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

Before you apply for a DBS check:
Your group would need to join as a group member in order to use this service. This can be done quickly by completing the group membership application form on our website (https://www.noda.org.uk/membership/application). Please complete the online form selecting the appropriate band depending on your gross annual ticket sales for the period of April 2024 to March 2025 (our group membership year).

You will then need to register for DBS Application Processing. To do this, please send a copy of your safeguarding/child protection policy, together with a letter signed by two of your committee officials (not the nominated person) nominating your DBS Contact with NODA and stating their name, postal address, email address, and contact telephone number. This person will be responsible for verifying the identity of each applicant and liaising with NODA at all points of the process. These documents can be emailed to this address. You will only need to do this part of the process once every 5 years or until you change your DBS Contact.

Once we have received satisfactory documentation, we will update our records to show the nominated person as the society DBS Contact for this process. They can then request forms via this email for the number of people your group wishes to check. Please quote your group membership number of all communication with NODA.

Level of Check
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!

Certain roles require the highest level of check, because their responsibilities are classed as 'regulated activity'. This includes Director, Musical Director, Choreographer, Licenced Chaperone and Rehearsal Youth Group Leader or similar. These roles would all require an enhanced check with child barring list. For all other roles, if you complete the ID Checklist Declaration sheet (sent with each application form) accurately, stating the quantity of unsupervised activity with children, this will tell us which level of check is required. In this case, if you wish to leave the 'level of check' blank on the back of the DBS form, we can complete the tick boxes on your behalf. Some organisations have a policy of requesting enhanced checks for committee members too, but unless they are undertaking regulated activity, they would not warrant a child barring list check.

You need to have enough licenced chaperones (licences available via your local council) for each of your performances and rehearsals during show week to ensure that no other adult is ever with any child or children on an unsupervised basis, even if they are DBS checked. Chaperones are required to be with children at all times, so ensure you have enough to allow for absence and emergencies (1 per 12 children but an absolute minimum of 2 per performance). However, you can use unlicensed volunteers for the rest of your rehearsals, provided they are DBS checked (enhanced with child barring

list). In this case their role would be something like 'Youth Group Leader'. You must have a minimum of 1 per 12 children (anyone under 18) but we would advise at least 2 at all times, to cover you in case of last-minute absence or need to leave the room.

If someone is working in a regulated setting (like a teacher/hospital etc) where they need to be DBS checked on an ongoing basis, they are likely to be on the DBS Update Service. NODA advises this, as it reduces both administration and cost, plus you, as a group safeguarding responsible person, can just check online that they are suitable to work with children before each performance. Please be careful that their existing clearance is valid for the same level (or higher) of activity as would be required for the work they will be carrying out for your group.

Remember that a DBS check is only a snapshot in time and should not be relied upon as a guarantee of safety. It only checks for reported incidents or convictions. It is essential to enforce robust safeguarding practices, such as limiting unsupervised activity as much as possible and clear reporting practices for areas of concern.

Please read the government guidance for more information

Online Eligibility Tool
https://www.gov.uk/find-out-dbs-check
Eligibility for Standard DBS Check
https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance
Eligibility for Enhanced DBS Check
https://www.gov.uk/government/publications/dbs-workforce-guidance

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.

ID Checking Guidelines 2021
https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021

2025 Amendments to ID Checking Guidelines
https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-22-april-2025

NODA Fees

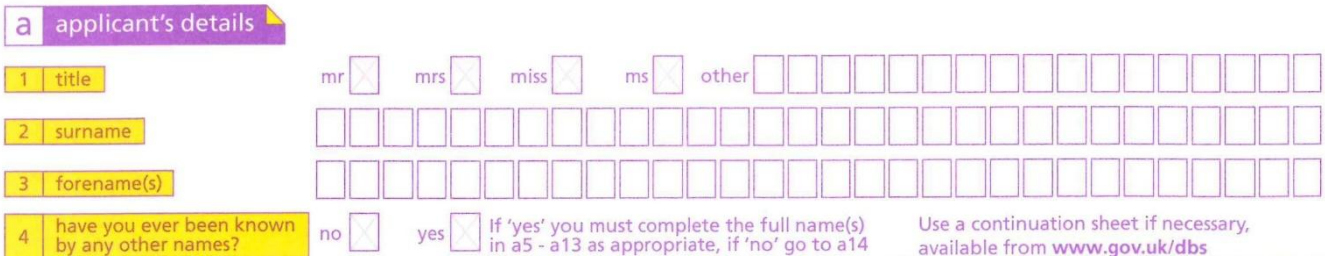
NODA, as the registered body needs to check and sign off all forms before they are submitted and charges your group an administration fee for this service on receipt of each form. The fees are £20 for each volunteer form submitted and £70 for each paid team member, payable to NODA when the forms are received. An invoice will be emailed to your DBS Contact, which also confirms receipt of the forms, highlights any queries and gives further instruction for the next part of the process.

