
Bank or building society statement	UK and Channel Islands. A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy bank statements posted to you.	Issued in last 3 months
Bank or building society statement	Countries outside the UK	Issued in last 3 months - branch must be in the country where the applicant lives and

Documents	Notes	Issue date and validity
		works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands. Cannot be online document	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future UK employment provider	Valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill. Cannot be printed from an online account	Issued in last 3 months
Benefit statement	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, Local Authority	UK and Channel Islands – a letter confirming entitlement to benefits. For example: Personal Independence Payment (PIP), free school meals, universal credit, asylum support etc	Issued in last 12 months
HMRC self-assessment letters or tax demand letter	UK	Issued in last 12 months
European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)	UK.	Must still be valid

Documents	Notes	Issue date and validity
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man, and Channel Islands. Digital PASS cards are acceptable where they have been issued by an approved digital PASS provider and the QR code has been used to confirm details.	Must still be valid
Letter from head teacher, college principal, apprenticeship provider	UK - for 16 to 19 year olds in full time education or on an apprenticeship - only used in exceptional circumstances if other documents cannot be provided	Issued in the last month

Overseas Criminal Records Checks

Because the Disclosure and Barring Service (DBS) can't access criminal records from other countries, a DBS check might not show an individual's full criminal history.

Applicants can typically request a Certificate or Letter of Good Conduct from the embassy of any country where they've previously lived or worked. The procedure for obtaining this certificate varies by country, and you can find the latest guidance on [GOV.UK](https://www.gov.uk).

If an applicant is unable to obtain this information, or if it's not available, they should provide proof of their attempt to get the certificate. In such cases, the person responsible for the hiring process should be extra diligent when checking references and previous employment. It's advisable to seek additional references and to speak with referees directly by phone.

It is understandable that obtaining these certificates might not be feasible for individuals who have traveled extensively, for example, during a gap year where they visited multiple countries. In these situations, it becomes even more crucial to thoroughly verify all references and any prior employment or volunteer experience.

Guide to Eligibility for Enhanced Disclosures

The information in this section is meant as a general reference to help assess what roles are eligible for an Enhanced Disclosure. Please have regard to the practice guidance issued by the Church of England and any guidance issued by your Diocese.

Work with children

Enhanced disclosure

1. any activity which would have been a regulated activity with children before changes were made to the definition in September 2012
2. any activity carried out infrequently (but more than once) which would be a regulated activity with children if it were carried out frequently
3. any specified activity (see below) which would be a regulated activity with children but for the fact that it is supervised
4. a charity trustee of a children's charity whose workers normally include individuals engaging in regulated activity with children

Regulated activity with children

Enhanced disclosure with children's barring check

1. **Specified activity** - any of the following activities performed **frequently*** –
 1. any **unsupervised*** form of teaching, training or instruction of children, unless incidental to teaching, training or instruction of persons who are not children
 2. any **unsupervised*** form of care for or supervision of children, unless incidental to care for or supervision of persons who are not children
 3. any form of advice or guidance provided wholly or mainly for children, if the advice or guidance relates to their physical, emotional or educational well-being
 4. moderating a public electronic interactive communication service which is likely to be used wholly or mainly by children
 5. driving a vehicle which is being used only for the purpose of conveying children
2. **Providing personal care** - assistance given to a child in connection with eating or drinking, toileting, washing or bathing, or dressing, where the child is in need of such assistance by reason of age, illness or disability
3. **Providing health care** - the provision of health care by a health care professional or under the direction or supervision of one
4. **Specified establishment** - work carried out **frequently*** in one of the following establishments, for or in connection with the purposes of that establishment, and which gives the opportunity to have contact with children, but not including work by volunteers under regular supervision, or occasional or temporary contract work that is not an activity of a specified nature listed above –
 1. any educational institution which is exclusively or mainly for the provision of full-time education to children
 2. nursery school
 3. children's home
 4. children's centre
 5. childcare premises
5. **Registered childminding or fostering**

6. Management/supervision of regulated activity – day to day management or supervision of a person who is engaging in regulated activity with children

***frequently** means on four or more days in any period of 30 days, or at least once overnight (between 2am and 6am) where there may be face-to-face contact

***unsupervised** means not subject to, on a regular basis, day to day supervision by another person who is engaging in regulated activity with children

