DBS CHECKS

Guide to Disclosure and Barring Service (DBS) Checks

The Baptist Union of Great Britain

Guide to Disclosure and Barring Service (DBS) Checks

Version 6: August 2026

Contents

1. AN INTRODUCTION TO DISCLOSURE AND BARRING SERVICE CHECKS 1

Using the DBS checking service **1**

2. ONLINE APPLICATIONS 2

3. PAPER APPLICATIONS 2

4.1 What type of checks are available and what are the eligibility criteria? 3

4.2 Examples of when a DBS may or not be required 5

Roles where a DBS Check Is Not Required 5

Roles eligible for a enhanced DBS check **EXCLUDING** the barred list 6

Roles eligible for a enhanced DBS check **INCLUDING** the barred list 7

Other groups meeting in your church 8

Word of warning 8

5. WORKER ROLE TITLES 9

6. THE DBS UPDATE SERVICE 11

7. FREQUENTLY ASKED QUESTIONS 13

8. KEY CONTACTS 17

9. APPENDIX 1 18

9.1 Regulated activity in working with adults at risk 18

9.2 Regulated activity in working with children 19

Please note: This guide contains information on DBS applications for voluntary workers and paid employees. It does not cover accredited Baptist ministers, whose checks are managed by your local association team.

AN INTRODUCTION TO DISCLOSURE AND BARRING SERVICE CHECKS

Welcome to the BUGB guide to DBS checks. DBS checking is a vital part of our safeguarding approach. This guide aims to give ministers, church leaders and DBS verifiers more information about the DBS checking process, and how it applies to paid and volunteer roles in church life.

The Disclosure and Barring Service (DBS) is a government agency which provides information about employees' and volunteers' criminal records history, so that employers are able to make safer recruitment decisions. The DBS check whether an individual has any criminal convictions, if they are barred from working with children or adults at risk and if the police hold any other relevant information about that person.

The Baptist Union of Great Britain (BUGB) uses the umbrella agency Due Diligence Checking Ltd (DDC) to process DBS checks on our behalf. Checks are free of charge for voluntary workers and £38 for paid staff (the cost of the DBS fee). All the processing costs are met by BUGB. We would ask that verifiers please help to keep our costs down by not entering duplicate checks onto the DDC system, which BUGB are then charged twice to process.

Using the DBS checking service

To use this service, churches can nominate a DBS verifier. We recommend that more than one verifier is appointed where possible to provide cover for holidays or ill health. Please refer to the *FREQUENTLY ASKED QUESTIONS* section (page 11) for information about how to register a church verifier.

DBS checks can be carried out using either an online or paper application process. We recommend that the online system is used wherever possible, as it is much quicker and easier than submitting a paper application.

ONLINE APPLICATIONS

The DDC online application system is extremely simple to use and the DDC support team is on hand to offer any support needed. There is also a step-by-step Quick Start Guide for verifiers on the DDC website (www.ddc.uk.net/baptists).

To access the online system a verifier needs to have their individual password and login information, which is provided by DDC. The system is easy to use, with a helpful drop-down list of worker role titles included – please see the *WORKER ROLE TITLES* section (page 7) in this guide for help with which role to select.

The online system also has a fast turnaround time, as DDC sends applications on to the DBS within two working days of receipt. On average it takes two weeks for the DBS to process the disclosure, but please bear in mind that it can take a lot longer and, wherever possible, don't leave checks until the last minute.

Online applicants have the option of signing up to the DBS Update Service, which allows employers to check the status of a certificate online. The Update Service is free of charge for volunteers and £13 per annum for paid staff. We strongly recommend that volunteers sign up to the Update Service wherever possible – it costs nothing and will save everyone time in the long run. More details can be found in Section 6 of this guide.

PAPER APPLICATIONS

If verifiers are not able to use the online application system, an alternative paper process is available if necessary. We encourage as many verifiers as possible to use the online system as paper applications involve extra cost. A Quick Start Guide for verifiers can be found on the DDC website (www.ddc.uk.net/baptists). Paper packs can be requested from the DDC support team on 01162 603055 or by emailing contact@ddc.uk.net.

