



# Guernsey Vetting Bureau

## Information & Guidance Manual

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## SECTION 1:

# THE DISCLOSURE AND BARRING SERVICE



The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. They act as a single point of contact for any organisation wishing to check criminal records for employment purposes. It delivers this service through strategic partnerships with Police forces, a private sector partner that operates an administration infrastructure and call centre, and Registered Bodies/Umbrella Bodies.

### The Rehabilitation of Offenders Act (ROA) 1974

The Rehabilitation of Offenders Act (ROA) 1974 was introduced in the UK to ensure that offenders who have not re-offended for a period of time since the date of their conviction are not discriminated against when applying for employment. In the Bailiwick of Guernsey, the equivalent legislation is the Rehabilitation of Offenders (Bailiwick of Guernsey) Law, 2002.

In the UK, the Law states that offenders are no longer legally required to disclose to organisations convictions that have become 'spent'. However, in order to protect certain vulnerable groups within society, there are a large number of posts and professions that are exempted from this Law by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The Exceptions Order 1975 additionally includes employment within positions of trust. In the Bailiwick of Guernsey, the equivalent legislation is the Rehabilitation of Offenders (Bailiwick of Guernsey) Law 2002 (Commencement, Exclusions and Exceptions) Ordinance 2006.

In cases where an organisation is entitled under this legislation to ask applicants for details of spent and unspent convictions, they can apply for one of three types of DBS check:

- Standard DBS Check
- Enhanced DBS Check
- Enhanced with Barred List Check

## Standard Disclosure

This level of check is available to Professions, offices, employment, work and occupations as specified in both the Exceptions Order to the Rehabilitation of Offenders (Bailiwick of Guernsey) Law 2002 and the Police Act 1997 (Criminal Records) Regulations. e.g. Advocates, Security Guard. Standard Disclosures show spent and unspent convictions, cautions, reprimands and warnings as held on the Police National Computer.

## Enhanced Disclosure

There are two levels of Enhanced disclosure:

**Enhanced** – to be eligible for this level of check, the position must be included in both the Exceptions Order to the Rehabilitation of Offenders (Bailiwick of Guernsey) Law 2002 and the Police Act 1997 (Criminal Records) Regulations. It is available to those who meet the definition of Regulated Activity for largely supervised positions or those for other workforce sectors where children and vulnerable adults are not a factor, e.g. Volunteer classroom assistant (supervised), and Gambling Commission.

**Enhanced with Barred List Check (EDBL)** - This level of check should be sought where an individual is expected to engage in a “regulated activity” as defined by the DBS definition and where the work is unsupervised in a child or adult workforce sector. It includes an additional check of the children’s and/or adults barred lists which contain information about those individuals who are barred from working with children or adults. The nature of the role will dictate which list can be checked.

In addition to the information contained on a Standard Disclosure, an Enhanced Disclosure will also contain any information deemed relevant and proportionate to the prospective position of the applicant that is held by local police authorities.

The information contained in a criminal records check is highly confidential and the DBS Disclosure Service and Guernsey Vetting Bureau (GVB) has to be certain that the employing organisation requesting a criminal records check on a prospective or existing employee is:

- 1) **entitled** under both the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders (Bailiwick of Guernsey) Law 2002 (Commencement, Exclusions and Exceptions) Ordinance 2006 to make such a request.
- 2) **suitable** to store and handle such personal information for the purposes of either making a recruitment decision or updating existing staff records, and is also able to meet its obligations under:
  - (i) Part V of the Police Act 1997,
  - (ii) The Data Protection (Bailiwick of Guernsey) Law 2001,
  - (iii) Any other relevant legislation, and
  - (iv) Where appropriate, the DBS Code of Practice pertaining to the safe handling, use, storage, retention and disposal of disclosure information.

## Registered Bodies and Umbrella Bodies

The DBS Disclosure Service stipulates that users of its service – that is, the employing organisations who wish to request criminal records checks – are **registered** with it in order that the DBS can be satisfied that service users meet the two conditions set out above. Consequently, an employing organisation must enter into a contract with the DBS Disclosure Service to act in full accordance with the DBS Disclosure Service's Code of Practice (included in this guidance as Appendix 1).

The DBS Disclosure Service has prescribed threshold criteria by which to judge the eligibility of employing organisations for registered body status. The DBS Disclosure Service realises that not all employing organisations that need to conduct criminal records checks will satisfy the threshold criteria for registration with the DBS Disclosure Service or, indeed, will want to register with the DBS Disclosure Service. For this reason, the DBS Disclosure Service recognises entities known as **DBS-registered umbrella bodies**.

A registered umbrella body is basically an organisation registered with the DBS Disclosure Service to request criminal records checks **on behalf** of other employing organisations.

A DBS-registered umbrella body effectively becomes a **local agent** of the DBS Disclosure Service and is responsible for ensuring that all employing organisations submitting requests for criminal records checks to the DBS Disclosure Service through that umbrella body are able to comply with the Code of Practice (Appendix 1). Furthermore, it would ensure that the subject of the criminal records check has had his or her identity corroborated beyond any doubt so as to ensure the integrity of the criminal records check issued by the DBS Disclosure Service.

