

# DBS Checking

(England and Wales,  
Isle of Man and Channel Islands)

## Guide for Leaders

(First, bulk submission of callings)

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## This guide is only to be used for the first, bulk request of callings for DBS checking

### Introduction

“All adult members working with children or youth must have a DBS check before a calling is extended. A leader may accept a previously issued DBS check where the DBS certificate is no more than twelve months old. If a member does not have a DBS check the Church will apply for a DBS check for the member. The member is not given any calling or assignment with children or youth before the DBS check is completed.” (*Safeguarding Policies and Procedures of The Church of Jesus Christ of Latter-day Saints in the UK, page 14*)

“DBS checking of all serving with children and youth will commence on 1st July 2023 to be completed by the end of 2023. Stakes will be contacted individually about their start date for DBS checking.” (*Europe North Area Presidency Letter, 20<sup>th</sup> June 2023*)

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### DBS and uCheck

Criminal record checks are carried out by the Disclosure and Barring Service (DBS) for people living or working in England, Wales, the Isle of Man, and the Channel Isles.

A DBS check discloses a person's criminal convictions and cautions, plus other information relevant to the role they will be undertaking.

DBS is also responsible for maintaining the Adult's and Children's Barred Lists – a list of individuals who are barred from working with children or vulnerable adults.

uCheck is an approved DBS umbrella body. uCheck provide the online DBS application portal.

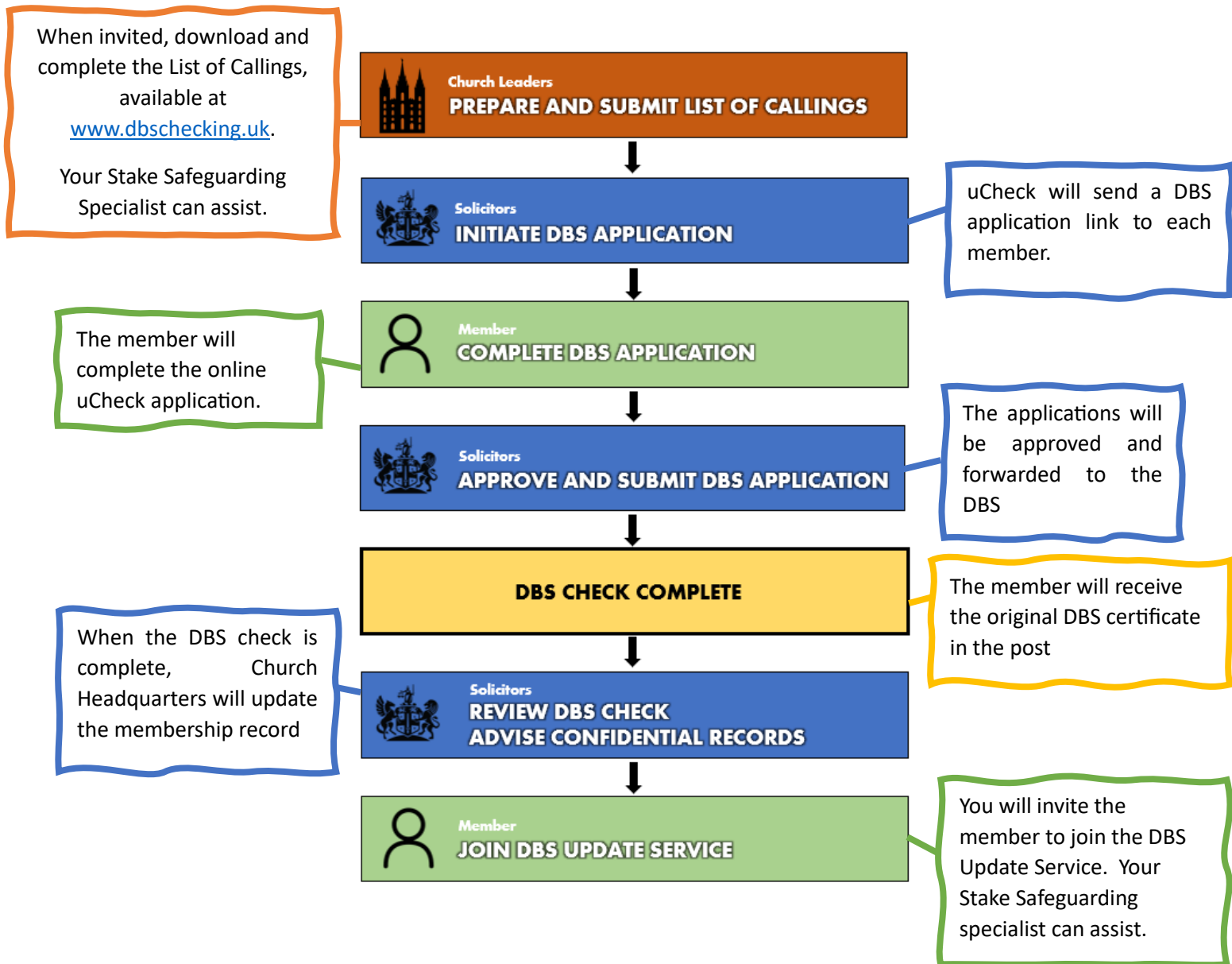
You can find further information about DBS checks and uCheck at:

- [www.gov.uk/dbs](http://www.gov.uk/dbs)
- [www.ucheck.co.uk/faq](http://www.ucheck.co.uk/faq)

This guidebook explains your role in the process of obtaining DBS checks for members.

