

Designated Person for Safeguarding resource



Designated Person for Safeguarding Guide

This is a handy guide to help the Designated Person of an affiliated local deaf children’s society in their role. It is an interactive resource and is applicable to groups in England, Wales, Northern Ireland and Scotland. It is intended to answer any queries and provide a step by step guide to processing criminal record checks for your group.

We will continue to update it based on your feedback, so do let us know what you think.

We hope you find this useful.

Please contact localgroups@ndcs.org.uk for any concerns, queries or comments.

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Introduction

Thank you for taking on this important role. The National Deaf Children's Society is committed to supporting local groups to safeguard the children and young people in their care, confidently and effectively.

To help do this we offer:

- free online child protection and safeguarding training
- free criminal record checks across the UK
- for groups in England and Wales, the opportunity to register with the DBS [Update Service](#), which enables them to take their certificate from role to role within the same workforce where the same type and level of check is required. *(Simply put, the check is not limited to their role with the local DCS.)*
- a [Child Protection Policy](#) document for all groups to adopt and put into practice
- support and guidance from our central [Local Groups team](#), including if any safeguarding issues arise
- free downloadable forms and resources for groups to use and share.

We require:

- groups to have a **Designated Person for Safeguarding** who will advocate and communicate key information to committee members and be responsible for processing criminal record checks for their deaf children's society
- the Designated Person to have a criminal record check and to undertake the online safeguarding training
- all groups to have at least three criminal record checks in place and to re-new every three years.

We have developed this guide in response to frequent enquiries and issues in the hope that it will be your go-to resource whenever you need information about processing criminal record checks for your group. As always though, we are just on the end of an email or phone so do [contact us](#) whenever you need to.

We hope this resource helps support you in this important role, and thank you once again.

The Local Groups team



The Designated Person for Safeguarding

What is a Designated Person?

The role of a Designated Person (DP) refers to an individual on your committee who acts as the go-to person for child protection concerns and safeguarding practices, such as training or criminal record checks. The DP is not solely responsible for safeguarding, this is everyone's responsibility, but they will act as a main contact for these sorts of issues.

Why do we need a Designated Person?

You may feel you know your committee members quite well, or perhaps that you don't run any unsupervised activities with children or young people – so why the need for such formal roles, training and checks?

Well, not only is it helpful for your members to have a visible and dedicated go-to person for any safeguarding concerns, it's also a good way to profile how seriously your group takes safeguarding and the protection of children and young people.

It's not a pleasant topic to think about but, sadly, children and young people are commonly targeted by perpetrators, particularly if they are vulnerable, and quite often may be known by their victims.

By having this distinct role and encouraging groups to visibly champion safeguarding measures, you will be showing, as a collective, how you actively protect the children and young people in your local deaf children's society.

Access to things like free training and safeguarding resources will equip your members to be vigilant and aware of signs of abuse, and you will have a team of volunteers who have been vetted and checked via the criminal record check process. This is renewed every three years, so committee members are continually checked.

What skills and knowledge do I need to be the Designated Person?

In short – none! Quite often individuals with a background in social care or education seem to naturally take on this role, having had previous experience in the area of safeguarding children. However, you don't have to be an expert in the field of child protection, or have any previous experience. It's not a necessity for the role at all.

We offer free online training, a [Child Protection Policy](#) for your group to adopt and adhere to, and this resource should hopefully answer any questions on how to process criminal record checks on behalf of your local group. And don't forget the dedicated Local Groups team who you can contact for support or guidance.



A large part of the role is to process criminal record checks, and this is mainly an administrative procedure, so some useful skills for the role therefore are:

- good IT skills and access to a computer (England, Wales and Northern Ireland)
- good organisational skills
- ability to have good record keeping systems (manual or electronic)
- ability to be flexible and meet up with individuals to verify documents
- comfortable handling sensitive data and keeping this secure
- ability to have a good relationship with Local Groups Team and disseminate information on their behalf.