Please note: If an applicant gives a verifier a paper application and the verifier then puts it onto the online application system on their behalf, the verifier must have the applicant's written consent to do so.

ELIGIBILITY FOR DBS CHECKS

Workers who have specific roles or duties with children or adults at risk may be eligible for a DBS check. This covers both paid workers and volunteers.

A child is defined as anyone under the age of 18.

An adult at risk is defined as anyone aged 18 or over who, due to disability, mental function, age, illness or traumatic circumstances, may not be able to take care of or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation.

What type of checks are available and what are the eligibility criteria?

There are two types of DBS check which are relevant for church workers and volunteers:

1. Enhanced DBS check – including the barred list check

The Enhanced DBS check with the barred list check is only applicable to those working with children or adults at risk in a specified role, who are working in what is known as *regulated activity* (see *APPENDIX 1*, page 15, for definitions). Day to day management or regular supervision of a person who is working in regulated activity, is also regulated activity.

There are a number of roles within the church setting which would require this level of DBS check. For those working with children, there are specific frequency requirements* which must be met for particular activities to be deemed as regulated activity.

On 1 September 2026, the law about regulated activity with children in England and Wales changed. The previous rule about the supervision of volunteers carrying out specific activities with children will be removed from the legal definition, i.e. being supervised no longer excludes a volunteer from requiring a Barred List check.

Therefore, from 1st September 2026 all volunteers who work with children and young people, where it meets the frequency requirements (on more than 3 days in a 30 day period or overnight), require an enhanced DBS with Barred List check. This is a change to our previous advice, updated to comply with new legislation.

2. Enhanced DBS check – excluding the barred list check

An Enhanced DBS check without barred list check is available for those who work with children and adults at risk in a specific role but who do not meet the current definition of regulated activity. These might be:

a) people who have an occasional role in helping with children's groups (3 or less days in a 30-day period).
b) someone who is carrying out practical tasks with adults at risk, such as helping at a lunch club or driving people to church.
c) church trustees (who may be known as Elders, Deacons or Leaders) and the Designated Person for Safeguarding (DPS). Although they might not directly work with children, young people and/or adults at risk, they have been placed in an important position of trust.

Examples of when a DBS may or not be required

Below are some examples of when a DBS may or may not be required and the level of check that should be completed. The tables below capture many of the different roles that volunteers undertake in churches but if you are unsure about whether a DBS check is required please speak to your Regional Safeguarding Lead.

Roles where a DBS Check Is Not Required

Caretaker or Cleaner (please note that a caretaker in a church where an OFSTED registered nursery meets does need a DBS check excluding barred list)
Worship group leader/member (please note that if you have under 18s regularly playing in your worship group, the worship group leader will need to be DBS checked with barred list).
Gardener / flower arranger
Tea & coffee maker or lunch host
Foodbank worker (unless they are regularly directly supervising or supporting an adult at risk who works in the foodbank OR where their specific role is to provide pastoral support to users of the foodbank)
Volunteers working on the sound desk/IT equipment or moderating online or live streamed services and events
DBS Verifier
Church Office worker
Church welcoming team / stewards / servers
Helping in the kitchen at meals or events involving food where children, young people or adult at risk events are taking place e.g. Messy Church or Lunch Club
Bible Study and Home Group leaders

Roles eligible for an enhanced DBS check **EXCLUDING** the barred list

Children's worker who does not meet the DBS frequency criteria (for example, works 3 or less days in a 30-day period and doesn't work overnight)	• Occasional helpers with Sunday School, Youth Group, Holiday Club, Messy Church
Adults at risk worker who works closely with adults at risk, but is not doing the shopping, helping with the bills or providing physical assistance (for example, a pastoral visitor)	• Pastoral visitor or pastoral care team member • Volunteer for church outings and activities with adults at risk e.g. lunch club, holidays at home • Volunteer for a drop-in day centre for homeless people • Volunteer drivers using their own vehicles • Volunteer drivers using church vehicles
Church Trustee	• Trustee • Elders • Deacons • Those given the title of Church Leader
Designated Person for Safeguarding	• Church DPS • Deputy DPS • Safeguarding Officer