Work with adults

Enhanced disclosure

1. any form of care, supervision, training, teaching, instruction, assistance, advice, guidance, or conveying, provided **frequently*** and mainly to adults who –
 1. live in residential accommodation provided in connection with required care or nursing, or
 2. live in sheltered housing, or
 3. receive, at the place where they live, care of any description or assistance provided by reason of age, illness or disability, or
 4. receive any form of health care, including treatment, therapy or palliative care of any description, or
 5. receive support, assistance or advice for the purpose of developing or sustaining their capacity to live independently in accommodation, or
 6. receive any service provided specifically for adults because of their age, illness or disability, excluding a service provided for an adult with one of more of the following disabilities (unless they have another disability) - dyslexia, dyscalculia, dyspraxia, Irlen syndrome, alexia, auditory processing disorder, dysgraphia
2. the regular day to day management or supervision of a person who carries out work with adults as defined above
3. any form of work carried out **frequently*** in a care home and which gives the person the opportunity to have contact with the adults resident at that care home
4. a charity trustee of a charity whose workers normally engage in any activity which is work with adults

***frequently** means on four or more days in any period of 30 days, or at least once overnight (between 2am and 6am) where there may be face-to-face contact

Regulated activity with adults

Enhanced disclosure with adults' barring check

1. **Providing health care** - the provision of health care by a health care professional or under the direction or supervision of one
2. **Providing counselling** - the provision of counselling, but not life coaching, to an adult which is related to health care the adult is receiving from, or under the direction or supervision of, a health care professional
3. **Providing personal care** - physical assistance, given to an adult who is in need of it by reason of age, illness or disability, in connection with eating or drinking, toileting, washing or bathing, dressing, oral care, or the care of skin, hair or nails
4. **Providing social work** - the provision by a social care worker of relevant social work to an adult who is a client or potential client

5. **Assisting with general household matters** - the provision of day to day assistance to an adult in the running of their household where the adult is in need of that assistance by reason of age, illness or disability, and where that assistance involves managing their cash or paying their bills or shopping
6. **Assisting in the conduct of an adult's own affairs** - any relevant assistance in the conduct of an adult's own affairs where this is done through formal appointment such as lasting power of attorney
7. **Conveying** - the conveying, or assistance provided in the conveying, of any adult who needs to be conveyed by reason of age, illness or disability, where the conveying is to or from a place in which the adults will receive, or has received, health care, relevant personal care or relevant social work
8. **Management/supervision of regulated activity** - day to day management or supervision of a person who is engaging in regulated activity with adults

Church roles

The following table provides guidance on the eligibility of various roles within the church for an enhanced disclosure based on the duties generally expected of those roles

Note: Where a role involves regulated activity with children or regulated activity with adults, an enhanced disclosure with the relevant barring check(s) must be requested

Role	Eligible?	Notes
Administrator	No	Access to sensitive or personal information does not provide eligibility for an enhanced disclosure
Authorised Lay Minister	Yes	
Bell Ringer	No	
Caretaker	No	
Charity Trustee	Yes	If the charity is a children's/vulnerable adult's charity
Children's Worker	Yes	
Choir Chaperone	Yes	If supervising children
Choir Master	Yes	If supervising/teaching children or supervising those that do
Choir Member	No	
Churchwarden	No	Unless role meets eligibility criteria
Clergy	Yes	An enhanced disclosure with barring checks is required for all Church of England ordained and licensed Clergy, including Archbishops, Bishops, Archdeacons, Deans, stipendiary parish Clergy, self-supporting Minister / non stipendiary Ministers, Chaplains, locally ordained Clergy, Clergy with 'permission to officiate', and those seeking ordination training or ordination
Counsellor	Yes	
Creche Helper	Yes	
Driver	Yes	If role meets eligibility criteria
Education Staff	Yes	If role meets eligibility criteria
Foodbank Worker	No	
Head Server	No	Unless role meets eligibility criteria
Home Visitor	Yes	If role meets eligibility criteria
Homeless Shelter Worker	Yes	If role meets eligibility criteria
Licensed Evangelist	Yes	

Music Leader	Yes	If supervising/teaching children or supervising those that do
Night Shelter Worker	Yes	If role meets eligibility criteria
Open the Book Volunteer	Yes	
Ordinand	Yes	
Organist	No	
PCC Member	Yes	If the PCC is classed as a children's and/or vulnerable adult's charity
Premises Manager	No	
Reader	Yes	
Refreshment Helper	No	
Safeguarding Officer	Yes	If role meets eligibility criteria
Server	No	
Shop Staff	No	
Sidesperson	No	
Street Pastor	Yes	
Sunday School Helper	Yes	
Sunday School Teacher	Yes	
Tower Captain	Yes	If supervising/teaching children or supervising those that do
Treasurer	No	
Verger	No	
Worship Leader	No	Unless role involves supervising/teaching children