As a consequence of the agreement and arrangements put in place with the DBS when extending their service to Guernsey, it was identified that many local employers will not meet the threshold criteria for registration. The Guernsey Vetting Bureau was established as a single point of contact for access to the DBS by local employers to overcome this barrier.

## SECTION 2:

# THE GUERNSEY VETTING BUREAU



It has been recognised that many employers within the Bailiwick of Guernsey will not be able to register with the DBS. The **Guernsey Vetting Bureau** ('the GVB') has been set up by the States of Guernsey as a **registered umbrella body** and will accept requests for criminal records checks from employing organisations within the Bailiwick – that is, the GVB will act as a conduit to the DBS Disclosure Service for all local organisations who wish to request criminal records checks at either a **standard** or an **enhanced** level.

The GVB is under a contractual obligation to the DBS Disclosure Service to ensure that all GVB service-users are

- 1) **entitled** under both the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders (Bailiwick of Guernsey) Law 2002 (Commencement, Exclusions and Exceptions) Ordinance 2006 to make such a request.
- 2) **suitable** to store and handle such personal information for the purposes of either making a recruitment decision or updating existing staff records, and is also able to meet its obligations under:
  - (i) Part V of the Police Act 1997,
  - (ii) The Data Protection (Bailiwick of Guernsey) Law 2001,
  - (iii) Any other relevant legislation, and

- (iv) Where appropriate, the DBS Code of Practice pertaining to the safe handling, use, storage, retention and disposal of disclosure information.

The GVB consequently stipulates that users of its service be **formally registered** with the GVB. The prescribed registration process is the means by which the **GVB** satisfies itself and, by extension, the DBS Disclosure Service, that the Service-User meets the two conditions set out above. A Registered Service-User has therefore entered into a direct contract with the GVB – and, by extension, the DBS Disclosure Service – to act in full accordance with the DBS Code Practice.

In accordance with the standards set by other registered umbrella bodies across the UK, the GVB will charge for registration with the GVB as a Registered Service-User where applicable. Details of all fee payments can be found in Schedule 4 of the Registration Agreement.

The Registered Service-User is required to demonstrate to the GVB that it has the suitable infrastructure to support compliance with the DBS Code of Practice. As part of this, the Registered Service-User will have to formally notify the GVB of the individual(s) in their organisation who are responsible for checking the identity of disclosure applicants. These people are known as **Identity-Verifiers** and will be required to attend a training session delivered by the GVB

## Summary

In practice, the GVB's role as a DBS-registered umbrella-body is as follows:

1. To determine a potential Service-User's ability to comply with the DBS Code of Conduct;
2. Upon determination of paragraph 1, to register that Service-User with the GVB as a Registered Service-User and to accept the appropriate registration fee for all applicable organisations;

3. To determine who, within the Registered Service-User, is to be the the Identity-Verifier;
4. To receive applications for criminal records checks and to **countersign** them;
5. To pass these applications to the DBS Disclosure Service;



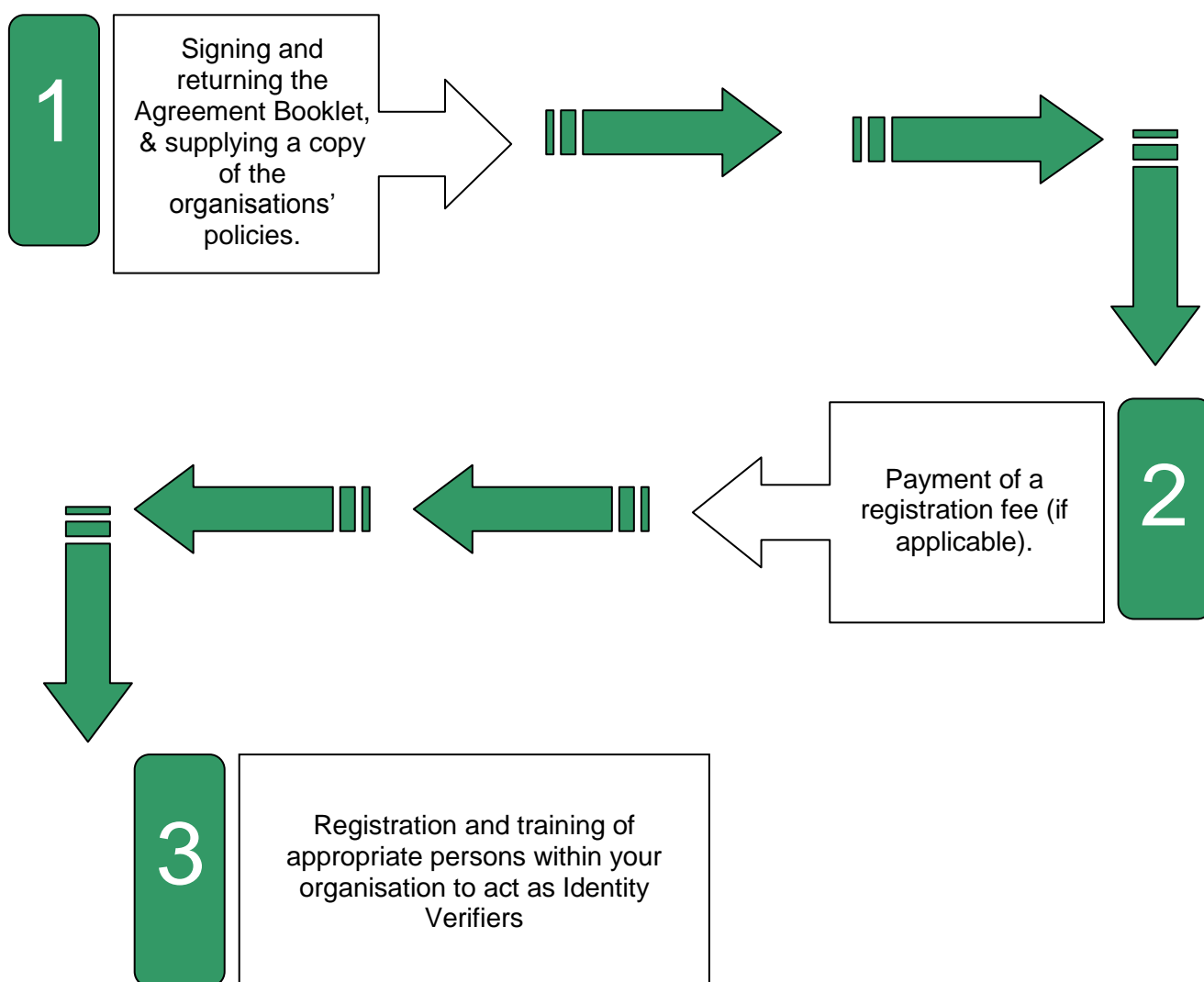
## SECTION 3:

# BECOMING A REGISTERED SERVICE-USER



In order for the GVB to act as a counter-signatory on your behalf, we need to satisfy ourselves that your organisation should become a Registered Service-User as it is entitled to know about a person's criminal record history and can handle any criminal record information according to legislative requirements.

There are three key stages to becoming a Registered Service-User:



## Signing and Returning the Registration Agreement

- 1.1** Please read the GVB Registration Agreement (an example copy is contained as Appendix 2 of this document).
- 1.2** Have someone of an appropriate level within your organisation sign **both** copies of the Registration Agreement and ensure that the following areas are completed:
- Enter the name of your organisation on page 1 of the Agreement in the space provided.
  - Complete page 3 of each Agreement. Enter your company name, address and select your company status as public sector, private sector or charitable organisation. If 'Other' is selected please specify the nature of your organisation.
  - Complete page 23 of each Agreement to accept the terms and conditions of service and to confirm compliance with the Schedules that it contains.
- 1.3** Return both copies of the Agreement to the GVB together with copies of your organisation's policies relating to:
- The Recruitment of People with a Criminal Record
  - The Review, Retention and Disposal of Sensitive Information
- (Model policies are available on request or Schedules 2 and 3 of the Registration Agreement could be adapted for this purpose)
- 1.4** The GVB will then consider your application and may contact you in order to check certain points of the Registration Agreement with you.
- 1.5** Where the GVB is satisfied that the terms outlined in the Registration Agreement will be met, the GVB will sign both copies of the Registration Agreement and will return **one** copy to the person whose signature appears on the Registration Agreement along with a **unique GVB registration**

**number.** Please affix this sheet to your Registration Agreement and keep this document safe as it is your copy of the contract into which you have entered with the GVB.

- 1.6** In addition to the Registration Agreement and GVB registration number, the GVB will also include a photocopy resource pack of all relevant forms relating to the registration of Identity-Verifiers.

## **2** Payment of a Registration Fee

- 2.1** If applicable, the GVB will invoice your organisation in accordance with the Payment Schedule contained in the Registration Agreement.

## **3** Assignment of Roles & Responsibilities Within Your Organisation

- 3.1** Section 4 of this guidance describes the role and responsibilities of Identity-Verifiers.
- 3.2** The Registered Service-User should identify staff members **directly** involved in the recruitment of employees that the Registered Service-User wishes to register with the GVB as in-house **Identity-Verifiers**.
- 3.3** Complete section 1 (only) of the Identity-Verifier/Disclosure-Recipient Registration Form contained in the photocopy resource pack (the form will be signed when the individual attends training).
- 3.4** Submit the form to the GVB and arrange for the nominated individual to attend a training session.
- 3.5** The GVB will deliver training to all staff nominated to undertake the role of Identity-Verifier. Until training has been completed, the individual will not be able to be involved in the Disclosure Application process.

- 3.6** The GVB will undertake to provide all individuals employed by the Registered Service-User and involved in the disclosure application process with a copy of this Guidance Manual.

**The GVB will train Identity-Verifiers prior to their registration.**

**When training is complete, the GVB will confirm registration of the Registered Service User's Identity-Verifiers. They can then begin to submit and receive DBS applications and certificates.**

**The Registered Service-User is under an obligation to update the GVB of any changes in personnel registered with the GVB as Identity-Verifiers.**

**A step by step guide to the disclosure application process is provided in Section 5 of this Guidance Manual.**

## SECTION 4:

# IDENTITY-VERIFIER GUIDANCE



*As good recruitment practice, especially where recruiting into positions involving working with children or Adults, it is important that you can verify the identity of a prospective volunteer or employee.*

A Registered Service-User must nominate the appropriate person within the recruitment process to undertake the role of Identity-Verifier. This section of the guidance provides advice for the Identity-Verifier.