Remember safeguarding is everyone's responsibility; your role is to advocate this, filter information we may send to you back to your members, promote the online training and undertake the administrative task of processing criminal record checks.

Who would need a criminal record check?

Well, for starters, **you**. As a minimum, we then require two more individuals, for example chair, treasurer or secretary. But it's best practice to process a check for all committee members.

You will also be required to complete a criminal record check for anyone in 'regulated activity with children' – that is those who may undertake a role in your group such as running a regular toddler group or youth activity. If you're unsure who this might apply to just [get in touch](#).

We would strongly encourage you to ensure that anyone who provides a service to your group has the appropriate criminal record checks in place.



How we can help and what we offer

Child Protection Policy

This is a [document](#) for groups to adopt in order to demonstrate that they have a policy in place. It is quite lengthy, but it's important that all committee members familiarise themselves with the full document.

We've tried our best to provide you with a summarised version as well, so it's easy to share or make available in your group.

Safeguarding leaflet

This is a short and snappy A5 leaflet we have produced which will help your group to show how they address safeguarding issues.

You may wish to have these available at committee meetings, or appropriate events.

Safeguarding training

We offer access to free online training and it's a good idea for all committee members to complete this, especially the Designated Person.

Each local deaf children's society will have a user account and you will have the log in details which you can share with any members who wish to complete the training.

If you need reminding of your log in details please contact us at localgroups@ndcs.org.uk to be given access.

Criminal record checks

This free offer to groups is really valuable and allows you to check if an individual has had any disclosures of criminal activity. If a disclosure is highlighted then we will work with you, respecting confidentiality, to risk assess the individual's involvement in your group. Any information relating to offences does not prevent an individual joining your group. In each case the Head of Local Groups will support you to complete a risk assessment to determine what relevance any offence has on the role and the involvement the individual is to have.

We recommend that all committee members have a criminal record check carried out but, as a minimum, the Designated Person and two others should have a check done.

There are three types of criminal record checks depending on which country your group is in.

- England and Wales: [Disclosure and Barring Service](#) (DBS).
- Northern Ireland: [Access NI](#).
- Scotland: [Protecting Vulnerable Groups](#) (PVG).



We use an umbrella body to process checks on our behalf – Security Watchdog part of Capita plc. We ask all new Designated Persons for groups in England, Wales and Northern Ireland to accept their terms and conditions of use which are emailed to you. You can accept with a simple reply.

Once accepted we can get the ball rolling on getting your appropriate check/s done.

Update Service

<https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>



Groups in England and Wales can further benefit from the free DBS [Update Service](#). Encourage applicants to register within 19 days of their certificate date, and neither you nor they will have to do the DBS application process again. So it's well worth doing.



Hint: Applicants can actually register as soon as they have an application reference, otherwise they have just 19 days from the certificate date.

In house support

As always the Local Groups team are here to help and we have dedicated staff members who can help you through the process if you ever get stuck, need advice or forget your log in details. Contact us on localgroups@ndcs.org.uk with any queries, or have a look at our FAQs section under the relevant country headings.

Consent forms

Processing criminal record checks means handling sensitive and private data, this is why we strongly advise the Designated Person/s to use the consent forms which we have created and made available within this resource and on our [website](#). You can of course use your own version, just as long as you gain consent to handle prospective applicants' personal details, as you will be sending these to us and a third party (Security Watchdog, who processes applications).



Hint: Remember, initial consent to undergo the criminal record check process is for your records only; you do not need to return anything to us.

Templates

You can find [useful templates](#) at the back of this resource which might help in profiling your role within the group, or help you track application progress.



Identification documents

All applicants will need to verify their identity and must provide specific pieces of documentation to do so.

You can find information on what documents are acceptable below:

- [England and Wales](#)
- [Northern Ireland](#)
- [Scotland](#)



As the Designated Person you will be responsible for checking and verifying the necessary ID documents of your applicants, on behalf of your local group. You will need to make sure you have a valid criminal record check in place before processing applications for others in your group.

Who should verify my ID documents?

