

Parish Identity Verifier Role

Role

- Set up an account to manage Disclosure & Barring Service (DBS) applications with Thirty-one:eight (31:8) by completing the Parish Identity Verifier Registration Form.¹
- Read 31:8's 'Guidance for DBS Recruiters'²
- Email an invitation to an applicant to complete a DBS check – include link to the online form, organisation reference number, password, title of the role applied
- Verify the applicant's identity in accordance with Disclosure & Barring Service guidelines (www.gov.uk/dbs) – see original documents, check photographic id face to face, check id documents against the online application form
- Enter details of the identity verification on the 31:8 DBS Dashboard
- Complete section Y on the 31:8 DBS Dashboard
- Submit the online application by clicking 'approve'
- Keep a record of the applicant's disclosure certificate number and date on the parish Safeguarding Hub³
- Keep a record of the date the disclosure is due for renewal and send a reminder, every three years, to the applicant three months before their disclosure is due for renewal – this is automatically generated by the parish Safeguarding Hub

Skills

- Good computer literacy
- Good administrative skills
- Ability to assist others in completing an online form

Knowledge

- Familiar with Disclosure & Barring Service Identity Verification Guidelines
- Understanding of 31:8 Guidance for DBS Recruiters
- Understanding of Church of England Safer Recruitment & People Management guidance, particularly sections 9 and 10

¹ The Registration Form can be downloaded at <https://www.cofebirmingham.com/info-for-parishes/safeguarding/safer-recruitment/>

² Once the registration form has been completed and submitted 31:8 will email login details and a link to the Recruiters Hub to the new verifier

³ The Safeguarding Hub is an add-on to the Parish Safeguarding Dashboard (this is different to the 31:8 DBS Dashboard) that enables a church to record training and DBS information for its volunteers. Email safeguardingsupport@cofebirmingham.com to join.

Accountability

A Parish Identity Verifier should:

- a) be appointed by the Incumbent / Priest-in-charge
- b) be approved by the PCC
- c) be notified to the diocesan safeguarding team⁴

Training⁵

A Parish Identity verifier must complete:

- Basic Awareness
- Foundations
- Safer Recruitment & People Management

DBS Eligibility

The role is not eligible for an Enhanced Disclosure & Barring Service Check

⁴ Email safeguardingsupport@cofebirmingham.com

⁵ Complete online at <https://safeguardingtraining.cofeportal.org/>