Step-by-step guide to applying for a DBS check through NODA



Before you apply for a DBS check:

- 1. The society needs to appoint a DBS contact. This can be any committee member of your society.
- 2. A letter then needs to be sent to NODA and signed by two society officials (i.e., Chairman and Secretary) confirming who the society's DBS appointed contact is, and providing your chosen DBS appointed contact's name, address, telephone number(s) and email.
- 3. Along with the letter, please enclose a copy of your society's Child Protection Policy (NODA has a model Child Protection Policy template available to download at <u>www.noda.org.uk</u>. **Please note you can email the letter and policy information to speed up the process. A scanned copy of the letter will be accepted. Please email all information to** <u>dbs@noda.org.uk</u>
- 4. Once NODA has received this information, this will be kept on file for future checks for your society.

<u>This is a one-off procedure unless you change your DBS appointed contact in the future.</u>

NODA has a written policy on the recruitment of ex-offenders, which is available to all DBS applicants at the outset of the recruitment process and can be viewed/downloaded by clicking on the link. <u>NODA Recruitment of Ex-Offenders Policy</u>

Before an application is submitted you MUST, as the appointed DBS contact, ensure that the correct level of check is applied for and that the post is eligible for a DBS check.

NOT EVERY MEMBER OF YOUR SOCIETY IS NECESSARILY ELIGIBLE FOR A DBS CHECK AND IT IS AGAINST THE LAW TO SUBMIT SOMEONE FOR A CHECK IF THE POSITION DOES NOT WARRANT IT!

Guidance for this can be found in the links below -

Online Eligibility Tool

Eligibility for Standard DBS check

Eligibility for an Enhanced DBS check

The society's nominated DBS contact must read the latest DBS ID Checking Guidelines before signing the ID Checklist Declaration document and returning it to us.

NODA, 15 The Metro Centre, Peterborough, PE2 7UH Registered CIO 1171216, Registered Company 241572.

Applying for a DBS check & obtaining a form:

To apply for the application form, call 01733 374790 or email <u>dbs@noda.org.uk</u> and a form will be posted from here at NODA to the appointed DBS contact. Enclosed with the application form will be a copy of the "Update service" and an "ID Checklist Declaration".

You will need to decide what level of DBS check is relevant to the post. The levels of check can be found on the official government website at www.gov.uk/disclosure-barring-service-check/overview

If the DBS check is for a volunteer post, no fee is payable to the DBS, **however, a £20 administration fee, per applicant applies**. If the position being applied for is a paid position (Director, Choreographer, Musical Director, Chaperone) then there is a charge of £38 for an Enhanced Disclosure and £18 for a Standard Disclosure. Payment should accompany the application and include the £20 administration fee. (i.e., £58 if enhanced, £38 if standard etc.).

Payment can be made either by sending a cheque made payable to NODA or by bank transfer to:

Account name:	National Operatic and Dramatic Association
Account number:	20379546
Sort code:	60-83-01

Completing the application form: Do's and Don'ts:

Several disclosure application forms have been rejected by the DBS on the grounds that they have not been properly completed or contain inaccuracies. The DBS <u>will reject</u> and return any forms that are illegible and do not follow the application guidelines. A new form would then need to be submitted.

- Always write in **BLACK INK** and **BLOCK CAPITALS**.
- Do not use correction fluid to amend mistakes instead put a line through it and write the correction clearly to the right. If there is no space to the right, write the correction as close as possible.
- Always write clearly and neatly in block capitals within the boxes and ensure that you complete each letter – for example sometimes an 'O' can look like a 'C' if care is not taken.
- Do not write any other information on the form than what is requested. Should you wish to add anything, use a separate piece of paper.

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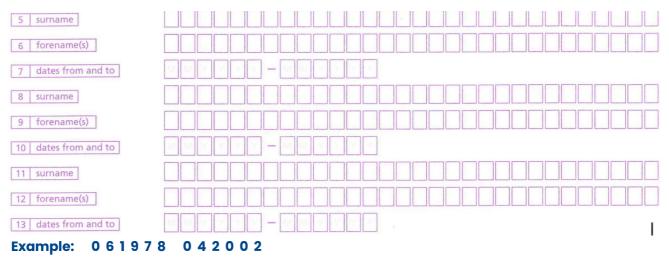
SECTION A: Applicant's details:

Ensure that <u>ALL</u> sections highlighted in <u>YELLOW</u> are completed.

Q1 – 4 Remember to add any middle names. Should you have several names, and they do not all fit on one line with a space between each name, **do not** write outside the boxes, complete the continuation sheet. To find this go to <u>www.gov.uk/dbs</u>. This sheet MUST also be signed by the ID Checker. Your full name should be as it appears on either/both your Driving Licence and/or Passport.

a applicant's details												
1 title	mr	mrs	miss	ms	other							
2 surname												
3 forename(s)												
4 have you ever been known by any other names?	no	yes I i	f 'yes' you n n a5 - a13 a	nust comp s appropri	lete the full name(s) ate, if 'no' go to a14) 1		inuatio			ry,	

Q5 – 13 Complete if known by other names. **Example:** maiden name. Your full name should be as it appears on either/both your Driving Licence and/or Passport.



