

# Designated Person for Safeguarding resource



# Designated Person for Safeguarding Guide

This is a handy guide to help the Designated Person (DP) for Safeguarding of an affiliated local deaf children's society in their role. It is an interactive resource and is applicable to groups in England, Wales, Northern Ireland and Scotland. It is intended to answer any queries and provide a step by step guide to processing criminal record checks for your group.

We will continue to update it based on your feedback, so do let us know what you think.

We hope you find this useful.

Please contact [localgroups@ndcs.org.uk](mailto:localgroups@ndcs.org.uk) for any concerns, queries or comments.

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## Introduction

Thank you for taking on this important role. The National Deaf Children's Society is committed to supporting local deaf children's societies to safeguard the children and young people in their care, confidently and effectively.

To help do this we offer:

- free online child protection and safeguarding training
- free criminal record checks across the UK
- for groups in England and Wales, the opportunity to register with the DBS [Update Service](#), which enables them to take their certificate from role to role within the same workforce where the same type and level of check is required. *(Simply put, the check is not limited to your role with the local DCS and you won't have to complete another new check during your time in the group)*
- a [Child Protection Policy](#) document for all groups to adopt and put into practice
- support and guidance from our central [Local Groups team](#), including if any safeguarding issues arise
- free downloadable forms and resources for groups to use and share

We require:

- groups to have a **Designated Person (DP) for Safeguarding** who will advocate and communicate key information to committee members and be responsible for processing criminal record checks for their deaf children's society
- the Designated Person to have a criminal record check and to undertake the online safeguarding training
- all groups to have **at least three** criminal record checks in place and to re-new every three years

We have developed this guide in response to frequent enquiries and issues in the hope that it will be your go-to resource whenever you need information about processing criminal record checks for your group. As always though, we are just on the end of an email or phone so do [contact us](#) whenever you need to.

We hope this resource helps support you in this important role, and thank you once again.

The Local Groups team



## The Designated Person for Safeguarding

### What is a Designated Person?

The role of a Designated Person (DP) for Safeguarding refers to an individual on your committee who acts as the go-to person for child protection concerns and safeguarding practices, such as training or criminal record checks. The DP is not solely responsible for safeguarding as this is everyone's responsibility, but they will act as a main contact for these sorts of issues.

### Why do we need a Designated Person?

You may feel you know your committee members quite well, or perhaps that you don't run any unsupervised activities with children or young people – so why the need for such formal roles, training and checks?

Well, not only is it helpful for your members to have a visible and dedicated go-to person for any safeguarding concerns, it's also a good way to profile how seriously your group takes safeguarding and the protection of children and young people.

It's not a pleasant topic to think about but, sadly, children and young people are commonly targeted by perpetrators, particularly if they are vulnerable, and can often be known by their victims.

By having this distinct role and encouraging groups to visibly champion safeguarding measures, you will be showing, as a collective, how you actively protect the children and young people in your local deaf children's society.

Access to free training and safeguarding resources will equip your members to be vigilant and aware of signs of abuse, and you will have a team of volunteers who have been vetted and checked via the criminal record check process. These are renewed every three years, so committee members are continually checked.

### What skills and knowledge do I need to be the Designated Person?

In short – none! Quite often individuals with a background in social care or education seem to naturally take on this role having had previous experience in the area of safeguarding children. However, you don't have to be an expert in the field of child protection, or have any previous experience. It's not a necessity for the role at all.

We offer free online training, a [Child Protection Policy](#) for your group to adopt and adhere to, and this resource should hopefully answer any questions on how to process criminal record checks on behalf of your local group. And don't forget the dedicated Local Groups team who you can contact for support or guidance.