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
Payment reference: Your NODA group membership number

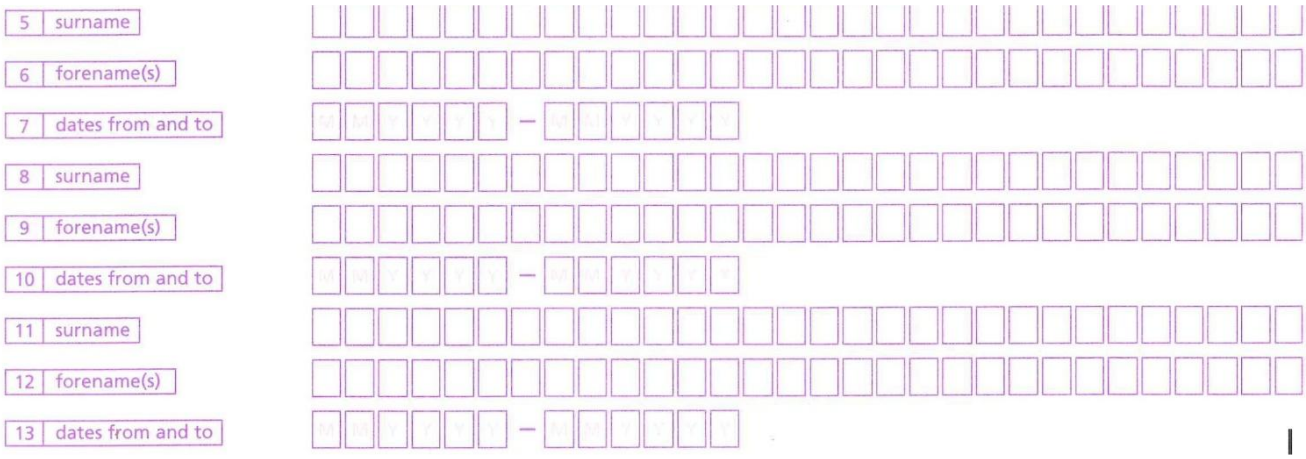
Completing the application form: Do's and Don'ts:
Paper forms are read by computer and can be rejected for many reasons, requiring the applicant to start the process again with a new blank form. To help to avoid this:

- Always write in **BLACK INK** and **BLOCK CAPITALS** (do NOT overwrite blue ink with black)
- Note and **use the correct date formats**. Some sections require MMYYYY and some require DDMMYYYY. **DDMMYY is NEVER a correct format.**
- **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, request a replacement form and start again.
- 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.
- Ensure **ALL** sections highlighted in yellow are completed.
- **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.
- If you are unsure of anything when completing the form, contact dbs@noda.org.uk or call NODA Head Office during office hours (01733 374790 – option 1).

PAGE 2:
SECTION A: Applicant's details:
Ensure that **ALL** sections highlighted in YELLOW 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 www.gov.uk/dbs . 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 ☐ If 'yes' you must complete the full name(s) in a5 - a13 as appropriate, if 'no' go to a14 — Use a continuation sheet if necessary, available from www.gov.uk/dbs

Q5 – 13 Complete if known by other names. **Example:** maiden name. Your full name (including middle names) as it appeared on either/both your Driving Licence and/or Passport. Dates must be consecutive from birth to present day with no gaps.


5 surname
6 forename(s)
7 dates from and to — M M Y Y Y Y – M M Y Y Y Y
8 surname
9 forename(s)
10 dates from and to — M M Y Y Y Y – M M Y Y Y Y
11 surname
12 forename(s)
13 dates from and to — M M Y Y Y Y – M M Y Y Y Y

The date formats in this section are 'month | month | year | year'. **Example December 1998 = 1 2 1 9 9 8**

Q14 – 17 Complete your date of birth as 'day | day | month | month | year | year | year | year'.
Example: 15th June 1978 = 1 5 0 6 1 9 7 8

14	date of birth	D D M M Y Y Y Y
15	gender	male ☐ female ☐
16	place of birth (town)	
17	place of birth (country)	

Q18 – 19 Ensure email/telephone contact numbers are entered as we need to contact the applicant directly via email for them to accept the terms of the privacy policy before we can submit applications.

18	e-mail address	
19	contact telephone number	

Q20 – 27 The applicant should complete these questions with the group's 'DBS Contact'. If you do not have certain documentation, please select 'NO'. If you state that you have a certain document, you must provide its number on the forms.