Because you are also required to have a criminal record check another committee member should verify your ID documents.

This should be:

- the chair, unless the chair is also the Designated Person in which case it should then be the secretary or treasurer
- an individual who is not a relative or spouse
- preferably someone who already has a criminal record check, but this is not absolutely necessary
- someone who you are able to meet with so they can physically view your ID documents.

Counter-verifying your ID documents

We take safeguarding very seriously and as a measure of additional precaution and risk management we will arrange for a member of our team to view your ID documents.

This is just for individuals in the Designated Person role and, in most cases, will consist of a virtual meeting via video messaging so you will need your relevant ID documents to hand.



IMPORTANT: You will need to physically meet with your applicants to verify ID documents, and not via video chat. We appreciate this can be time consuming but it is essential a physical check is made as a necessary security measure.

Sometimes there may be events where a member of our team will be attending, which provides a perfect opportunity for them to counter-verify your documents. This will usually be pre-arranged so you have notice to bring your ID documents.

England and Wales: Disclosure and Barring Service (DBS)

Getting set up for the first time *(either as a new group or a new Designated Person)*



Contact localgroups@ndcs.org.uk with the Designated Person's name and email address, plus another committee members name and email address (preferably the chair.)



You will be emailed terms and conditions of Capita: please accept by email reply, and your details will be forwarded to Capita.



Capita will email the Designated Person with a web link:

<https://disclosure.capitarvs.co.uk/cheqs> (see figure 1.) to the online system and two different sets of log-in details.



Hint: The log in details will consist of an organisational reference and an organisational code.



The additional user will receive the same web link and a single log in.

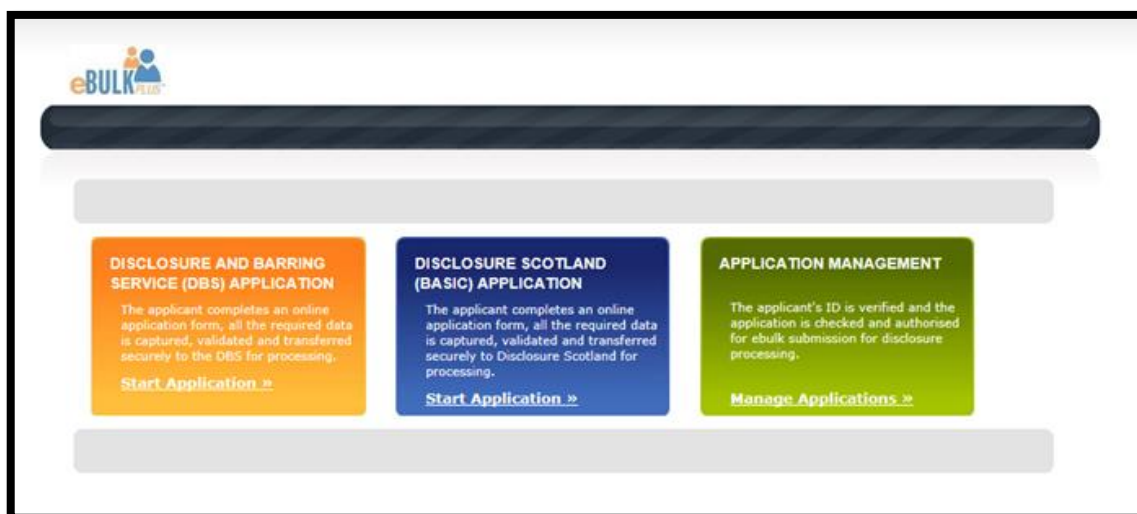


Figure 1: Screen shot of website

Processing a check for myself (the Designated Person)



Select '[Disclosure and Barring Service \(DBS\) Application](#)' box and use the first set of log in details to access the application.



Complete the application with your personal details.



Tip: In position applied for, you should put 'trustee'.

DISCLOSURE AND BARRING SERVICE (DBS) APPLICATION

The applicant completes an online application form, all the required data is captured, validated and transferred securely to the DBS for processing.