Roles eligible for an enhanced DBS check **INCLUDING** the barred list

Children's worker whose role involves working frequently* or overnight	Leaders and Volunteers of: • Sunday School/ Junior Church • Youth and Children's clubs • Holiday clubs • Creches • Messy Church • Summer Camps • Sports and activity clubs open to children As well as a worship group leader where the group includes under 18s on a regular basis
Supervisor of a person working in regulated activity (see *APPENDIX 1* for details)	• Children and Youth Worker • Ministers
Adults at risk worker who does the shopping, helps with the bills or provides assistance with eating, drinking or going to the toilet**	• Home carer • Parish nurse

* *More than 3 days in a 30-day period*

***Please note that such activities are only eligible for a DBS check if they are being done on behalf of the church. Personal arrangements do not qualify for a DBS check.*

Other groups meeting in your church

If the following organisations work in your church, then they will carry out their own checks on their staff and volunteers:

- CAP (Christians Against Poverty) Centre
- The Boys Brigade
- The Girls Brigade

If a charity who work with children, young people and/or adults at risk use your church building, but are not part of the church, they are required to carry out their own DBS checks. It is appropriate and reasonable for you to ask for confirmation that paid staff and volunteers in these organisations have had an appropriate DBS check carried out before they start.

Please bear in mind that the examples given are not an exhaustive list and whether or not someone needs a DBS check will depend on what activities they carry out within their role. For more information about eligibility for a DBS check, please contact DDC.

Word of warning
There can be a temptation in churches to complete DBS checks for anyone who is working or volunteering for the church. This is not good practice and may be illegal, as well as incurring unnecessary expenditure for our Union. Carrying out a DBS check when it is not needed is in breach of the DBS Code of Practice and may also constitute a breach of the Data Protection Act 2018. If this was found to be the case then a substantial fine of up to £5000 could be imposed.

It is important to remember that even when a role is not eligible for a DBS check other safer recruitment measures should be taken. Find out more in the **Safer Recruitment Guide**

WORKER ROLE TITLES

When using the online application system, verifiers will be prompted to select from a dropdown list of role titles. Please use the tables below to make sure the appropriate job title has been selected. For information about what constitutes regulated activity, please see *APPENDIX 1 (page 15)*.

Please note: 'PAID' refers to a paid worker. 'VOL' refers to a voluntary worker.

Those working with adults at risk	
Adults at risk worker with barred list (PAID)	The worker must meet the criteria for working in regulated activity, such as helping with shopping or assisting with personal tasks.
Adults at risk worker with barred list (VOL)	
Adults at risk worker without barred list (PAID)	The worker does not meet the criteria for regulated activity but is closely working with adults at risk as part of a specific role.
Adults at risk worker without barred list (VOL)	

Those working with children and young people	
Children and youth worker with barred list (PAID)	The worker must meet the criteria for working in regulated activity, such as working frequently with children / youth, i.e. more than 3 days in a 30 day period or overnight.
Children and youth worker with barred list (VOL)	
Children and youth worker without barred list (PAID)	The worker would otherwise meet the criteria for working in regulated activity, but is working occasionally with children / youth, i.e. on 3 days or less in a 30-day period.
Children and youth worker without barred list (VOL)	

Those working with children, young people and adults at risk	
Children youth and adults worker with barred list (PAID)	The worker must meet the criteria for working with children and young people on more than 3 days in a 30-day period or overnight, and also working with adults at risk.
Children youth and adults worker with barred list (VOL)	
Children youth and adults worker without barred list (PAID)	The worker works on 3 days or less in a 30-day period with children and young people and also works with but is closely adults at risk.
Children youth and adults worker without barred list (VOL)	