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

registered body use only	
a1-a3 verified	☐
a14 verified	☐
a21 verified	☐
a23 verified	☐
a25 verified	☐

Note: The society 'DBS Contact' should then verify the applicant's identity on NODA's behalf by personally **viewing ALL relevant documents** (must be originals NOT copies). On a **separate ID Checklist Declaration Sheet** (white) for each applicant, state which document you have seen for **EVERY applicable piece of information**. You can use the same document to verify more than one piece of information e.g. passport or driving licence) but you **MUST see at least 3 different documents** in total.

From 2025, the DBS require more information from the identity checker. Ensure you provide all applicable information as per the white sheet. Example below:

Please also complete the section to specify the level of unsupervised activity with children or circle the exempted role name**.**

IMPORTANT: The 'DBS Contact' must complete, sign and return the white ID Checklist Declaration Sheet (sent with the purple DBS form) to confirm that the ID checking procedure has been carried out in accordance with DBS ID Guidance Guidelines.

Sample ID Checklist Declaration Below

NODA
For every stage

DBS ID Checklist Declaration Ref:20250513

(No scanned or photocopied images to be accepted. Original documents only)

Applicant Name JOHN JONES Group Membership No: 2345

Group Name SMITHS THEATRE AOS

This is to confirm that I (capitals) JANE SMITH the appointed DBS Contact have adhered to the DBS ID Checking Guidelines and verified the below documentation. You must see one document for each applicable piece of information (a minimum of 3 different documents in total). For the full guidance search for ID checking for standard/enhanced DBS applications from 22 June 2025

Details given - **verify all applicable**	Document Type	Expiry Date	Country & date of Issue	Reference Number
Title, Surname, Forename	PASSPORT	11/2025	ENGLAND 11/2015	12345678
Date of Birth	PASSPORT	11/2025	ENGLAND 11/2015	12345678
National Insurance Number	HMRC LETTER	N/A	ENGLAND 11/1985	NA 123456 J
UK Driving Licence	Driving Licence	11/30	ENGLAND 2005	JONES 123456 J99X
Passport	Passport	11/2025	ENGLAND 11/2015	12345678
Current address	BANK STATEMENT	N/A	NATWEST 08/2025	60-10-20 12345678

Applicant Role (circle one) **Director** **Choreographer** **Musical Director** **Chaperone**

For roles **other than** those listed above, will the applicant have face to face contact with children on an unsupervised basis (*tick as applicable) - Usually never if you have enough chaperones

○ *for more than 3 occasions in any 30-day period?

☒ *for fewer than 3 occasions in any 30-day period?

○ *never?

Applicant's Role Title: REHEARSAL SUPERVISOR

0	8	0	8	2	5

Date of signature

DBS Contact Signature

THIS DOCUMENT MUST BE RETURNED TO NODA WITH THE DBS APPLICATION FORM

Q28 – 29 Please leave blank.

28	not used	DO NOT USE
29	not used	DO NOT USE
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	DO NOT USE
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	

PAGE 3:

SECTION B: Current address

Q32 – 37 Enter your current address including your postcode along with the date you moved there using the date format 'month | month | year | year | year | year'. Simply writing a year is NOT sufficient.

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

SECTION C: Other addresses

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

If not applicable, go to section e.

38	address		
39	town/city		
40	county		
41	UK postcode	42	country
43	dates from and to	M M Y Y Y Y	M M Y Y Y Y
44	address		
45	town/city		
46	county		
47	UK postcode	48	country
49	dates from and to	M M Y Y Y Y	M M Y Y Y Y

If you need to add addresses complete the continuation sheet. To find this go to www.gov.uk/dbs Do NOT sign this continuation sheet.

SECTION D: Do not complete this section.

50	not used	DO NOT USE
51	not used	DO NOT USE
52	not used	DO NOT USE
53	not used	DO NOT USE
54	not used	DO NOT USE

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? no ☐ yes ☐

56 declaration by the applicant

By signing the applicant declaration box I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

57 date of signature D D M M Y Y Y Y

Applicant declaration
(please sign within the box provided)

TCS VER 7.0 06/19 English DAF

PAGE 4:

Sections W & X should be completed by the group's 'DBS Contact' only

DO NOT complete sections Y or Z as these are for NODA use only as the registered body!

SECTION W: Evidence of identity

Q58 – 59

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 ☐

X apply for a DBS check

SECTION X: Apply for a DBS check

Q61

Top Line: Enter the title of the role for which the applicant requires a DBS check, using ONLY the top line. If an applicant has more than one role (e.g. is a committee member, which would only qualify for a standard check but will also be a Youth Group Leader or Assistant Director at rehearsals, which would qualify for an enhanced check with child barring list) enter the role requiring the higher level of check. Note that the titles, 'VOLUNTEER' and 'VOLUNTEER HELPER' are not accepted titles.