[Start Application >>](#)



Done? Contact the second user and arrange a time to meet with them so they can view your ID documents.

They will just need to note down some relevant numbers and dates – you do not need to part with any documents.

Verifying my ID documents



When you meet the second user will need to access the same site and select **'Application Management'** and log in using the details they were sent.

Select **'Waiting ID Check and Section Y'**.

- Select the Designated Persons application.
- Select **'Complete section Y'**.

This section should mostly be pre-selected as follows:

- a. Application Type: **Enhanced**
- b. Workforce: **Child work force**
- c. Working with Adults in Regulated Activity: **No**
- d. Working with Children in Regulated Activity: **Yes**
- e. Working with vulnerable groups at the applicant's home address: **No**
- f. Is Volunteer: **you will need to select 'Yes'**
- g. DBS Adult First Check Required: **you will need to select 'No'**

- Save and return to the previous screen and select 'Complete ID check'.
- Complete this section with the ID documents you have viewed.
- Submit the application.

APPLICATION MANAGEMENT

The applicant's ID is verified and the application is checked and authorised for ebulk submission for disclosure processing.

[Manage Applications >>](#)

Submitting my application form



Once your ID documents have been verified the second user can submit your application.

You should receive your DBS certificate shortly!



Don't forget to register to the [update service](#). You only have 19 days from your certificate date to do so.



Hint: you can register using the application reference; this will be 10 digit number starting with the letter E, once you have submitted to DBS.

Processing a check for other committee members

Once you have received your DBS certificate you can start processing criminal record checks for others.



[Identify who needs a check](#) and ask them to complete a consent form.
This is for your records only.



Tip: It's useful at this stage, to explain the process to your applicants and what they will need to do. You may find the email template [here](#) useful.



Email all applicants the link and log in details to the blank application form.
Tip: This would be the first set you received and the one you used to complete your application.



Applicants should inform you once they have completed the form and arrange a time for you to meet and view their ID documents.



Tip: When sending out the blank application details it's useful to give people a deadline to work to, and to try to coordinate a date for you to view everyone's ID documents at the same time. This will save you time in the long run.

Verifying ID documents



Tip: You will need access to a computer when meeting up with applicants to verify ID documents



Log in via <https://disclosure.capitarvs.co.uk/cheqs> and select **'Application Management'**.
Log in using the second set of details you were sent.

- Select **'Waiting ID Check and Section Y'**.

For each applicant, select their individual application and complete as follows:

- Select **'Complete section Y'**.

This section should mostly be pre-selected as follows:

- Application Type: **Enhanced**
- Workforce: **Child work force**
- Working with Adults in Regulated Activity: **No**
- Working with Children in Regulated Activity: **Yes**
- Working with vulnerable groups at the applicant's home address: **No**
- Is Volunteer: **you will need to select 'Yes' (Select 'No' if the individual is paid)**
- DBS Adult First Check Required: **you will need to select 'No'**

- Save and return to the previous screen and select **'Complete ID check'**.

- Complete this section with the ID documents you have viewed.

Submitting the application form



Once you have completed the ID sections you can submit the applications.

Applicants will receive their DBS certificate shortly.



If any disclosures are raised we will be in touch to discuss these with you and the individual.



Encourage applicants to register to the [update service](#)! There are only 19 days from the certificate date to do this.



Hint: you can register using the application reference; this will be 10 digit number starting with the letter E, once you have submitted to DBS.

Already have a DBS check?

Are you or your applicant already registered with the update service?



No, then unfortunately you will need to process a new application.



Yes, then it's a simple process:



Complete a [consent form](#) to allow us to run an update on the DBS check. Send a copy to localgroups@ndcs.org.uk and keep one for your records.



Go to: <https://secure.crbonline.gov.uk/crsc/check> and use the details provided to run a check on the individuals criminal record. We will also do this. If any criminal activities are disclosed please contact us immediately.

Is there guidance available for applicants?

