
GETTING STARTED WITH DBS CHECKS

Recruiter information

March 2024

What we provide for you

The Diocese of Manchester provides Parish Safeguarding Officers with access to services through an organisation called [thirtyone:eight](#). thirtyone:eight is a leading provider of safeguarding services for churches, places of worship and Christian organisations.

Through thirtyone:eight, parishes can:

- **process DBS checks* for eligible post holders using their online DBS system**
- **access free support and guidance on levels of DBS checks for eligible postholders**
- **access out-of-hours safeguarding support**

These services are provided by the Diocese through thirtyone:eight free of charge for parishes.

*At Enhanced level. The Diocese does not provide a service for basic checks.

How to get started with DBS checks

Parishes need to register with thirtyone:eight to use the DBS online application system.

If your parish is **not already registered** with thirtyone:eight, complete a **Registration Form**. If your parish is **already registered** with thirtyone:eight, but you need to **add yourself or someone else as a recruiter**, complete a **New Recruiter form**.

These forms must be fully completed and signed by the applicant and the incumbent to be accepted by thirtyone:eight. Please contact HR who will be able to let you know if your church is already registered and forward the correct form to you.

Once signed, send to the HR team at hr@manchester.anglican.org or use our postal address. You may send an original in the post or scan the form and send it by e-mail. Do **not** send a photograph of the form, as this will not be accepted.

Your **organisation code** begins 3389A and is followed by numbers. If you do not know your organisation code, the HR team will complete this for you.

Making changes to your recruiters

If you need to change your recruiter(s) in the future, or add further recruiters, complete the New Recruiter form and send it to the HR team at the e-mail address above.

It is advisable that each parish has two recruiters because recruiters are not allowed to process DBS checks for themselves or their family. Having two recruiters also allows continuity and shares the workload. Your second recruiter can have full or limited access to the DBS system (see the New Recruiter form for further information).

Please also notify thirtyone:eight if you need to withdraw user access at any time (for example, if a registered user no longer conducts DBS checks). **It's important that the same login isn't used by a new user**. This is because the email address of each recruiter is registered against the church account with thirtyone:eight. Any queries made about an application are sent to the email address of the

recruiter who verified and submitted each application. thirtyone:eight may withdraw applications if the correct protocols are not followed. They want to ensure that each Recruiter has received the correct information to be able to verify applications.

What happens next

It can take around a week for your registration to be approved by the HR team, sent to thirtyone:eight and for them to register you.

You will receive an initial email directly from thirtyone:eight to verify your email address. You will need to respond to this before you receive your registration information. Please check your junk/spam folder as it may land in there!

If you have not heard from thirtyone:eight within 10 working days of sending your form to the HR team, please let us know by e-mailing hr@manchester.anglican.org and we will chase it up for you.

Using the DBS system

Once registered, you will receive two e-mails from thirtyone:eight which contain:

- **initial login details**
- **your organisation reference number and organisation code**
- **links to the Recruiters Guide and Applicant Guide which you can download to refer to at any time.** You can also send this Applicant Guide to applicants as it contains useful information to help them apply for their check.

There are several **free guides** and **video tutorials** on the thirtyone:eight website to help you find your way around the system. Please take time to read or watch these as they are very useful.

If you feel you would benefit from further training, thirtyone:eight provides an e-learning course called 'Navigating our online DBS system' which can be purchased through them for a small charge (which is payable by your parish).

Once you have completed your learning you can start to invite your eligible post holders to complete a DBS application through the online system.

Questions about DBS check eligibility

The Recruiters Guide produced by thirtyone:eight gives a reference table which lists a number of church and parish-based roles and whether they are usually eligible for a DBS check. Use this guide, along with their flowcharts and/or the online eligibility checker to determine whether the role you are checking for is eligible for a DBS check. This can be found at <https://thirtyoneeight.org/dashboard/eligibility-guide/>

Guidance on eligibility can also be found in the Church of England Safer Recruitment toolkit.

[Section 9 - Disclosure and Barring Service \(DBS\) | The Church of England](#)

The Disclosure and Barring Service website provides information on levels of DBS check [About us - Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](#)

If you are still unsure whether a role is eligible for a DBS check and at which level, please contact the thirtyone:eight helpline 0303 003 1111.

thirtyone:eight also provides an e-learning course on eligibility which can be purchased through them for a small charge (which is payable by your parish).

Remember that you can only carry out a DBS check if the role qualifies for one. It is vital that you conduct the check at the appropriate level.

Processing and return of DBS checks

Once you have submitted the DBS check and it is completed, you will receive notification from thirtyone:eight.

The applicant will receive their certificate through the post. It is essential that they keep this in a safe place, even though you have received notification of the result.

Applicants can choose to register for the Update Service if they wish to (there is an annual charge for this which they would pay for).

Useful Contacts

When...	Who to Contact	How
I need to register my Parish with thirtyone:eight I need to register a New Recruiter with thirtyone:eight I haven't received my registration email from thirtyone:eight I can't find my registration details	Miriam Bridle HR	miriambridle@manchester.anglican.org 0161 1400 1400 0161 1400 1476 DL
I've forgotten my thirtyone:eight login details or password Who is eligible for a DBS check? What level of Check is required I'd like some training for DBS checks Information and Resources	thirtyone:eight	0303 003 1111 https://thirtyoneeight.org/ (Note: this is a different web address to the one you will use to access the DBS application system)

FAQ's

What is the update service and can I use it?

The Update Service is an online subscription for Standard, Enhanced and Enhanced with Barred Lists DBS checks, that allows applicants to keep their DBS certificates up-to-date and allows employers/eligible organisation to view an applicant's certificate.

The government provides information about the update service on their website:

[About us - Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk/about-us-disclosure-and-barring-service)

You may use the update service in place of a new check if:

- you have the individual's consent
- you could legally request a new DBS check for the role that the individual is applying for
- the individual's original DBS check is for the same workforce, where the same type and level of criminal record check is required

The full guidance can be found at: [DBS Update Service: employer guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/db-update-service-employer-guide)

Can I be the recruiter for more than one parish?

You can be the recruiter for more than one parish but you need to be able to provide a separate e-mail address for each parish (as you will have separate log in details for each).

Can I use the Digital ID checking service?

The Digital ID checking service is a new service from thirtyone:eight. This service enables applicants to send their ID details digitally if they have a passport and driving licence and a smartphone to be able to take a 'selfie'. More information on Digital ID checks can be found at: [thirtyone:eight launches new Digital ID checks \(thirtyoneeight.org\)](https://thirtyoneeight.org)

You can only use the Digital ID check route if the applicant can provide these documents. Do not use if the applicant has moved house recently or lives in shared accommodation for example on a campus, as their address check may fail.

The Diocese will pay for you to use the digital ID checking service for DBS checks, but not for right to work checks.