Line Two: The words **"CHILD WORKFORCE"** must be written on this line and nothing else.

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

Q62 Enter the group's full name without abbreviations. If the name is too long, however and the last part is 'Amateur Operatic and Dramatic Society' this can be shortened to "AODS" after the Societies name.

Similarly, 'Musical Theatre Company' can be shortened to 'MTC' and 'Amateur Theatrical Society' can be shortened to 'ATS' etc. If you are unsure, please check with NODA Head Office DBS Team.

Q63 Ensure you choose the appropriate level of DBS check. If in doubt use the online Eligibility Tool.

Q64 YES Should **ONLY** be crossed if the person is involved in **"Regulated activity"** as defined below.

"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 3 or more occasions in any 30-day period.

It is a criminal offence for a barred individual to take part in Regulated Activity, or for an employer or voluntary organisation knowingly to employ a barred person in a Regulated Activity role. A group MUST ascertain whether a person is barred before permitting an applicant to engage in regulated activity. Depending on the level of check and which UK police forces are involved, DBS applications can take up to 8 weeks to complete. Therefore, NODA advises allowing plenty of time to complete the application process and have contingency plans in case of delay.

Q65 The adults barred list check box should NEVER be crossed as this does not usually apply to amateur theatre groups. It would only warrant a check if there were someone in the group who needs a carer and the applicant is giving personal care to that person, for example assistance with going to the toilet, feeding, washing or bathing, dressing, oral care looking after their hair, skin, or nails. In this case, a separate application would need to be completed with 'ADULT WORKFORCE' in line 2 of Q61.

Q66 YES should very rarely be checked as only applies to where regulated activity is taking place at the applicant's home on more than 3 occasions in any 30-day period.

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 ☐			

Q67 Please state whether the applicant is a new post holder applying for the first time, an existing post holder applying for the first time, or an existing post holder who is being re-checked.

Q68 If the applicant if a free of charge volunteer, check YES, if they are receiving payment for their role, check NO. The fees are £20 for each volunteer form submitted and £70 for each paid team member.

If you are at all unsure regarding any of the questions in section X, please email dbs@noda.org.uk or call NODA Head Office Team during office hours. **SAMPLE CHAPERONE BACK PAGE BELOW**

Sections w, x and y for Registered Body use only

Form Ref F011311726O

For help and assistance in completing this page please follow DBS guidance on the website - www.gov.uk/dbs
Complete all sections marked in BLUE - if you do not, this form will be returned unprocessed and this will delay this application.

W evidence of identity

58 name of evidence checker: JANE SMITH

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 ☒

X apply for a DBS check

60 not used: DO NOT USE

61 position applied for: CHAPERONE
CHILD WORKFORCE

62 organisation name: SMITHS THEATRE AOS

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.

y statement by registered person

69 registered body number: 2039170007

70 countersignatory number: 203917

71 do you have payment on account? no ☐ yes ☒ Please enclose 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

Z DBS use only

74 payment type received: cheque ☐ postal order ☐ multipayment ☐ voucher ☐

75 examined by

SECTION Y: Statement by registered person **This section MUST be left blank, for completion by NODA Head Office. If you date and sign the box in Section Y your form will be rejected and the applicant will need to start the process again with a new blank form!**

SECTION Z: Leave this section blank for DBS use only.

Once completed, send both the white and purple forms to NODA Head Office (address on page 1 of the purple form) as soon as possible.

Forms should be submitted to us within 14 days of the applicant signing the purple form and of you signing the white form to confirm you have verified their ID. There is a maximum of 28 days to complete all processes before submitting forms to the DBS from the date the applicant signed the purple form. Please do not wait for multiple applications to be completed before submitting forms to NODA, if doing so will exceed this deadline. Applicants will be asked to declare acceptance of the DBS Privacy Policy via email before we can submit their applications. Please ensure they do this promptly to avoid missing these strict deadlines.

NODA Head Office DBS Team will liaise with you until the application is submitted, after which you can use an online tracking tool to monitor its progress.

Tracking Tool: https://secure.crbonline.gov.uk/home/home.do

Once your certificate has been issued, please liaise with the DBS directly as NODA has no further involvement with this application after that point.

DBS Update Service

Once you have received your certificate, please consider registering for the update service. This will significantly reduce costs and administration for your group (free of charge for volunteers) as it removes the need for annual DBS checks, allows you to manage who can see what information about you, and can be used across multiple organisations provided the level of check needed is the same.

Read more using the following link; https://www.gov.uk/dbs-update-service