All Identity-Verifiers should also familiarise themselves with the applicable sections of the DBS Code of Practice (Appendix 1) and the sample GVB Registration Agreement (Appendix 2). *Please note appendices are current at date of publication, up to date copies of both documents can be obtained from [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service) or the GVB respectively.*

The GVB is acting as counter-signatory on your behalf. Once we have signed the declaration on the disclosure application form, we are confirming that evidence of identity has been seen and checked, and that the information given on the form is accurate.

As Identity-Verifier, you must:

- Check the application form for compliance;
- Validate the identity of the Applicant;
- Complete Section X and W of the DBS Disclosure Application Form, and the two smaller boxes marked 'registered body use only' in Sections A and B;
- Complete the GVB Declaration Form;
- Submit the completed DBS Application Form, the GVB Declaration, and payment (if applicable) to the GVB.

Before you can undertake these duties you will require an understanding of the documents required to confirm identity and the combination of documents deemed acceptable by the DBS Disclosure Service.

This section of your Guidance Manual provides a full explanation of the identity checking process. To understand how this fits into the entire application process please refer to Section 5.

## DBS Application Form Compliance

Current guidance on how to complete the application form can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service) or through contacting the GVB. Any non-compliant forms received by the GVB will be returned with an accompanying letter indicating the reasons for the non-compliance.

## Valid Identity Documents

The following page contains a table illustrating the identity documents accepted by the DBS. This schedule was current at the time of publication of this manual. Should you wish to check an updated schedule please contact the GVB or check the DBS website [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service). There are three routes to identity verification.

### Route One

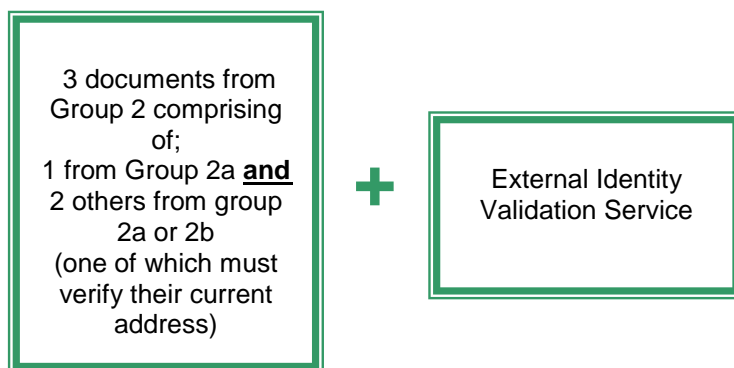
At least one document must confirm the **Applicant's name**, **date of birth**, and their **current address**. The illustration below indicates the combination of acceptable documents



GROUP 1 – Primary Trusted Identity Credentials	
Current Valid Passport	Biometric Residence Permit (UK)
Current Driving Licence ( UK, Channel Islands, Isle of Man & EU) (Full or Provisional) – (Please note some European Countries do not issue paper counterparts)	Birth Certificate (UK and Channel Islands) issued at the time of birth – (full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces) (Photocopies are NOT acceptable)
Adoption Certificate (UK and Channel Islands)	
GROUP 2a – Trusted Government / State Issued Documents	
Current UK Driving Licence (old style paper version)	Marriage/ Civil Partnership Certificate (UK and Channel Islands)
Current Photo Driving Licence ( UK, Channel Islands, Isle of Man & EU) (Full or Provisional) – (where a counterpart has been issued but not been presented)	HM Forces Identity Card (UK)
Birth Certificate (UK and Channel Islands) (issued after the time of birth) (Photocopies are Not acceptable)	Firearms Certificate (UK and Channel Islands)
GROUP 2b: - Financial/ Social History Documents	
Utility Bill – not Mobile Phone (issued in the last 3 months)	Work Permit/Visa (UK)
Guernsey Housing Licence	EU National Identity Card
Letter of Sponsorship from future employment provider (Non UK/EEA only) – valid only for applicants residing outside of the UK at the time of application	Mortgage Statement (Issued within last 12 months)
A document from Central/ Local Government, Government Agency/Local Authority giving entitlement (UK & Channel Islands) (e.g from the Department of Work and Pensions, the Employment Service, HMRC) (issued in the last 3 months)	Credit Card Statement (issued in the last 3 months)
	Council Tax Statement (UK, & Channel Islands equivalent) (Issued within the last 12 months)
Bank/Building Society Statement (issued in the last 3 months)	P45/P60 Statement (UK, & Channel Islands equivalent) (Issued within last 12 months)

## Route Two

The applicant must produce:



The organisation conducting the ID check will then need to ensure that an appropriate external ID validation service is used to check the applicant against their records to establish the applicant's name and living history footprint ( Full details of External ID Validation are available on the CRB website).

If you have endeavoured to use Route Two, but have been unable to validate the applicant's identity successfully, you may consider using Route Three.