A large part of the role is to process criminal record checks, and this is mainly an administrative procedure, so some useful skills for the role therefore are:

- good IT skills and access to a computer (England, Wales and Northern Ireland)
- good organisational skills
- ability to have good record keeping systems (manual or electronic)
- ability to be flexible and meet up with individuals to verify documents
- comfortable handling sensitive data and keeping this secure
- ability to have a good relationship with Local Groups Team and disseminate information on their behalf

**Remember safeguarding is everyone's responsibility; your role is to advocate this, filter information we may send to you back to your members, promote the online training and undertake the administrative task of processing criminal record checks.**

### Who would need a criminal record check?

Well, for starters, **you**. As a minimum, we then require two more individuals, for example the chair, treasurer or secretary. But it's best practice to process a check for all committee members and volunteers.

You will also be required to complete a criminal record check for anyone in ['regulated activity with children'](#) – that is, those who may undertake a role in your group such as running a regular toddler group or youth activity. If you're unsure who this might apply to just [get in touch](#).

We would strongly encourage you to ensure that anyone who provides a service to your group has the appropriate, and valid, criminal record checks in place.



## How we can help and what we offer

### Child Protection Policy

This is a document for groups to adopt in order to demonstrate that they have a policy in place. It is quite lengthy, but it's important that all committee members familiarise themselves with the full document.

We've tried our best to provide you with a summarised version as well, so it's easy to share or make available in your group.

### Safeguarding leaflet

This is a short and snappy A5 leaflet we have produced which will help your group to show how they address safeguarding issues.

You may wish to have these available at committee meetings, or appropriate events. [Contact us](#) to request copies.

### Safeguarding training

We offer access to free online training and it's a good idea for all committee members to complete this, especially the Designated Person.

Each local deaf children's society will have a user account and you will have the log in details which you can share with any members who wish to complete the training.

If you need reminding of your log in details please contact us at [localgroups@ndcs.org.uk](mailto:localgroups@ndcs.org.uk) to be given access.

### Criminal record checks

This free offer to groups is really valuable and allows you to check if an individual has had any disclosures of criminal activity. If a disclosure is highlighted then we will work with you, respecting confidentiality, to risk assess the individual's involvement in your group. Any information relating to offences does not prevent an individual joining your group. In each case the Head of Local Groups will support you to complete a risk assessment to determine what relevance any offence has on the role and the involvement the individual is to have. We recommend that all committee members have a criminal record check carried out but, as a minimum, the Designated Person and two others should have a check done.

There are three types of criminal record checks depending on which country your group is in:

- England and Wales: [Disclosure and Barring Service](#) (DBS)
- Northern Ireland: [Access NI](#)
- Scotland: [Protecting Vulnerable Groups](#) (PVG)



We use an umbrella body to process checks on our behalf – Security Watchdog/eBulk part of Capita plc. We ask all new Designated Persons for groups in England, Wales and Northern Ireland to accept their terms and conditions of use (e.g. managing individual's data safely), which are emailed to you; you can accept with a simple reply that you agree.

Once accepted we can get the ball rolling on getting your appropriate check/s done.



### Update Service

<https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>

Groups in England and Wales can further benefit from the free DBS [Update Service](#). However, applicants must register **within 30 days** of their certificate date. Registering means that neither you nor they will have to do the DBS application process again, so it's well worth doing!



**Hint: Applicants can actually register as soon as they have submitted their application using the application reference number, otherwise they have just 30 days from the certificate date.**

### In-house support

As always the Local Groups team are here to help and we have dedicated staff members who can help you through the process if you ever get stuck, need advice or forget your log in details. Contact us on [localgroups@ndcs.org.uk](mailto:localgroups@ndcs.org.uk) with any queries, or have a look at our FAQs section under the relevant country headings.

### Consent forms

Processing criminal record checks means handling sensitive and private data, this is why we strongly advise the Designated Person/s to use the consent forms which we have created and made available within this resource and on our [website](#). You can of course use your own version, just as long as you gain consent to handle prospective applicants' personal details, as you will be sending these to us and a third party (Security Watchdog, who processes applications).