Yes, we have step by step guidance on our [website](#) for applicants, but they can always contact us via localgroups@ndcs.org.uk if they have any issues.



England and Wales: FAQs

I've forgotten my log in details.

Contact localgroups@ndcs.org.uk and we can arrange for these to be re-sent.

What if an applicant already has a DBS from another role?

The applicant will need to already be registered on the update service for a previous DBS check to be used. They can complete a consent form and we can run an update. If they haven't registered then they will need to go through the application process, but they can then register with the update service meaning they won't need to re-do the process when up for renewal.

You will also need to view the original certificate and check for any disclosures.

I can't access the site?

The website to access the system is: <https://disclosure.capitarvs.co.uk/cheqs/>.

This will open a dashboard and you will need the appropriate set of log in details to access different parts.

Please contact localgroups@ndcs.org.uk if you are still experiencing problems.

Do I have to physically meet with applicants?

Yes, you will need to physically verify ID documents, as per the requirements of the Disclosure and Barring Service, and log them on the system. You must not take any photocopies or keep any documents.

We understand this can be a tricky task on top of other responsibilities so we advise arranging a meeting or deadline for applicants when you send them the link to the application form.

We encourage you to view the disclosure certificate also, but again understand this is another pressure to meet for a second time. We pull off regular reports and so if any criminal activity is disclosed we will be in touch to work with you in risk assessing that individual's involvement.

What do you do with the reports of disclosures?

We record the follow information on a secure database.

- Applicant name
- Applicant email
- Disclosure date
- Certificate number
- Applicant date of birth



This information is not shared and is for the information of the Local Groups team only.

What happens if an application comes back with a disclosure?

This is one of the reasons we recommend you view the certificate or ask applicants to inform you when they have received their certificate. But, as good practice, we run fortnightly reports which will highlight if any completed DBS checks have revealed any disclosures.

If this was the case then we would work with you to risk assess that individual's involvement in the group. Please contact Gavin Davies, Head of Local Groups, on gavin.davies@ndcs.org.uk if you have any concerns.

How do applicants register with the update service?

Once you complete the ID verification stage the application is then submitted, the reference number at this stage can be used to register at <https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>. Otherwise applicants have 19 days from the date of their certificate being issued.



Scotland: Protecting Vulnerable Groups (PVG) Scheme

Disclosure Scotland process paper applications, and there are two different applications depending on whether the applicant is already a member of the PVG scheme or not.

The process below also applies to you, as the Designated Person, if you require a PVG check.

How to process a PVG criminal record check



[Identify who needs a check](#) and ask them to complete a consent form.

This is for your records only.



Tip: It's useful at this stage, to explain the process to your applicants and what they will need to do. You may find the email template [here](#) useful.



Contact localgroups@ndcs.org.uk with the following information.

- Applicant name (essential)
- Full postal address (essential)
- Indicate if applicant is already a part of the PVG scheme or not (essential)
- Applicant contact telephone number (optional)
- Applicant email address (optional)



A member of the local group's team will post out appropriate application forms out to individuals.



You will be notified by email when applications have been posted out to applicants, so you can make the necessary arrangements.



Tip: Although the applicant is responsible for letting you know when they have completed the application, it is useful at this stage to give people a deadline to work to, and try and coordinate a date for you to view everyone's ID documents at the same time. This will save you time in the long run.



Applicants should inform you once they have completed the application and arrange a time for you to meet and view their original ID documents. You will then need to complete the necessary sections of the form.



Applications should be accompanied with photocopies of the required ID documents and you will need to check these against the originals. All photocopies MUST BE signed and dated by you to confirm it is a true representation of the individual.



Note: See [‘Who should verify my ID documents?’](#) if processing an application for yourself. We will follow up with you so that we can counter verify your ID documents via video chat.