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Process overview



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### Step-by-Step Guide

#### Step 1 – List of Callings

- When notified, download the List of Callings available at [www.dbschecking.uk](http://www.dbschecking.uk). Your Stake Safeguarding Specialist is available to assist if required.
- Complete the fields in the List of Callings. There are separate tabs for Stake and Ward/Branch.
- When the List of Callings is complete, send it to [listofcallings@dbschecking.uk](mailto:listofcallings@dbschecking.uk). (Please note, this function **MUST** be undertaken in Excel. List of Callings completed in any other format will not be actioned).

NOTE - If a member has an existing DBS certificate dated within the previous 12 months OR is a member of the DBS Update Service, then, with the permission of the member:

- Examine the original DBS certificate and email a copy with the List of Callings
- If the existing DBS certificate is accepted, the membership record will be updated (see step 3);
- If the existing DBS certificate is not accepted, the process will follow Steps 2 and 3 below.

#### Step 2 – Application and ID Verification

- The member will receive an email from uCheck inviting them to complete an online DBS application, including verification of their identity online. In some cases, ID verification will have to be completed manually. The Stake Safeguarding Specialist will assist.

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### Step 3 – DBS certificate issued

- If the certificate is clear – Church Headquarters will be notified, and the membership record will be updated. You can monitor individual membership records for confirmation of DBS status.
- If the certificate shows adverse entries – you will be contacted to discuss next steps.

NOTE – The member receives the original DBS certificate. You do not need to see it.

### Step 4 – DBS Update Service

- You will invite the member to join the DBS Update Service, which will allow them to keep their DBS status up to date. Please note, the member must register for the DBS Update Service within 30 days of the certificate being issued. This is an essential step and must not be overlooked.
- Further details are available at <https://www.gov.uk/dbs-update-service>.

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### FAQs

#### Do members have to complete a DBS application?

No, DBS checks are only required for eligible callings and the member consents to be DBS checked. If the member does not consent, do not put their details in the List of Callings. If they choose not to apply or renew their DBS status, they will not be eligible to serve with children, youth or vulnerable adults.

#### What if a member forgets to complete a DBS application?

The Stake Safeguarding Specialist will assist you to monitor the progress of members making a DBS application. If a member has not completed their application within six months of commencing, it will be considered withdrawn.

#### A member has an existing DBS certificate; will the Church accept that?

If a member has an existing DBS dated within the last 12 months OR is a member of the DBS Update Service, please ask the member to show you the original DBS certificate and with their permission, attach a copy when you return the List of Callings.

If the existing DBS certificate is accepted, the membership record will be updated. If not, a new DBS application must be made.

#### What happens if the DBS check shows adverse entries?

If a DBS check contains adverse entries, you will be contacted to discuss. You will determine if the member should continue to serve.



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Will the outcome of the DBS check be shared with anyone else?

Church Headquarters will be notified when a DBS certificate is issued, and they will update the "Certification" section of the membership record. No other sharing of the DBS certificate or its outcome will be shared.

Who do I contact if a member has concerns/questions about obtaining a DBS check?

If you are unable to resolve the concern yourself, your Stake Safeguarding Specialist is available to assist you.

What if a member needs additional support completing the application?

The DBS application process is designed to be undertaken entirely online, which will require access to a mobile phone, tablet or computer. Members may provide support to those who require extra assistance.

If a member has a specific question about the DBS application process, they can contact uCheck on 0330 140 0022 or [info@ucheck.co.uk](mailto:info@ucheck.co.uk).

Will member's personal data be shared with anyone? How long will it be stored?

A member's name and email address will be shared with uCheck. uCheck will destroy all data three months after your DBS check is complete.

[https://www.ucheck.co.uk/wp-content/uploads/uCheck\\_Applicant\\_Privacy\\_Policy\\_v1.4.pdf](https://www.ucheck.co.uk/wp-content/uploads/uCheck_Applicant_Privacy_Policy_v1.4.pdf)

DBS will hold and process data in accordance with their Privacy Policies.

<https://www.gov.uk/government/publications/dbs-privacy-policies>

Can a DBS check be undertaken for a foreign national who has recently moved to the UK?

Citizens of the United States (including military personnel)

Members with an existing criminal records check, issued within the past 12 months, by their home nation, will submit that to the Church, subject to verification, as evidence of their criminal record status. All other members will undergo criminal records checking by search of the National Sex Offender Public Website or NSOPW (see: <https://www.nsopw.gov/>). NSOPW is a US Government website, that enables a free of

charge search of the sex offender registers for all 50 states, The District of Columbia, US Territories, and Indian Country. The search is undertaken by name and address. A negative search result will be accepted by the Church as evidence of a criminal records check. It will be recorded on the membership record of the individual member in the same way as a result of criminal record checking for UK nationals.

Citizens of all other countries/territories (not UK or US nationals)

Members with an existing criminal records check, issued within the past 12 months, by their home nation, will submit that to the Church, subject to verification, as evidence of their criminal record status. All other members will undergo criminal records checking by search of the national sex offender public website of the members home nation, if one exists, or by following the application process for obtaining an overseas criminal records check established by the member's home nation. For details of who can apply, how to apply, and contact details for criminal record checks overseas see: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>.

Important Notes:

- (a) The Church will reimburse members all reasonable costs associated with obtaining criminal records checks.
- (b) Non-UK nationals will be responsible to obtain their own criminal records check. The Church will assist individual members in their efforts to obtain a criminal record check where possible. This assistance will generally be provided by the stake safeguarding specialist.
- (c) Once a non-UK national has been resident in the UK for 12 months or more, the member must apply for a criminal record check in the UK, in the same way as a UK national.