**Hint: Remember, initial consent to undergo the criminal record check process is for your records only; you do not need to return anything to us.**

### Templates

You can find [useful templates](#) at the end of this guide which might help in profiling your role within the group, or help you track application progress.





## Identification documents

All applicants will need to verify their identity, and must provide specific pieces of documentation to do so.

You can find information on what documents are acceptable below:

- [England and Wales](#)
- [Northern Ireland](#)
- [Scotland](#)



As the Designated Person you will be responsible for checking and verifying the necessary ID documents of your applicants, on behalf of your local group.

### Who should verify my ID documents?

Because you are also required to have a criminal record check, **another committee member will need to verify your ID documents.**

This should be:

- the chair, unless the chair is also the Designated Person in which case it should then be the secretary or treasurer
- an individual who is not a relative or spouse
- preferably someone who already has a criminal record check, but this is not absolutely necessary
- someone who you are able to meet with so they can physically view your ID documents

### Counter-verifying your ID documents

We take safeguarding very seriously and as a measure of additional precaution and risk management we will arrange for a member of our team to also view your ID documents as a secondary measure.

This is just for individuals in the Designated Person role and, in most cases, will consist of a virtual meeting with a Local Groups team member via Skype or a WhatsApp video call so you will need your relevant ID documents to hand.



**IMPORTANT: You will need to physically meet with your applicants to verify ID documents, and not via video chat. We appreciate this can be time consuming but it is essential a physical check is made as a necessary security measure.**

Sometimes there may be events where a member of our team will be attending, which provides a perfect opportunity for them to counter-verify your documents. This will usually be pre-arranged so you have notice to bring your ID documents.

## England and Wales: Disclosure and Barring Service (DBS)

### Getting set up for the first time *(either as a new group or a new Designated Person)*



Contact [localgroups@ndcs.org.uk](mailto:localgroups@ndcs.org.uk) with the Designated Person's name and email address, plus another committee members' name and email address (preferably the chair)



You will be emailed terms and conditions of Capita: please accept by email reply



The Local Groups team will then email the Designated Person a web link: <https://disclosure.capitarvs.co.uk/cheqs/>

**And** the team will also email you your local group's login details so that you and other committee members can submit an enhanced DBS application under your local group name.



**Hint: The log in details will consist of an organisational reference and an organisational code**

Capita will also email the Designated Person a second set of login details (for 'Application management') so that the DP can record committee members' ID on the system before submitting their application to be processed.

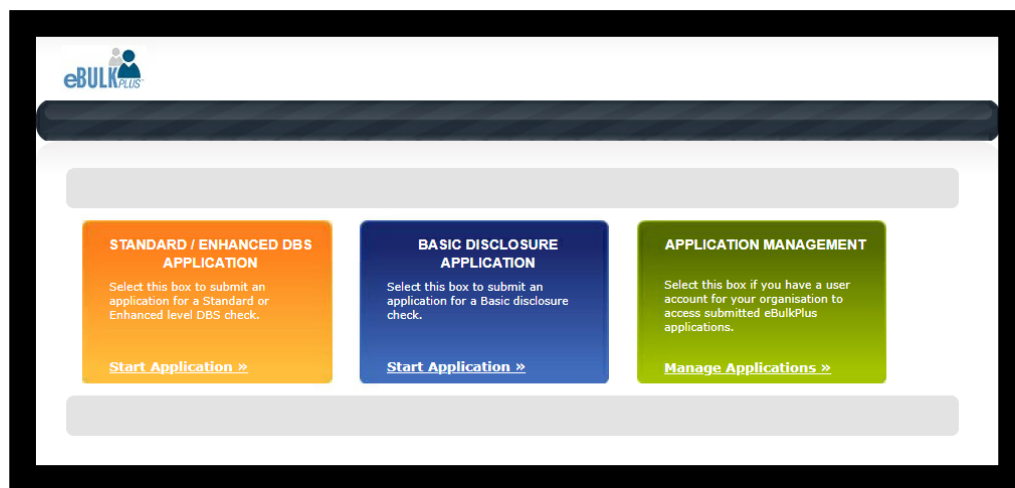


Figure 1: Screen shot of website



**Hint: The 'Application Management' log in details that Capita email you will include a temporary password which is valid for 24 hours. Please make sure you log in to the system and update this as soon as you can within this time period**



The committee member who is verifying your ID (the second user) will also receive some 'Application Management' log in details, but to record your ID **only**.

