

DBS Checking

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

Guide for Members

(Updated 17.06.2024)

For questions when completing the DBS application, contact uCheck:

0300 140 0022

info@ucheck.co.uk

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 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 Islands.

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 will provide your DBS application.

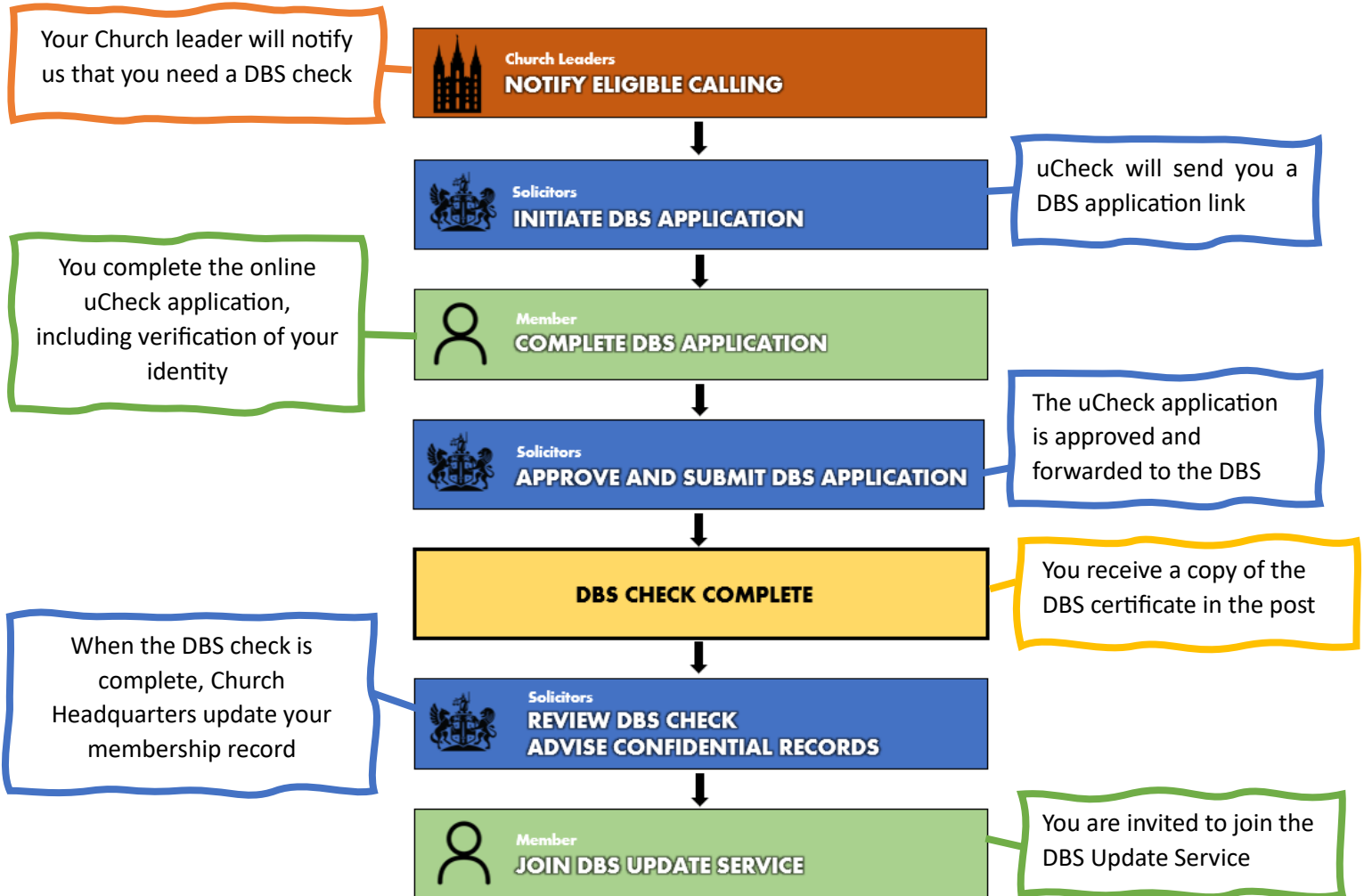
You can find further information about DBS checks and uCheck:

- www.gov.uk/dbs
- www.ucheck.co.uk/faq

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Process overview



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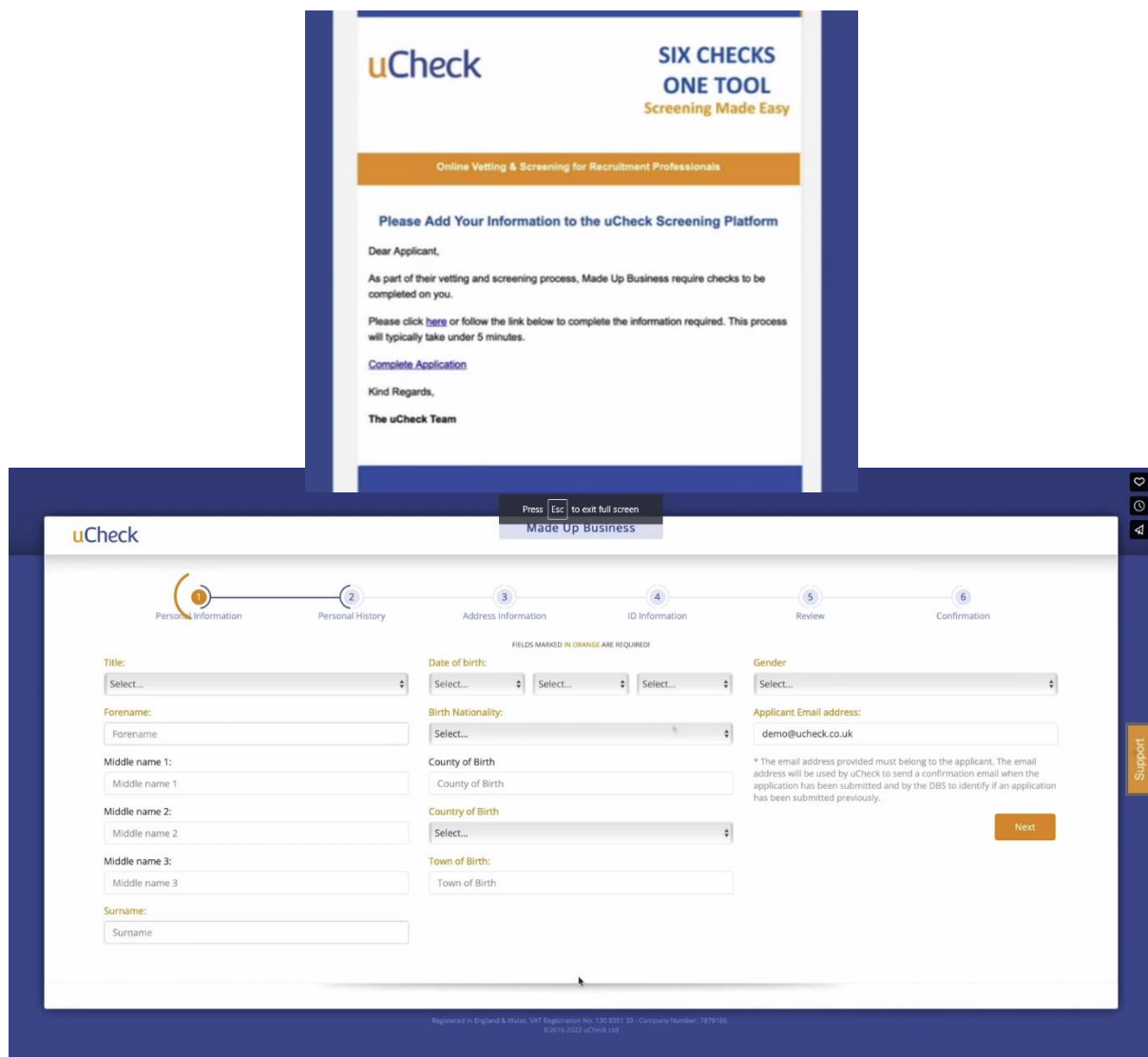
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Step-by-Step Guide

Step 1 – Complete the DBS Application

You will receive an email from uCheck granting access to their online DBS application portal. You complete the application, including verification of your identity (using Yoti or Post Office EasyID).



The screenshot displays the uCheck application portal. At the top, it says "uCheck SIX CHECKS ONE TOOL Screening Made Easy". Below this, it reads "Online Vetting & Screening for Recruitment Professionals". The main heading is "Please Add Your Information to the uCheck Screening Platform". The text addresses the applicant, stating that as part of the vetting and screening process, Made Up Business requires checks to be completed. It provides a link to "Complete Application" and signs off as "The uCheck Team".

The registration form below is titled "Made Up Business" and includes a progress bar with six steps: 1. Personal Information, 2. Personal History, 3. Address Information, 4. ID Information, 5. Review, and 6. Confirmation. The form fields are as follows:

- Title: Select...
- Forename: Forename
- Middle name 1: Middle name 1
- Middle name 2: Middle name 2
- Middle name 3: Middle name 3
- Surname: Surname
- Date of birth: Select... (Month), Select... (Day), Select... (Year)
- Birth Nationality: Select...
- County of Birth: County of Birth
- Country of Birth: Select...
- Town of Birth: Town of Birth
- Gender: Select...
- Applicant Email address: demo@ucheck.co.uk

A "Next" button is located at the bottom right of the form. A note states: "* The email address provided must belong to the applicant. The email address will be used by uCheck to send a confirmation email when the application has been submitted and by the DBS to identify if an application has been submitted previously." A "Support" button is visible on the right side of the form.



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Step 2 – DBS certificate issued

DBS will send the original DBS certificate to you.

- If the DBS certificate is clear – Church Headquarters will be notified and your membership record will be updated.
- If the DBS certificate shows adverse entries, you will be contacted by your Bishop or Stake President.



Step 3 – DBS Update Service

Please join the DBS Update Service, which will allow you to keep your DBS status up to date. You 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. There is no cost for volunteers.

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



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FAQs

Why have I been asked to obtain a DBS check?

Your calling has been identified as eligible for a DBS check.

I have an existing DBS certificate; will the Church accept that?

If you have obtained a DBS check in the 12 months before your call or you have joined the DBS Update Service, this may be accepted. Please consult your Bishop.

Do I have to get a DBS check?

No, if you do not consent, a DBS check it will not be undertaken. DBS checking is entirely voluntary. However, you will not be given a calling or assignment with children or youth.

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

Church Headquarters will be notified when a "clear" DBS check is issued, and they will update your membership record.

What happens if the DBS check shows adverse entries?

If your DBS check identifies any convictions, cautions, warnings or reprimands, your Bishop or Stake President will meet with you to discuss.

Will my personal data be shared with anyone? How long will it be stored?

Your 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

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

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

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