Return all completed applications to **National Deaf Children’s Society, Local Groups, Castle House, 37- 45 Paul Street, London EC2A 4LS.**



CHECKLIST

- Has the applicant completed the right type of application (i.e. previous member of PVG or not)?
- Has the applicant completed the relevant and required sections?
- Have you checked the applicant’s original ID documentation?
- Do you have photocopies of all ID documentation viewed which can accompany the application?
- Have you signed and dated photocopies?
- Have you completed the relevant sections of the application as Designated Person for the group?
- Have you returned the applications to the Local Groups team?

Once received a member of the Local Groups team will complete the counter-signatory section and check through the application before forwarding on to Disclosure Scotland



Applicants will receive their certificates directly, a copy will also be sent to us.



Scotland: FAQs

How do I get a PVG application?

Contact localgroups@ndcs.org.uk with the following information:

- Applicant name (essential)
- Full postal address (essential)
- Indicate if applicant is already a part of the PVG scheme or not (essential)
- Applicant contact telephone number (optional)
- Applicant email address (optional)

What if an applicant already has a PVG check from another role?

This means that they are already part of the PVG scheme and will need to complete a shorter application form.

Do I have to physically meet with applicants?

Yes, you will need to physically verify ID documents as per requirements by Disclosure Scotland. It is a good idea to remind applicants to bring photocopies together with their original documentation, so you can sign and date copies.

We understand this can be a tricky task on top of other responsibilities so advise arranging a meeting or providing deadline to applicants.

We encourage you to view the disclosure certificate also, but again understand this is another pressure to meet for a second time. We receive a copy of all certificates so if any criminal activity is disclosed we will be in touch to work with you in risk assessing that individual's involvement.

What do you do with the copies of the disclosure certificates?

We record the follow information on a secure database:

- Applicant name
- Applicant email
- Disclosure date
- Certificate number
- Applicant DOB
- If any disclosures are highlighted this is recorded securely on a separate database with restricted access



Once checked and recorded, copies are shredded and disposed of securely.

What happens if an application comes back with a disclosure?

This is one of the reasons we recommend you view the certificate or ask applicants to inform you when they have received their certificate. But, as good practice, we receive copies of the disclosure certificates and will receive notification of any disclosures.

If this was the case then we would work with you to risk assess that individual's involvement in the group. Please contact Gavin Davies, Head of Local Groups, on gavin.davies@ndcs.org.uk if you have any concerns.



Northern Ireland: Access NI

Access NI applications are completed online and require access to a government website: www.nidirect.gov.uk.

Many individuals may already have an account for personal use so they can use this to process their criminal record check. Otherwise they will need to register and set up an account.

Getting set up for the first time (either as a new group or a new Designated Person)



Contact localgroups@ndcs.org.uk with the Designated Person's name and email address.



You will be emailed the terms and conditions of Capita: please accept these by email.

Processing a check for myself and other committee members



[Identify who needs a check](#) and ask them to complete a consent form.
This is for your records only.



Tip: It's useful at this stage, to explain the process to your applicants and what they will need to do. You may find the email template [here](#) useful.



Email localgroups@ndcs.org.uk with the following details for all applicants, including yourself if you need one, and we will forward this information on to Capita:

- Full name (essential)
- Email address (essential)



Capita will email individuals with a **PIN notification & ID Validation form**. There are step-by-step instructions within this form for applicants to follow to access the online application.



Hint: individuals will need to use existing account details for www.nidirect.gov.uk or register to create an account.



You will be notified when applicant details have been forwarded to Capita.

Once completed, applicants should inform you and arrange a time for you to meet and view their ID documents. You will need to add these details to the relevant section of their **PIN notification & ID Validation form**.



Tip: Please answer the following questions as below:

- | | | |
|--|---|--|
| *Will the work be carried out at the home of the applicant? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| *Is the disclosure required for the purposes of asking an exempted question? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| *Is the disclosure required for a prescribed purpose? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| *Does this person require a check of the Children's Barred list (Regulated Activity)? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| *Does this person require a check of the Vulnerable Adults' Barred List (Regulated Activity)? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| *Have you established the true identity of the applicant by examining a range of documents as set out in AccessNI guidance, and verified the information provided? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |



Note: See 'Who should verify my ID documents?' if processing an application for yourself. We will follow up with you so that we can counter verify your ID documents via video chat.