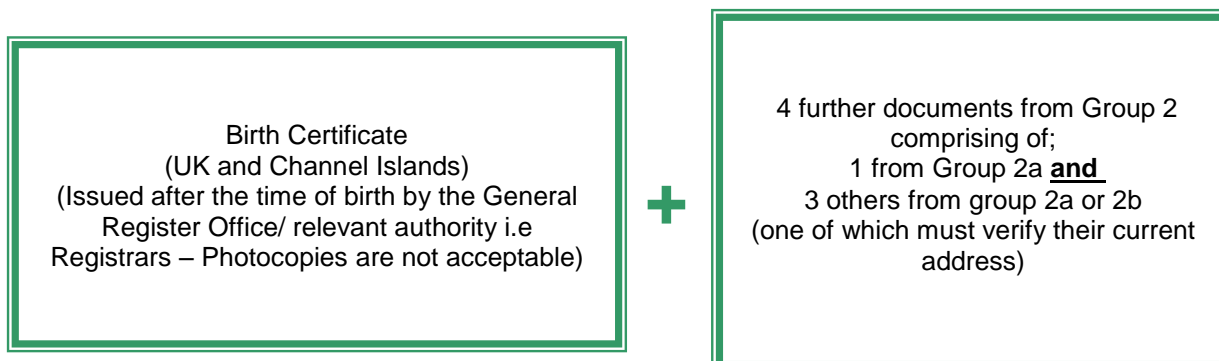
## Route Three

All Registered Bodies must have exhausted Route One and should have endeavoured to have accessed an external validation check (Route Two) before you consider processing via Route Three.

If the applicant cannot meet the requirements of Route one and two, you should have a probing discussion with them to establish why they could not meet these requirements. And whether there has been a recent or previous change of name that has not been declared.



For Route Three the applicant must produce:



Should you still be unable to validate the applicant's identity using Routes One, Two or Three, then you should indicate this on the DBS application form at Box W59 and return the form to the GVB who will liaise with the Disclosure and Barring Service. It is likely that the applicant will need to be sent for fingerprinting by the Police, which you should be aware is likely to cause a delay in the DBS application process and subsequently to your recruitment process.

### European Economic Area Countries (EEA)

The **European Economic Area (EEA)** comprises of the countries of the European Union (EU), plus Iceland, Liechtenstein and Norway. It was established on 1<sup>st</sup> January 1994 following an agreement between the member states of the European Free Trade Association and the European Community. It allows Iceland, Norway and Liechtenstein to participate in the EU's Internal Market without being members of the EU.

Austria	France	Liechtenstein	Portugal
Belgium	Germany	Lithuania	Romania
Bulgaria	Greece	Luxembourg	Slovakia
Cyprus	Hungary	Malta	Slovenia
Czech Republic	Iceland	Netherlands	Spain
Denmark	Ireland	Norway	Sweden

Estonia

Italy

Poland

United Kingdom

Finland

Latvia

## Tips for Identity Validation

### Identity Checking

- Check and validate the information provided by the applicant on the application form.
- Establish the true identity of the applicant through the examination of their identity documents. The acceptable forms of identity are shown on the previous page.
- Ensure that the applicant has provided details of all the **names** by which they have been known in their lifetime. If an applicant is adopted before the age of 10, they do not need to supply their surname at birth but should provide their adoptive name. If the applicant has changed their name by deed poll, please ensure a copy of this documentation is included with the application. If there is insufficient room on the application form, a continuation sheet must be used. Template sheets are provided in the photocopy resources that accompany this Guidance Manual.
- Ensure that the applicant has provided all of the **addresses** where they have lived in the last 5 years. Cross match the applicant's address history, where possible, with any other information you may have been provided with as part of the recruitment. For example, the employment history supplied on a CV - if the applicant's CV shows that they have worked in Liverpool for the last 5 years but they have only declared addresses in London, you may wish to question the applicant further.

As your countersignatory, we check the form details for continuity of address history. If there is a gap, then we will return the form to you. If there is insufficient

room on the application form, a continuation sheet must be used. Template sheets are provided in the photocopy resources that accompany this guidance.

- If continuation sheets have been used, please do not staple the sheets to the form.
- Ensure that the application form is correctly and accurately completed and that Section E has been signed.

**Please note that:**

- You must not accept photocopies. You must only accept valid, current and original documents;
- You must not accept documents printed from the internet (e.g. internet bank statements);
- Identity information (name, date of birth and address) as provided by the applicant in Sections A-C must be cross matched to the identity documents presented;
- You should, wherever possible, ask to see photographic identity;
- All documents must be in the applicant's current name as recorded in Section A unless documentation is presented to confirm a recent change of name;
- At least one document must confirm the applicant's date of birth, and one must confirm their current address;
- You cannot accept the foreign equivalent of an identity document if that document is listed as (UK, Channel Islands) on the list of valid identity documents;
- If an identity document is presented in a foreign language, you must obtain a translation of that document, certified by a Notary Public.