## Processing a check for myself (the Designated Person)

**Web link:** <https://disclosure.capitarvs.co.uk/cheqs>



Select **'Enhanced DBS Application'** and use the log in details that the Local Groups team sent you to log in and access enhanced applications (NB. this is your email address, and an organisational reference and organisational code sent by the team)



Complete the blank application with your personal details.



**Tip:** In **'Position Applied For'** select **'DCS DESIGNATED SAFEGUARDING'**



Done? Contact the second user verifying your ID and arrange a time to meet with them so they can verify your documents. They will just need to write down the relevant numbers and dates on the online system from your ID – you do not need to part with any documents.

## Verifying my ID documents



When you meet, the second user will need to access the same site and select **'Application Management'** and log in using the details they were sent by Capita.

Select **'Waiting ID Check and Section Y'**.

- Select the Designated Persons application.
- Select **'Complete section Y'**.

This section should mostly be pre-selected as follows:

- a. Application Type: **Enhanced**
- b. Workforce: **Child workforce**
- c. Working with Adults in Regulated Activity: **No**
- d. Working with Children in Regulated Activity: **Yes**
- e. Working with vulnerable groups at the applicant's home address: **No**
- f. Is Volunteer: **you will need to select 'Yes'**
- g. DBS Adult First Check Required: **you will need to select 'No'**

- Save and return to the previous screen and select **'Complete ID check'**.
- Complete this section with the ID documents you have viewed.
- Submit the application.

### APPLICATION MANAGEMENT

The applicant's ID is verified and the application is checked and authorised for ebulk submission for disclosure processing.

**[Manage Applications »](#)**

## Submitting my application form



Once your ID documents have been verified and recorded on the system, the second user can submit your application.

### DISCLOSURE AND BARRING SERVICE (DBS) APPLICATION

The applicant completes an online application form, all the required data is captured, validated and transferred securely to the DBS for processing.

[Start Application >](#)

## You should receive your DBS certificate shortly!



Don't forget to register to the [Update Service](#). You only have 30 days from your certificate date to do so.



**Hint: you can register using the application reference; this will be 10 digit number starting with the letter E, once you have submitted to DBS**

## Processing a check for other committee members

Once you have received your DBS certificate you can start processing criminal record checks for others.



[Identify who needs a check](#) and ask them to complete a consent form. **This is for your records only.**



**Tip: It's useful at this stage to explain the process to applicants and what they will need to do. You may find the email template [here](#) useful. Please ask applicants to put their current committee role in 'Position Applied For' i.e. Chair, Treasurer, Secretary, or Volunteer. All roles have 'DCS' before them**



Email all applicants the web link and log in details to access the blank application form.  
**Tip: This would be the first set of login details you received from the Local Groups team (not from Capita/Security Watchdog) and the one you used to complete your application.**



Applicants should inform you once they have completed the online form and arrange a time for you to meet and view their ID documents.



**Tip: When sending out the blank application details it's useful to give people a deadline to work to, and to try to coordinate a date for you to view everyone's ID documents at the same time. This will save you time in the long run**

## Verifying ID documents



**Tip:** You will need access to a computer when meeting up with applicants to verify ID documents (so that you can see which aspects of their ID need to be recorded)



Log in via <https://disclosure.capitarvs.co.uk/cheqs> and select **'Application Management'**.  
Log in using the second set of details you were sent.