PLEASE MAKE SURE DATES ARE 'MONTH AND YEAR' (apart from your date of birth and date of signature)

Q14 – 17 Complete. Example: 1 5 0 6 1 9 7 8

14 date of birth		
15 gender	male 🔀 female 🔀	I
16 place of birth (town)		
17 place of birth (country)		

Q18 – 19 Ensure email/telephone contact numbers are entered (this will assist us if we

			,,			
18 e-mail address						
19 contact telephone number						
20 do you have a national insurance number?	no 🔀	yes 🚺 If 'yes	s' you must coi	mplete a21, if 'no' go	o to a22	registered body use only

need to contact the applicant directly).

Q20 – 27 Complete these with your society's 'DBS appointed contact'. If you do not have certain documentation, please select 'NO'.

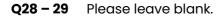
20 do you have a national insurance number?	no 🔀 yes 🔀 If 'yes' you must complete a21, if 'no' go to a22	registered body use only
21 national insurance number		a1-a3 verified
22 do you hold a valid UK driving licence?	no 🔀 yes 🔀 If 'yes' you must complete a23, if 'no' go to a24	a14 verified
23 driving licence number		a21 verified
		a23 verified
24 do you hold a valid passport?	no yes If 'yes' you must complete a25, a26, and a27, if 'no' go to a30	a25 verified
25 passport number		
26 nationality		
27 country of issue		

The society DBS contact should verify <u>ALL</u> the documents you have supplied and place crosses in the box "registered body use only" opposite the questions

registered body u	ise only
a1-a3 verified	\mathbf{X}
a14 verified	\leq
a21 verified	\times
a23 verified	\times
a25 verified	

<u>Note:</u> The society 'DBS appointed contact' should then verify the applicant's identity on our behalf by completing the "registered body use only" box by placing a cross X in the appropriate boxes.

<u>IMPORTANT:</u> The 'DBS appointed contact' must complete, sign and return the ID Checklist declaration (sent with the DBS form) to confirm that the ID checking procedure has been carried out in accordance with <u>DBS ID Guidance Guidelines</u>.



28 not used	
29 not used	
30 do you have a Scottish vetting & barring number?	no 🔀 yes 🔀 If 'yes' you must complete a31, if 'no' go to section b
31 Scottish vetting & barring number	

Q30 Tick Yes or No as appropriate. If yes, complete Q31

29	not used	D	C	N	0	Т		U	s	E															
30	do you have a Scottish vetting & barring number?	no		ye		lf	'yes'	you	u mu	ist	com	plet	e a3	1, i	f 'nd	o' go	to	sect	ion	b					
31	Scottish vetting & barring number																								

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SECTION B: Current address

Q32 – 37 Enter your current address including your postcode along with the date you moved there.

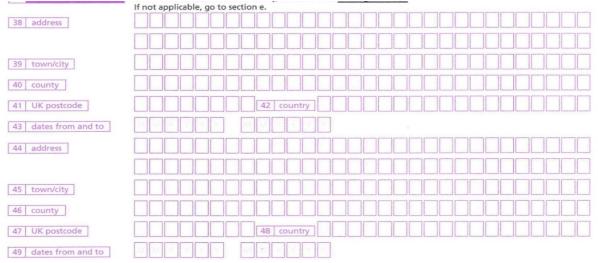
32 address		
33 town/city		
34 county		
35 UK postcode	36 country	
37 at address since	M M X X X X	registered body use only

The society 'DBS appointed contact' should then verify your address by placing a cross X in the "registered body use only" box adjacent to your address details once proof of your address has been seen.

registered	body	use	only
current ad verified?	dress		\mathbf{X}

SECTION C: Other addresses

If you have not lived at your current address for more than five years, please complete this section.



If you need to add addresses complete the continuation sheet. To find this go to <u>www.gov.uk/dbs</u>. This sheet MUST also be signed by the ID Checker.

	<u></u>
50 not used	
51 not used	
52 not used	
53 not used	
54 not used	

SECTION D: <u>Do not</u> complete this section.

SECTION E: Declaration by applicant

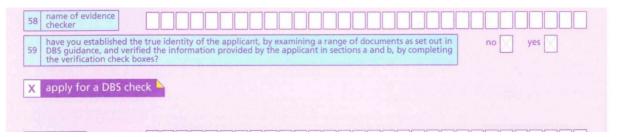
Q55 – 57 The applicant should complete all questions, date No. 57 and sign in the box ensuring that the signature stays within the box.

55	do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?	yes 🔀	Applicant declaration (please sign within the box provided)	
56	declaration by the applicant			
that and purp	gning the applicant declaration box I confirm that the I have provided in support of this application is comp understand that knowingly to make a false staten sose may be a criminal offence.	lete and true		
				TCS VER 7.0 06/19 English DAF

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SECTION W: Evidence of identity

Q58 – 59 <u>This section should be completed by the societies DBS appointed contact</u> <u>only</u>!