## Indicators of Fraud

### Passport

Check the general quality and condition of the passport. Treat with suspicion if it is excessively damaged as this can often be used to conceal tampering. Photographs should be examined carefully for signs of damage to the laminate. The use of excessive glue, or slits in the laminate may indicate photo substitution. If the photograph appears excessively large, this might indicate an attempt to hide another photograph underneath. There should be an embossed strip embedded into the laminate which will catch a portion of the photograph. Check there is no damage to this area. If the passport is from a foreign national, you can still follow the general principles noted above.

### EU Identity Card / HM Forces ID card / Photo Driving Licence

Examine the card for evidence of photo tampering or any amendment to the printed details. In the case of a driving licence, this should be presented with the paper counterpart. Old style, local paper licences without a photo ID card are not acceptable.

### Other Forms of ID

Ensure all letters and statements are recent, within a three month or twelve month period as applicable. Check letterhead paper is used, bank headers are correct and all documentation looks professional. The address should be cross-referenced with that recorded in Section A.

### Birth Certificates

Birth certificates are not wholly reliable as a means of checking identity as copies are readily obtained. Certificates issued at the time of birth are more reliable than recently issued duplicates. Check the quality of the paper, any signs of smoothness on the surface would indicate that original text may have been washed or rubbed away. There should be no signs of tampering, changes using liquid paper, overwriting or spelling mistakes.

Details of the identity documents supplied must be provided on the Declaration Form. If you have any concerns or wish to receive further advice on these, or other forms of identity, please contact the GVB.

## Completing the Verification Boxes & Sections W & X of the DBS Disclosure Form

Once satisfied with the identity of the applicant and that the form has been completed correctly, as Identity-Verifier you must complete sections W and X of the DBS Disclosure Application Form, and the two smaller verification boxes marked 'registered body use only' in Sections A and B. Please use **black ink** and **block capitals**. Do not use staples, stickers or correction fluid.

### Section A: Verification Box

20	do you have a national insurance number?	no <input type="checkbox"/> yes <input type="checkbox"/>	If 'yes' you must complete a21, if 'no' go to a22	<b>registered body use only</b> a1-a3 verified <input type="checkbox"/> a14 verified <input type="checkbox"/> a21 verified <input type="checkbox"/> a23 verified <input type="checkbox"/> a25 verified <input type="checkbox"/>
21	national insurance number	<input type="text"/>		
22	do you hold a valid UK driving licence?	no <input type="checkbox"/> yes <input type="checkbox"/>	If 'yes' you must complete a23, if 'no' go to a24	
23	driving licence number	<input type="text"/>		
24	do you hold a valid passport?	no <input type="checkbox"/> yes <input type="checkbox"/>	If 'yes' you must complete a25, a26, and a27, if 'no' go to a30	
25	passport number	<input type="text"/>		
26	nationality	<input type="text"/>		
27	country of issue	<input type="text"/>		
28	not used	DO NOT USE <input type="text"/>		
29	not used	DO NOT USE <input type="text"/>		

As Identity-Verifier you should always see identity documents that confirm the information supplied in fields a1 to a3 (applicant's title and names) and field a14 (applicant's date of birth).

For local applicants, Field a16 should reflect the parish of birth and a17 the island (for Sark, enter the island in both fields).

You only need to complete the rest of the box if you have seen the documentation to which it refers. Please note that whilst Guernsey social insurance cards and numbers are acceptable the details should not be entered here as they are not a UK document. Guernsey driving licence information can be entered into field a23. The driving licence number should begin with the first four letters of the applicant's surname.

## Section B: Verification Box

As Identity-Verifier you should always see identity documents that confirm the current address information supplied in fields b32 – b37. Please place a cross to confirm this in the verification box.

For local addresses, field b33 should be completed to reflect the parish, and b36 should indicate the Island (for Sark and Herm enter the Island in both fields). Section C if completed should follow this principle.

## Section W: Evidence of Identity

W evidence of identity

58 name of evidence checker

59 have you established the true identity of the applicant, by examining a range of documents as set out in DBS guidance, and verified the information provided by the applicant in sections a and b, by completing the verification check boxes?

no ☒ yes ☒

Complete fields w58 and w59. The form will only be accepted if you have attended the GVB training session and been registered as an Identity-Verifier for your organisation.

## Section X

X apply for a DBS check

60 not used

61 position applied for

62 organisation name

63 level of DBS check

Please cross one box only

standard ☒ If crossed go to x67

enhanced ☒ If crossed go to x64

64 are you entitled to know whether the applicant is barred from working with children?

no ☒ yes ☒

65 are you entitled to know whether the applicant is barred from working with adults?

no ☒ yes ☒

66 does this position involve working with children or adults at the applicant's home address?

no ☒ yes ☒

67 application type

application is for a new post holder ☒

application is for an existing post holder ☒

application is for an existing post holder who is being re-checked ☒

68 is this application for a free of charge volunteer?

no ☒ yes ☒

By placing a cross in the yes box, you confirm that the post meets the DBS definition of a free of charge volunteer application. Please note that DBS may recover the application fee if this box is marked in error and that this could result in the cancellation of your DBS registration.