Ministers and Trustees	
Ministerial Applicant / Minister In Training NOT TO BE REQUESTED BY CHURCH VERIFIERS	Checks for Ministerial Applicants / Ministers In Training / Recognised Local Ministers can only be carried out by a local association or college verifier.
Minister - Regionally Recognised (PAID) NOT TO BE REQUESTED BY CHURCH VERIFIER	Checks for Regionally Recognised Ministers can only be carried out by a local association verifier.
Minister - Regionally Recognised (VOL) NOT TO BE REQUESTED BY CHURCH VERIFIER	
Minister - Unaccredited (PAID) PLEASE CHECK ACCREDITATION STATUS	Checks for Unaccredited Ministers can be carried out by church verifiers, but they should check that the minister is unaccredited before doing so.
Minister - Unaccredited (VOL) PLEASE CHECK ACCREDITATION STATUS	
Minister/Church Worker - Accredited NOT TO BE REQUESTED BY CHURCH VERIFIER	Checks for Accredited Ministers (such as Pastors, Evangelists and Youth Specialists) or Accredited Church Workers (such as Children and Family Workers, Youth Workers, Parish Nurses, Church Community Workers and Nationally Recognised Pastors) must only be carried out by a local association or college verifier. This includes retired ministers who are working as Moderator or interim minister in a church.
Trustee	Church trustees are eligible for an enhanced check without the barred list check
Designated Person for Safeguarding (DPS)	Checks for those people identified in the Church Safeguarding Policy as the Designated Person for Safeguarding or Safeguarding Officer

If you are unsure about which category to use for a specific role, please contact DDC on 0116 2603055 or by emailing contact@ddc.uk.net

Their support team will be happy to help.

THE DBS UPDATE SERVICE

The DBS Update Service allows applicants to keep their DBS certificates up to date, and potentially allows employers to check the status of a certificate online without carrying out a new DBS check. It is free of charge for volunteers and £16 per annum for paid staff. We strongly recommend that volunteers sign up to the Update Service wherever possible – it costs nothing and is quick and easy to do.

Please note that the Update Service is not suitable for use by ministers.

It is not possible for ministers to sign up to the DBS Update Service because of the added features to their DBS check. DBS checks carried out for both accredited and unaccredited minister include a check on their home address. This is because the home is identified as a place where pastoral and business meetings are likely to take place. The DBS check is one step that we take to ensure that it is a safe space for those who might be at risk to visit.

What is 'portability'?

Portability allows applicants to take their DBS check with them when they move to a new role or job where the same type and level of check is required. This means that individuals who do similar work for a number of different organisations don't need to complete separate DBS checks for each one. It also means that individuals won't have to apply for a new DBS check when the certificate for an existing role expires, unless new information has been added to their certificate since their last check

Please Note: DBS Certificates are only portable when an applicant joins the Update Service.

How do applicants join the Update Service?

If applicants wish to subscribe to the Update Service, they will need to apply for an initial DBS check in the normal way. Once the certificate has been issued they then have 30 days in which to sign up online. It is quick and easy to do and is free of charge for volunteers. If you're a verifier, please encourage your applicants to sign up – it will save you both time when it comes to carrying out a recheck. Further information can be found on the DBS website, where applicants can also register for the service.

Please Note: Applicants must sign up to the Update Service within 30 days of their DBS certificate being issued, or they will have to complete a new DBS check in order to do so.

What if applicants have joined the Update Service through another organisation?

If applicants have joined the Update Service via another organisation, their existing certificate may be accepted, provided their application is for work with the same group (i.e. children, adults at risk, or both) and is of the same level. However, verifiers should carry out an identity check in addition to viewing the applicant's original certificate, checking the same documents as required for a DBS check. Any blemished certificates will need to be risk assessed by the BUGB National Safeguarding Team in the normal way (please see the *FREQUENTLY ASKED QUESTIONS* section, page 11).

How are applicants checked?

Verifiers can carry out a free, instant status check to see if any new information has been added to the applicant's record since the certificate was last issued. If the status check reveals no new information, a new certificate is not needed. Verifiers can carry out status checks as frequently as their church wishes (a minimum of once every five years), as long as they have the applicant's written permission to do so.

What record keeping is necessary for the Update Service?

