

DBS Checking

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

Guide for Leaders

(Updated 18.03.2025)

Introduction

“All adult members working with children or youth must have a criminal records check before an eligible calling is extended. If a member does not have a criminal records check noted on their membership record, the Church will apply for a criminal records check with the member’s consent. The member is not given an eligible calling or assignment with children or youth until the criminal records check is completed.” (*The Church of Jesus Christ of Latter-day Saints in the UK, Safeguarding Policies and Procedures*)

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.

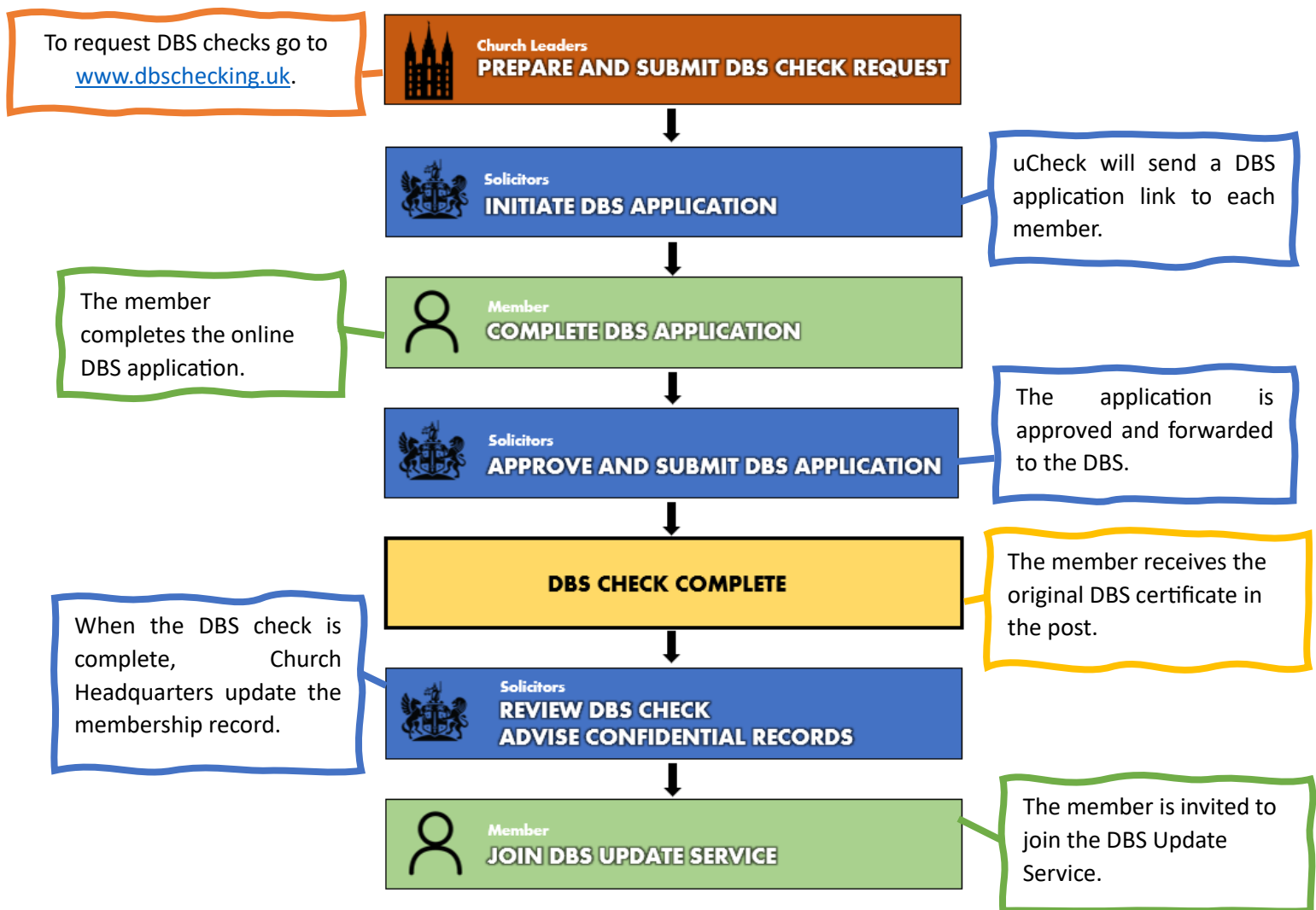
You can find further information about DBS checks and uCheck at:

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

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

TO REQUEST DBS CHECKS GO TO WWW.DBSCHECKING.UK

Process overview



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Step-by-Step Guide

Step 1 – DBS Check Request

- To request a DBS Check for a member serving with children or youth, go to www.dbschecking.uk.

NOTE - If the member has joined the DBS Update Service then, with the permission of the member:

- Examine the original DBS certificate and email a copy with the DBS Check Request;
- 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 inviting them to complete an online DBS application, including verification of their identity. In some cases, ID verification will have to be completed manually by the a clerk/assistant clerk.

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 – the stake president 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

- A clerk/assistant clerk invites 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 or youth.

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

Yes, but only if the member has joined the DBS Update Service AND has the correct level of DBS check to work with children. With their permission, a copy of the certificate is included with the DBS Check Request.

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.

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.

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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.

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

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)

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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.

Can a DBS check be requested for a person seeking asylum or a person who has been granted refugee status in the UK?

Yes, however complying with the identity verification requirements of the DBS may be difficult, and in many cases impossible, in which case an application for criminal record checking with DBS will fail and the person seeking asylum or granted refugee status in the UK will not be authorised to work with the children or youth of the Church. In each case, please contact office@dbschecking.uk for case specific advice.