### Field x61 Position Applied for:

You should include one of the following phrases in x61 line 1:

- 'Child Workforce' – Use this for a position that involves working/ volunteering with children.
- 'Adult Workforce' – Use this for any position that involves working/ volunteering with adults.
- 'Child and Adult Workforce' – Use this for any position that involves working/ volunteering with both children and adults.
- 'Other Workforce' – Use this for any position that does not involve working with Children or Adults e.g. Security guard.

On the second line you have 30 characters to describe the job role; it must be as informative as possible and will be used to assess eligibility criteria for a DBS check.

**Field x62:** Your Organisation name as you are registered with the GVB

**Field x63:** Please select according to the eligibility of the role for which the applicant has been selected. Advice on eligibility is available from the GVB.

**Fields x64-x65:** If you cross the enhanced box in x63 you must assess whether you are entitled to know whether the applicant is barred from working with children or adults. You must assess the job role against the DBS regulated activity criteria.

**Field x66** – This box is only to be used for 'home based' occupations for example Foster Carers or Child Minders

**Field x67:** You need to tick the box relevant to the applicant

**Field x68:** You must answer YES or NO to this question to indicate if the check is for an applicant or a volunteer. If you fail to correctly indicate that you require a check for a volunteer, you will be charged and credit will not be given.

***DO NOT COMPLETE SECTION Y***  
***This section will be completed by the GVB***



## Completion of the GVB Declaration


The GVB Declaration Form is available in the photocopy resource pack and requires a signature from both the Identity-Verifier and the Applicant.

The GVB is unable to process any forms that are not accompanied by a Declaration.

First enter your organisational details at the top of the page

There are three main parts to the declaration:

- Part 1:** Provides the details of your request and cross-references the Declaration Form with the DBS Application Form. Please include all information requested in this section.
- Part 2:** Provides assurance to the GVB that you have undertaken your role as Identity-Verifier in accordance with the advice provided in this Guidance Manual and according to DBS requirements.
- Part 3:** Asks the Applicant for consent to allow the GVB to hold a copy of their DBS Application Form so that we are able to track its progress. This information is only held within the GVB and is not shared with any other department or third party, other than the DBS Disclosure Service.



***Please submit the completed DBS Application Form, the completed GVB Declaration Form, and payment (if applicable) to the GVB. Cheques should be made to the States of Guernsey***  
***DO NOT send any documents direct to the DBS.***