Please see the *FREQUENTLY ASKED QUESTIONS* section (page 11) for details of the information we recommend that verifiers record. There is also a template Update Service Recording Form, which can be found in Appendix 2 of this guide.

FREQUENTLY ASKED QUESTIONS

How do we order new paper application packs?

We recommend that the online system is used wherever possible, as the process is much quicker and easier. Verifiers can request paper application packs by calling one of the DDC team on 0845 644 3298 or emailing contact@ddc.uk.net stating their name, the church name, their address and the number of packs required. DDC normally post out 5 packs in each envelope.

Is there a minimum age for a DBS check?

Yes, only individuals aged 16 years and over can be subject to a DBS check.

Can a joint DBS check for children and adults at risk be applied for?

Yes, a DBS check can be completed for someone working with children, adults at risk or both groups.

How frequently should we carry out a DBS recheck?

The Baptist Union of Great Britain's recommended timeframe for carrying out a DBS recheck is once every five years. Please do not check your volunteers or workers on a more frequent basis that this as this adds significant extra cost to the provision of the service.

If the individual has signed up to the Update Service (see Section 6) then a quick online status check can be carried out in place of a full DBS recheck. Unless the status check reveals that new information has been added to the individual's DBS certificate, a full DBS recheck will not be needed.

How are DBS verifiers appointed?

If your church would like to register a DBS verifier, their name and contact details should be sent to our BUGB database administrator using the form available on the BUGB website (www.baptist.org.uk/safeguarding/verifierchangeform). BUGB will inform DDC so they can issue login information. Please do not contact DDC directly to set up a new verifier.

The church verifier contact details have changed – who needs to be told?

Please complete the Verifier Changes Form and email it to us at churchupdate@baptist.org.uk and we will make sure that our database of verifiers is updated and that DDC is informed.

Our church verifier is stepping down – who needs to be told?

The verifier is a crucial role in the life of your church, and we do hope that it has been a rewarding experience. If one of your verifiers is stepping down, please complete our verifier's update form (available on our website). If you are able to give details of the person taking over, that would be a great help. This will need to be verified by your minister or church secretary.

Can a verifier process a family member's application?

No, a verifier is not permitted to process a family member's DBS application. This includes immediate family members as well as those related by marriage. In this situation, either another church member can become a verifier, or a verifier based at another local Baptist church can process the DBS application. Please contact the BUGB National Safeguarding Team for further advice.

How does a verifier know when a disclosure has been issued?

When a Disclosure is issued, the applicant is always sent a paper copy to their home address directly from the DBS. If the verifier has an email address, DDC will notify them via email. Alternatively, the verifier can call the DDC team who will tell them if it has been issued and the issue number and date.

If the verifier has access to their online Client Area, they can also check this to confirm the certificate status, which can be found in the 'Manage Applications' section. They can also get sight of the Disclosure directly from the applicant. Providing that the certificate is clear, the applicant can start working in the role.

What should the verifier do if an applicant's check is blemished?

If a DBS check comes back with a blemished disclosure, the applicant will be asked to send their original certificate and a photocopy to DDC and will be given the opportunity to disclose any information they feel is relevant to their application. The original certificate will be returned to the applicant within two working days.

DDC will pass this information on to the BUGB National Safeguarding Team so that a risk assessment can be undertaken. Please note that a blemished disclosure will not necessarily prevent someone from working with children or adults at risk. Risk assessments are taken very seriously, and the outcome will be carefully considered, based on the nature of the offence and the role the applicant is looking to undertake.

If an applicant is cleared to work in a role, the verifier will receive the usual email from DDC with the certificate issue number and date (if they do not have an email address, they can call DDC instead). If an applicant is deemed unsuitable to work in a role, or should work within particular conditions, the verifier DPS or minister will receive a specific notification from the BUGB National Safeguarding Team containing the relevant information. Applicants should not start working in their role before the verifier receives such notification.

What happens if I make a mistake when I am filling out an application?

Sometimes when a verifier is completing the initial application, they might spell someone's name wrong or get a number wrong in the applicant's date of birth. This is easy to correct if you check the form before you submit it.