The completed form, and photocopies of the applicant's ID documents need to be posted or scanned to [Security Watchdog, Cross and Pillory House, Cross and Pillory Lane, Alton, Hampshire, GU34 1HL](#) or criminality@securitywatchdog.org.uk



Applicants will receive their certificates directly, a copy will also be sent to us.



Northern Ireland: FAQs

I've already registered with NI direct, can I use the same log in?

Yes you can and it's probably best to. If you do not have an account already you can register via www.nidirect.gov.uk.

Who do I return the form to?

The completed form and photocopies of the applicant's ID documents need to be posted or scanned to Security Watchdog, Cross and Pillory House, Cross and Pillory Lane, Alton, Hampshire, GU34 1HL or criminality@securitywatchdog.org.uk.

Do I have to physically meet with applicants?

Yes, you will need to physically verify ID documents as per requirements by Access NI. It is a good idea to remind applicants to bring photocopies together with their original documentation so that you can sign and date copies.

We understand this can be a tricky task on top of other responsibilities so advise arranging a meeting or providing a deadline to applicants.

We encourage you to view the disclosure certificate also, but again understand this is another pressure to meet for a second time. We receive a copy of all certificates so if any criminal activity is disclosed we will be in touch to work with you in risk assessing that individual's involvement.

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Once checked and recorded, copies are shredded and disposed of securely.

What happens if an application comes back with a disclosure?

This is one of the reasons we recommend you view the certificate or ask applicants to inform you when they have received their certificate. But, as good practice, we receive copies of the disclosure certificates and will receive notification of any disclosures.

If this was the case then we would work with you to risk assess that individual's involvement in the group. Please contact, Gavin Davies, Head of Local Groups on gavin.davies@ndcs.org.uk if you have any concerns.

Helpful templates



The following pages feature some templates you may find useful. They can be adapted, personalised, printed and sent out. Please make use of them.



Designated Person for Safeguarding profile

You can add a photo
here

Hi, I'm _____

I am the Designated Person for

I am responsible for:

- processing criminal record checks for members of our committee
- sharing access to safeguarding training
- checking ID documents and criminal record certificates of applicants.

You can come to me:

- if you have ANY safeguarding concerns about a child or young person in our local Deaf Children's Society
- you need a criminal record check for a volunteer role with our local Deaf Children's Society
- if you would like access to the online safeguarding training.

You can support our group and help me in this role by:

- contacting me when you are ready for me to view your ID documents
- familiarising yourself with the Child Protection Policy
- understanding we all have a responsibility for safeguarding and child protection
- undertaking the free online safeguarding training.

As always, the Local Groups team can be contacted at localgroups@ndcs.org.uk.



Template 1: Initial email to applicants

You may find this example email useful to send out to applicants when starting the criminal record check process

Hi,

To remain affiliated with the National Deaf Children's Society we need to make sure that committee members have an up to date criminal record check. This is paid for by the National Deaf Children's Society and coordinated by me, your Designated Person for Safeguarding.

As this is a data sensitive task please can you complete a consent form and return to me.

What I need from you?

[Select as appropriate to your group...]

England and Wales

You will need access to a computer and the internet. I will forward you a web link and some log in details, use this to access a blank application form.

Once completed, let me know and I will arrange to meet up with you to verify your original ID documents and then finally submit your application.

You will have an application reference once it's been submitted and you can use this to register with the [Update Service](#), this means we won't need to go through this process again and your DBS check can simply be updated when up for renewal. You can also use it for other volunteer positions.

If you'd rather, you can wait until you have your certificate and use your certificate number but you will only have 19 days from the certificate date.

If you have any issues completing the application form please refer to:

http://www.ndcs.org.uk/family_support/support_in_your_area/local_groups/running_a_local_group/child_protection.html#contentblock5 where you will find guidance for applicants.

Scotland

Please send me the following information.