SECTION X: Apply for a DBS check

Q61 – 63 The society 'DBS appointed contact' should complete these, including the role of the person within the society, example "Chaperone", "Make up" (the title of "volunteer" is no longer accepted and should be more specific).

Line One: Only ONE title can be written, not multiple titles.

Line Two: The words "<u>CHILD WORKFORCE</u>" must be written on this line. (Use this for any position that involves working/volunteering with children.)

The Societies full name should be entered at 62 (please do not use abbreviations), however should the Societies name be followed for example by "Amateur Operatic and Dramatic Society" this can be shortened to "AODS" after the Societies name.

61 position applied for			
62 organisation name			
63 level of DBS check	Please cross one box only standard If cross	ssed go to x67	enhanced If crossed go to x64

Q63 Ensure you choose the appropriate level of DBS check. If in doubt use the online Eligibility Tool. <u>Online Eligibility Tool</u>

Q64 – 65 Should <u>**ONLY</u>** be crossed if the person is involved in **"Regulated activity"** as defined below.</u>

The adults barred list check box should VERY rarely be ticked. It would only warrant a check if there were someone in the group who needs a carer and therefore giving personal care to that person, for example assistance with...

eating or drinking	going to the toilet
washing or bathing	dressing
oral care	looking after their hair, skin, or nails

"Regulated activity is work which involves unsupervised contact with vulnerable groups including children, and which cannot be undertaken by a person who is on the "Disclosure and Barring Service's Barred list"

Regulated Activity relating to children:

1. **Unsupervised activities**: teaching, training, instructing, caring for or supervising children, or providing advice/guidance on well-being, or driving a vehicle only for children.

2. Work for a limited range of establishments (specified places), with opportunity for contact: for example, schools, children's homes, childcare premises. NOT work by supervised volunteers.

3. Work under (1) or (2) is Regulated activity only if done regularly (carried out by the same person once a week or more or on 4 or more days in a 30-day period. There is a duty on a society i.e., 'regulated activity provider' to ascertain whether a person is barred before permitting that person to engage in regulated activity.

It is a criminal offence for a barred individual to take part in Regulated Activity, or for an employer/voluntary organisation knowingly to employ a barred person in a Regulated Activity role.

A very useful guide to 'Regulated Activity' can be found here.

Another important guide is <u>Supervision of Activity with Children</u>

Q66 – 67 Should be completed by the societies DBS appointed contact only!

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 k	now whether the applicant is barred from working with children?	no 📉 yes 📈
65 are you entitled to k	now whether the applicant is barred from working with adults?	no 📉 yes 📈
66 does this position in	volve 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	

Q68 In most NODA cases this will be a 'YES' but for any paid members of the society 'NO' should be crossed. For example, if the society has decided to hire a director for their next production.

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.
y statement by registered person 🍐		

SECTION Y: Statement by registered person i.e., NODA

Q69 – 73 This section MUST be left blank, for completion by NODA Head Office. If you date and sign the box in Section Y your disclosure may be rejected!

69 registered body 2 0 3 9 1 7 0 0 0 7 71 do you have payment on account? no yes X Please end	70 countersignatory number 203917 Iose payment if required
72 declaration by registered person	
I confirm that the requisite documentation and information has been supplied and checked in accordance with DBS guidance. I declare that the information I have provided in support of the application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence. I certify that, where requested, an application for a DBS check is required for the purpose of asking an exempted question under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975; or for a prescribed purpose as defined in the Police Act 1997 (Criminal Records) Regulations 2002.	Signature of registered person (please sign within the box provided)
73 date of countersignature	

SECTION Z: This section must be left blank for DBS use only.

What happens next?

Once your DBS application has been completed, please send with your payment to **NODA Head Office, 15 The Metro Centre, PE2 7UH** where our signatory will verify your form. If all is completed correctly the DBS application form will be sent to the DBS and an email will be sent to the 'DBS appointed contact' for the society to confirm this.

Once the relevant DBS checks have been carried out, a disclosure certificate will be sent to the applicant **only**.

Tracking you application:

The 'Society appointed DBS contact' can now track all applications online at **https://www.onlinedbschecks.co.uk/dbs-tracking/** Click on the link on the page and this will take you to the tracking screen. Please complete the two fields required: DBS application form reference and the applicant's date of birth. The search engine will then bring up the status of the applicant.

The system will show if a disclosure has been completed and dispatched to the applicant. If so, the society DBS appointed contact must contact the applicant and request that they bring their DBS certificate into the society for viewing.

It is up to the society how they wish to take a record, whether it is logged on a spreadsheet or a photocopy is taken. Please note, if a photocopy of the certificate is taken this must be destroyed after six months. All information on the certificate must be kept confidential and filed away securely.

Should you have any queries about information contained on the certificate please contact us on

01733 374 790 / dbs@noda.org.uk or your local authority child protection office.

Please remind members who have been recently checked that they can now sign up to the update service. Please provide them with our factsheet, 'Update Service for Societies and Members'.

The applicant has just 19 days to sign up for the Update Service once the certificate has been received.