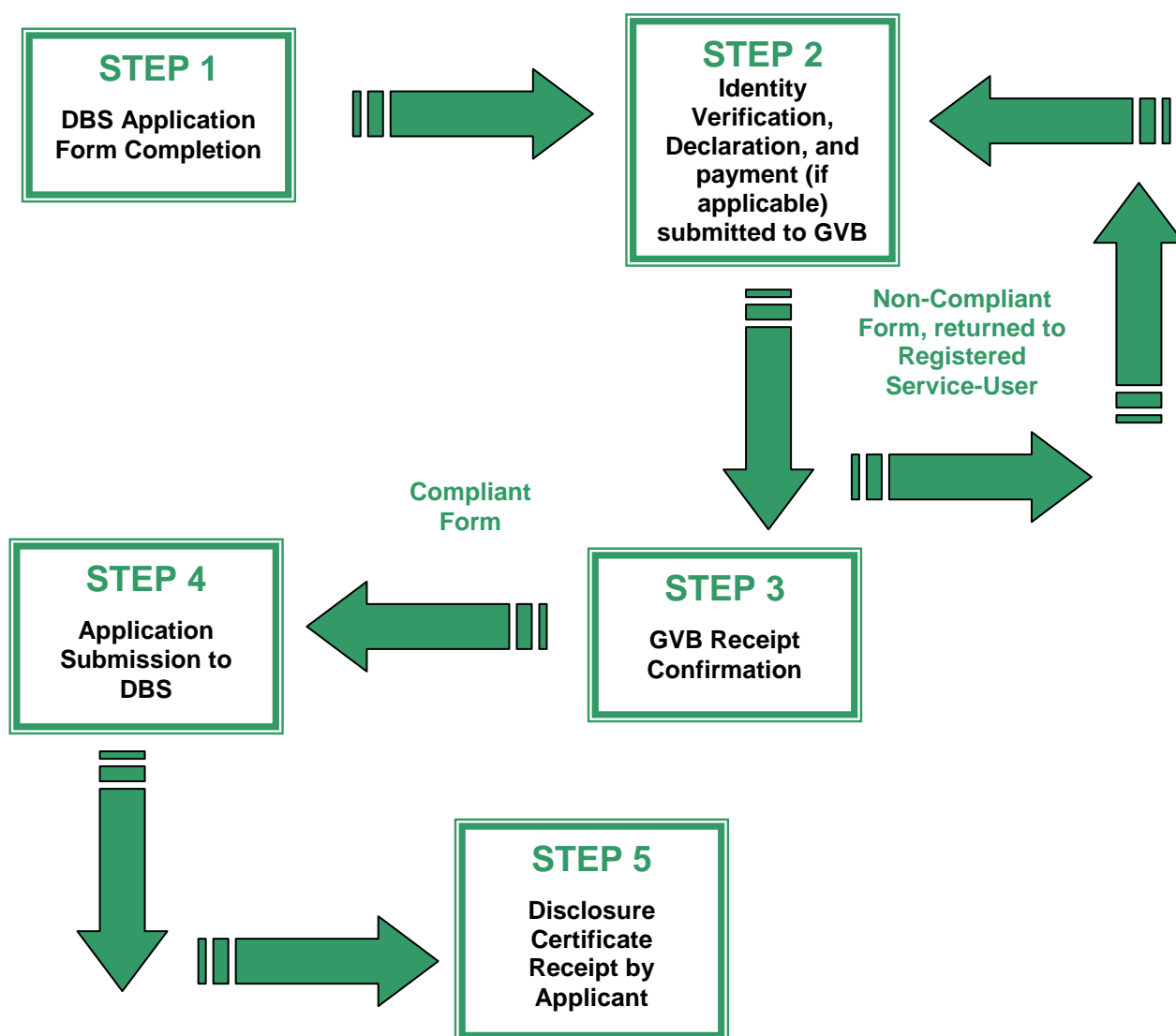


## SECTION 5:

# DISCLOSURE APPLICATIONS A STEP BY STEP GUIDE



All organisations wishing to use the GVB will be required to register as a Registered Service-User and be in receipt of their unique reference number before they are able to submit disclosure applications to the GVB. As a Registered Service-User, you must identify those people within your organisation who will be Identity-Verifiers. Please refer to SECTIONS 3 and 4 of this Guidance Manual.



## 1 Complete the Application Form

1.1 Provide the **successful** applicant with the following documents:

- Blank DBS application form;
- List of Valid Identity Documents;
- Continuation Sheets for the application form ;
- The 'Applicant's Guide' to completing the application form
- The Applicant's Guide to the Update Service

Blank DBS application forms are available from the GVB; the other documents are contained within your photocopy resource pack but can also be obtained at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service) or from the GVB.

1.2 The applicant must complete Sections A to E of the application form.

## 2 Identity Verification, Declaration & Form Submission to GVB

- 2.1 This part of the application process is undertaken by the nominated Identity-Verifier or by the GVB where a Registered Service-User has chosen not to undertake in-house identity verification.
- 2.2 Please refer to Section 4 of this Guidance Manual for full details as to how to undertake identity verification and compliance monitoring of the DBS application form.
- 2.3 Check the identity of the Applicant ensuring the integrity and suitability of the documents presented complies with the advice given in Section 4 of this Guidance Manual.
- 2.4 Check the application form has been correctly completed.

- 2.5 Complete the GVB Declaration Form ensuring that part 3 is signed by the applicant.
- 2.6 Post the DBS Application Form, and continuation sheets, the GVB Declaration Form, and payment (if applicable) to the GVB. The inclusion of an additional 'cover letter' is not necessary.

### **3 GVB Receipt Confirmation**

- 3.1 Upon receipt of a completed DBS Application Form and Declaration, the GVB will check the form for compliance.
- 3.2 Non-compliant forms will be returned to the Identity-Verifier of the Registered Service-User.
- 3.3 Compliant forms will be registered with the GVB on their database.
- 3.4 The receipt confirmation will be dispatched to the Identity-Verifier within the Registered Service-User.
- 3.5 The Registered Service-User should record the application form unique reference number for the purposes of tracking the progress of the disclosure application on the DBS website.

### **4 Application Submission from the GVB to the DBS**

- 4.1 The GVB will complete section Y of the application form and countersign the document.
- 4.2 The GVB will send the disclosure form and any associated continuation sheets to the DBS Disclosure Service for processing.

## 5

### Disclosure Certificate Receipt by the Applicant

- 5.1 The disclosure applicant will receive their disclosure certificate.
- 5.2 Employers will need to request sight of the certificate from the applicant. The validity of the certificate can be verified by logging onto the DBS update service and supplying the details required. These will include the name of the applicant and the reference number of the certificate.
- 5.3 Further information regarding the update service can be found with the Photocopy Resource Pack and Section 6 of this guide.

## SECTION 6:

### THE UPDATE SERVICE



In June 2013 the DBS launched the Update Service, which for a small annual subscription of £13 applicants can have their DBS Certificate kept up to date. This will allow them to take it with them from role to role, within the same workforce, and where the same level of check is required.

Next time you recruit someone and need to get them DBS checked – why not ask if they are a member of the Update Service. If they are, you can with their permission, use their current DBS Certificate and carry out a free, instant online check to see if any new information has come to light since its issue.

#### Benefits to you

- Instant online checks of DBS Certificates.
- No more DBS application forms to fill in.
- You may never need to apply for another DBS check for an employee again.
- Less bureaucracy.
- Saves you time and money.
- Enhances your safeguarding processes and may help to reduce your risks.
- Easy to incorporate into your existing suitability decision-making processes

#### Benefits to your employee

- Saves you time and money.
- One DBS Certificate is all you may ever need.

- Take your DBS Certificate from role to role within the same workforce.
- You are in control of your DBS Certificate.
- Get ahead of the rest and apply for jobs DBS pre-checked.

Further information about the update service is available in the DBS employer guide, and the Applicant guide which are available in your photocopy resource pack or from the GVB either as an electronic or hard copy.