Applicant name (essential)

Full postal address (essential)

Indicate if applicant is already a part of the PVG scheme or not (essential)

Applicant contact telephone number (optional)

Applicant email address (optional)

I will forward this to the Local Groups team at the National Deaf Children's Society who will post out the appropriate application form and guidance. Once completed, let me know and I will arrange to meet up with you to verify your original ID documents, you will need to have photocopies of these documents so I may sign and date them to accompany your application.

If you have any issues completing the application form please refer to:

http://www.ndcs.org.uk/family_support/support_in_your_area/local_groups/running_a_local_group/child_protection.html#contentblock6 where you will find guidance for applicants

Northern Ireland

I will forward your email address to the Local Groups team, you will receive further instructions and a form attached from Security Watchdog part of Capita plc.

Please follow these instructions, and once you have completed the online form please let me know and I will arrange to meet up with you to verify your original ID documents.

If you have any issues completing the application form please refer to:

http://www.ndcs.org.uk/family_support/support_in_your_area/local_groups/running_a_local_group/child_protection.html#contentblock7 where you will find guidance for applicants.

Yours,

Criminal record check consent form

The National Deaf Children's Society (NDCS) is committed to supporting local groups to safeguard the children and young people in their care, confidently and effectively.

To help do this they offer:

- free online child protection and safeguarding training
- free criminal record checks across the UK
- for groups in England and Wales, the opportunity to register with the DBS [Update Service](#), which enables them to take their certificate from role to role within the same workforce where the same type and level of check is required.
- a [Child Protection Policy](#) document for all groups to adopt and put into practice
- support and guidance from our central [Local Groups team](#), including if any safeguarding issues arise
- free downloadable forms and resources for groups to use and share.

Criminal record checks

As the local deaf children's society **Designated Person for Safeguarding**, it is my responsibility to coordinate criminal record checks of committee members. This is paid for by NDCS and provided by an external company Security Watchdog, part of Capita plc.

I will need to share personal information with NDCS and Security Watchdog, so require consent to do so. Information resulting from your criminal record check will also be shared

What information will be shared?

Below is some of the standard information that will be shared:

- Name
- Email
- Postal Address
- Date of Birth
- If your certificate discloses any criminal activity *(if it does then I will risk assess your involvement in the group with the Head of Local Groups at NDCS, it doesn't necessarily mean you cannot be part of the group.)*

What if I don't want to consent or change my mind?

A criminal record check CANNOT be carried out without your consent, and you have the right to withdraw your consent at any time.

Name: (please use block capitals)

Signature:

Date: 07/09/2017

Useful hints and tips

The role of DP can be quite time consuming, as it depends largely on applicants doing their bit and meeting up with individuals. You might find it useful:

- to bulk process applications – do a number of individuals at the same time
- give applicants a deadline to complete their part of the process
- time this deadline in accordance with an event where you know you will all be meeting, such as an AGM
- keep information secure and any personal data private
- ensure you have a record of consent from all applicants. This is for your records but is in accordance with Data Protection legislation
- try to encourage all applicants to sign up to the update service, if your group is based in England or Wales, it will save you a job in the future!
- familiarise yourself with the Child Protection Policy and ensure that you know what to do and who to contact should any issues arise
- share this information with your committee; perhaps have Safeguarding as a continuous agenda item so you discuss criminal record checks, training or contacts.



Useful links and downloads

[Disclosure and Barring Service](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

[Protecting Vulnerable Groups](https://www.mygov.scot/pvg-scheme/)

<https://www.mygov.scot/pvg-scheme/>

[Access NI](https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks)

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

[Update Service](https://www.gov.uk/dbs-update-service)

<https://www.gov.uk/dbs-update-service>

[Child Protection Policy](#)

[DBS ID Guidance](#)

[Access NI ID Guidance](#)

[PVG ID Guidance](#)

[Safeguarding training](https://ndcs.clcmoodle.org)

<https://ndcs.clcmoodle.org>

[NSPCC](http://www.nspcc.org.uk)

www.nspcc.org.uk