If you only realise the error after you have set up the application the best thing you can do is contact DDC who will, more often than not be able to help you to amend the information. Whilst it might be tempting to simply withdraw the application and start again, we would strongly discourage you from doing so.

Although DBS checks for volunteers are free for churches to request there is a processing cost which is charged to BUGB and this applied even when a check has been withdrawn, costing the BUGB thousands of pounds each year. Sometimes there is no choice but to withdraw a check and start again but wherever possible please explore other options before doing so.

What record keeping is necessary?

Please Note: This applies to paper applications as well as those completed online, and checks accepted via the Update Service.

- We would recommend that verifiers keep a record of the following information: Applicant's written consent for a DBS check to be carried out
- Applicant's name
- Applicant's date of birth (necessary to carry out the online status check)
- Position applied for
- Certificate number (necessary to carry out the online status check)
- Type of certificate issued (standard / enhanced and whether for children / adults / both)
- Date the certificate was issued
- Date the certificate was viewed by the verifier
- List of any identity documents checked, where necessary
- Details of the recruitment decision made, i.e. whether cleared (including any conditions) / not cleared to work in the role
- For Update Service checks, (see recording form template, Appendix 2):
    - Applicant's written consent for status checks to be carried out (verifiers can gain ongoing consent rather than having to ask for permission each time)
    - Date of any status checks carried out

Verifiers should not keep photocopies of DBS certificates and do not need to keep DDC clearance emails, as the above records will suffice.

Verifiers should make sure that all records are kept securely and can only be accessed by those whose role permits them to do so. Applicants should be made aware of what records are being kept, for what purpose and how the information is being stored.

KEY CONTACTS

DDC – Due Diligence Checking

DDC are the umbrella body processing DBS checks on behalf of the BUGB.

Telephone: 0116 2603055
Email: contact@ddc.uk.net
Address:
Due Diligence Checking Ltd
Meltongate House
1282a Melton Road
Syston
Leicester
LE7 2HD
Website: http://www.ddc.uk.net

Disclosure & Barring Service (DBS)

Telephone: 03000 200 190
Email address: customerservices@dbs.gov.uk
Website: www.gov.uk/government/organisations/disclosure-and-barring-service

BUGB National Safeguarding team

Telephone: 01235 517700
Email address: safeguarding@baptist.org.uk
Website: www.baptist.org.uk/safeguarding

BUGB Local Association Safeguarding Contacts

www.baptist.org.uk/safeguardingcontacts

APPENDIX 1

Regulated activity in working with adults at risk

There are six adult regulated activities which require a worker to have a DBS check with the barred list check. There is no frequency requirement for the work involved, so even if a worker is only involved in a regulated activity as a one off, they are still eligible to be checked. Day to day management or regular supervision of a person who is working in regulated activity, is also regulated activity.

The six activities are as follows:

Providing healthcare

Any healthcare professional providing healthcare to an adult

Providing personal care

- Anyone who assists with activities such as drinking, eating, going to the toilet etc.
- Anyone who prompts and supervises with activities such as drinking, eating, going to the toilet etc as the adult cannot make the decision to do so themselves
- Anyone who trains, instructs or offers advice on the above because of their age, illness or disability

Providing social work

Anyone who provides social care

Assistance with cash, bills and/or shopping

Anyone who assists in managing an adult's cash, paying their bills or shopping on their behalf

Assistance in the conduct of a person's own affairs

Anyone who provides assistance in the conduct of an adult's own affairs, for example, lasting or enduring powers of attorney

Conveying

Anyone who transports an adult to, from or between places where they receive health, personal or social care

Please Note: If a worker does not meet the above criteria of 'regulated activity', but is closely working with adults at risk as part of a specific role, they may still be eligible for an Enhanced DBS check without the barred list check. Please contact DDC for advice on a case-by-case basis.

Regulated activity in working with children

If a worker's activities meet the specifications below, then they are eligible for an Enhanced DBS check with a barred list check. Day to day management or regular supervision of a person who is working in regulated activity, is also regulated activity.

