

## **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 [www.noda.org.uk](http://www.noda.org.uk). **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 [dbs@noda.org.uk](mailto:dbs@noda.org.uk)**
4. Once NODA has received this information, this will be kept on file for future checks for your society.

### **This is a one-off procedure unless you change your DBS appointed contact in the future.**

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. [NODA Recruitment of Ex-Offenders Policy](#)

**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.**

### **Applying for a DBS check & obtaining a form:**

To apply for the application form, call 01733 374790 or email [dbb@noda.org.uk](mailto:dbb@noda.org.uk) 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](http://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 **will reject** 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.**

**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](http://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 <input type="checkbox"/> mrs <input type="checkbox"/> miss <input type="checkbox"/> ms <input type="checkbox"/> other <input type="text"/>
2 surname	<input type="text"/>
3 forename(s)	<input type="text"/>
4 have you ever been known by any other names?	no <input type="checkbox"/> yes <input type="checkbox"/> 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 <a href="http://www.gov.uk/dbs">www.gov.uk/dbs</a>

**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.

5 surname	<input type="text"/>
6 forename(s)	<input type="text"/>
7 dates from and to	<input type="text"/> - <input type="text"/>
8 surname	<input type="text"/>
9 forename(s)	<input type="text"/>
10 dates from and to	<input type="text"/> - <input type="text"/>
11 surname	<input type="text"/>
12 forename(s)	<input type="text"/>
13 dates from and to	<input type="text"/> - <input type="text"/>

**Example:** 0 6 1 9 7 8 0 4 2 0 0 2

**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	<input type="text"/>
15 gender	male <input type="checkbox"/> female <input type="checkbox"/>
16 place of birth (town)	<input type="text"/>
17 place of birth (country)	<input type="text"/>

**Q18 – 19** Ensure email/telephone contact numbers are entered (this will assist us if we need to contact the applicant directly).

18	e-mail address		
19	contact telephone number		
20	do you have a national insurance number?	no <input checked="" type="checkbox"/>	yes <input checked="" type="checkbox"/> If 'yes' you must complete a21, if 'no' go to a22

registered body use only

**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 <input checked="" type="checkbox"/>	yes <input checked="" type="checkbox"/> If 'yes' you must complete a21, if 'no' go to a22	<div style="border: 1px solid black; padding: 5px;"> <b>registered body use only</b>  a1-a3 verified <input checked="" type="checkbox"/>  a14 verified <input checked="" type="checkbox"/>  a21 verified <input checked="" type="checkbox"/>  a23 verified <input checked="" type="checkbox"/>  a25 verified <input checked="" type="checkbox"/> </div>
21	national insurance number			
22	do you hold a valid UK driving licence?	no <input checked="" type="checkbox"/>	yes <input checked="" type="checkbox"/> If 'yes' you must complete a23, if 'no' go to a24	
23	driving licence number			
24	do you hold a valid passport?	no <input checked="" type="checkbox"/>	yes <input checked="" type="checkbox"/> If 'yes' you must complete a25, a26, and a27, if 'no' go to a30	
25	passport number			
26	nationality			
27	country of issue			

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

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

**Note:** 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.

**IMPORTANT:** 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 DBS ID Guidance Guidelines.

**Q28 – 29** Please leave blank.

28	not used	D O N O T U S E
29	not used	D O N O T U S E
30	do you have a Scottish vetting & barring number?	no <input checked="" type="checkbox"/> yes <input checked="" type="checkbox"/> 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	<b>D O N O T U S E</b>	
30	do you have a Scottish vetting & barring number?	no <input type="checkbox"/>	yes <input type="checkbox"/> 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.

32	address		
33	town/city		
34	county		
35	UK postcode	36	country
37	at address since		

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 address verified? <input type="checkbox"/>

**SECTION C: Other addresses**

If you have not lived at your current address for more than 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		
44	address		
45	town/city		
46	county		
47	UK postcode	48	country
49	dates from and to		

**If you need to add addresses complete the continuation sheet. To find this go to [www.gov.uk/db](http://www.gov.uk/db). This sheet MUST also be signed by the ID Checker.**

[illegible]

**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 <input type="checkbox"/>	yes <input type="checkbox"/>	Applicant declaration (please sign within the box provided)
56	declaration by the applicant	<p>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.</p>		
57	date of signature	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
TCS VER 3.0.0216 English DAA				

## SECTION W: Evidence of identity

**Q58 – 59    This section should be completed by the societies DBS appointed contact only!**

58	name of evidence checker	<input type="text"/>																									
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?	<div>no <input checked="" type="checkbox"/></div> <div>yes <input checked="" type="checkbox"/></div>																									

**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 Two:** The words “**CHILD WORKFORCE**” 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 crossed 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. [Online Eligibility Tool](#)

**Q64 – 65** Should **ONLY** be crossed if the person is involved in “**Regulated activity**” as defined below.

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:**

- Unsupervised activities:** teaching, training, instructing, caring for or supervising children, or providing advice/guidance on well-being, or driving a vehicle only for children.
- 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.
- 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 [Supervision of Activity with Children](#)

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

This screenshot shows the DBS application form section for Q66 and Q67. Q66 asks about entitlement to know whether the applicant is barred from working with children or adults, with 'no' and 'yes' options. Q67 asks about the application type, with options for new post holder, existing post holder, or existing post holder being re-checked. The form includes instructions to cross one box only and provides guidance on where to go if crossed.

**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.

This screenshot shows the DBS application form section for Q68, which asks if the application is for a free of charge volunteer. It includes a 'no' and 'yes' option, with a note that by placing a cross in the yes box, the applicant confirms that the post meets the DBS definition of a free of charge volunteer application. Below this is a section for a statement by a registered person, marked with a yellow 'Y' icon.

**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!

This screenshot shows the DBS application form section for Q69-Q73. Q69 asks for the registered body number, Q70 for the countersignatory number, and Q71 for payment on account. Q72 is a declaration by the registered person, and Q73 is the date of countersignature. The form includes a large box for the signature of the registered person and a note that the information provided must be complete and true.

**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 your 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](mailto: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.**