Activity of a specified nature

- teaching, training, instruction, care for or supervision of children (except if the person undertaking the activities is under constant supervision) if carried out by the same person frequently* or overnight
- advice or guidance (except legal advice) provided wholly or mainly for children which relates to their physical, emotional or educational well-being if carried out by the same person frequently* or overnight.

Activity within specified establishment

- any activity that is for or on behalf of the establishment with the opportunity for contact with children if carried out frequently*:
    - excepted is work by volunteers under regular supervision or occasional or temporary contract work that is not an activity of a specified nature listed above.
- specified establishments are schools, pupil referral units, academies, nursery schools, Further Education establishments mostly for children, institutions for the detention of children, children's homes, children's centres and childcare premises including nurseries.

Healthcare of a child (any frequency)

- healthcare provided to a child by a health care professional or by a person acting under the direction or supervision of a healthcare professional.
- a health care professional who is a person regulated by a professional healthcare regulator (i.e. a body mentioned in section 25(3) of the National Health Service Reform and Health Care Professions Act 2002).
- health care includes: all forms of health care provided for children and includes physical, mental and palliative health care; diagnostic tests and investigative procedures and procedures similar to surgical or medical care, but not provided in connection with a medical condition.

Personal Care of a child (any frequency)

- physical help with eating or drinking for reasons of illness or disability.
- physical help with toileting (including menstruation), washing, bathing or dressing for reasons of age, illness or disability.
- prompting together with supervision when a child is otherwise unable to decide for themselves in relation to any of the above personal care activities.
- training or advice given to a child in relation to any of the above personal care activities.

**On more than 3 days in a 30-day period, or overnight*

*Please Note: If a worker is carrying out the above activities, but does not meet the DBS frequency criteria, an **Enhanced DBS check without the barred list** check can instead be carried out.*

APPENDIX 2: DBS Update Service Recording Form

DBS CERTIFICATE INFORMATION (to be taken from the certificate)	
Applicant's name	
Applicant's date of birth	
DBS Certificate number	
Date the certificate was issued	
Level of check (standard / enhanced)	
Position applied for	
Which organisation did the applicant join the Update Service though? (name of employer)	
Does the check cover the child workforce? (Y/N)	
Does the check cover the adult workforce? (Y/N)	
Has the children's barred list been checked? (Y/N)	
Has the adult's barred list been checked? (Y/N)	
Is the certificate clear? (Y/N*) **if unclear, the disclosure must be risk assessed by the Baptist Union National Safeguarding Team.*	

APPLICANT'S PERMISSION		
I give my permission for a registered Baptist Union of Great Britain (BUGB) DBS verifier to carry out online Status Checks as frequently as deemed necessary for the duration of my time working / volunteering in a position that is eligible for such a check.	Signature	Date

STATUS CHECKS CARRIED OUT				
	1	2	3	4
DBS verifier name				
Date				
Current position applied for				
Paid / volunteer *(If paid, check they have a paid Update Service account. They will need to complete a new DBS check to create a paid account if not)*				
ID documents checked *(Only necessary if the DBS verifier has not previously seen any ID documents)*				
Status Check result (1/2/3) *(See below for details)*				
Has the applicant been cleared to work in their role? (Y/N)				

1) *This DBS Certificate remains current: There is no criminal convictions or relevant information on the DBS certificate. The Update Service check has not revealed any new information.*

2) *This DBS Certificate remains current: The DBS certificate discloses criminal convictions or other relevant information which has previously been risk assessed. The Update Service check has not revealed any new information.*

3) *This DBS Certificate is no longer current: The Update Service check has indicated that a new DBS check is required. Please apply for a new DBS check to get the most up-to-date information. Please note this will need to be risk assessed by the Baptist Union National Safeguarding Team.*

This policy has been produced for use in Baptist churches in England and Wales.

Policy issue date: August 2026

Safeguarding Team, Baptist Union of Great Britain, Baptist House,
PO Box 44, 129 Broadway, Didcot OX11 8RT

Tel: 01235 517700 Email: safeguarding@baptist.org.uk Website: www.baptist.org.uk
BUGB operates as a CIO with registered charity number 1181392