- Select **'Waiting ID Check and Section Y'**

*For each applicant, select their individual application and complete as follows:*

- Select **'Complete section Y'**

This section should mostly be pre-selected as follows:

- h. Application Type: **Enhanced**
  - i. Workforce: **Child work force**
  - j. Working with Adults in Regulated Activity: **No**
  - k. Working with Children in Regulated Activity: **Yes**
  - l. Working with vulnerable groups at the applicant's home address: **No**
  - m. Is Volunteer: **you will need to select 'Yes' (Select 'No' if the individual is paid)**
  - n. DBS Adult First Check Required: **you will need to select 'No'**
- Save and return to the previous screen and select **'Complete ID check'**.
  - Complete this section with the ID documents you have viewed.

## Submitting the application form



Once you have completed the ID sections you can submit the applications.

### Applicants will receive their DBS certificate shortly!



**If any disclosures are raised we will be in touch to discuss these with you and the individual.**



Encourage applicants to register to the [Update Service](#)! There are only 30 days from the certificate date to do this.



**Hint: you can register using the application reference; this will be 10 digit number starting with the letter E, once you have submitted to DBS**

## Already have a DBS check?

### Are you or your applicant already registered with the Update Service?



**No**, then unfortunately you will need to process a new Enhanced DBS application.



**Yes**, then it's a simple process:



Complete an Update Service [consent form](#) to allow us to run an update on the DBS check. Send a copy to [localgroups@ndcs.org.uk](mailto:localgroups@ndcs.org.uk) and keep one for your records.



Go to: <https://secure.crbonline.gov.uk/crsc/check> and use the details provided to run a 'status check' on the individuals' criminal record. We will also do this. If any criminal activities are disclosed please contact us immediately.



### Is there guidance available for applicants?

Yes, we have step by step guidance on our [website](#) for applicants, but they can always contact us via [localgroups@ndcs.org.uk](mailto:localgroups@ndcs.org.uk) if they have any issues.



## England and Wales: FAQs

### I've forgotten my log in details to access blank applications

Contact [localgroups@ndcs.org.uk](mailto:localgroups@ndcs.org.uk) and we can arrange for these to be re-sent.

### I've forgotten my log 'Application Management' login details and need them to be re-set

Contact [localgroups@ndcs.org.uk](mailto:localgroups@ndcs.org.uk) and we will organise this for you.

### What if an applicant already has a DBS from another role?

The applicant will need to already be registered on the Update Service for a previous DBS check to be used; the check will also need to have been Enhanced. They can complete a consent form and we can run an update. If they haven't registered, then they will need to go through a new application process, but they can then register with the Update Service meaning they won't need to re-do the process when up for renewal.

You will also need to view the original certificate and check for any disclosures.

### I can't access the site?

The website to access the system is: <https://disclosure.capitarvs.co.uk/cheqs/>.

This will open a dashboard and you will need the appropriate set of log in details to access different parts.

Please contact [localgroups@ndcs.org.uk](mailto:localgroups@ndcs.org.uk) if you are still experiencing problems.

### Do I have to physically meet with applicants?

Yes, you will need to physically verify ID documents, as per the requirements of the Disclosure and Barring Service, and log them on the system. You must not take any photocopies or keep any documents.

We understand this can be a tricky task on top of other responsibilities so we advise arranging a meeting or deadline for applicants when you send them the link to the application form.

We encourage you to view the disclosure certificate also, but again understand this is another pressure to meet for a second time. We pull off regular reports and so if any criminal activity is disclosed we will be in touch to work with you in risk assessing that individual's involvement.

### What do you do with the reports of disclosures?

We record the follow information on a secure database.

- Applicant name
- Applicant email



- Disclosure date
- Certificate number
- Applicant date of birth

This information is not shared and is for the information of the Local Groups team only.

### **What happens if an application comes back with a disclosure?**

This is one of the reasons we recommend you view the certificate or ask applicants to inform you when they have received their certificate. But, as good practice, we run fortnightly reports which will highlight if any completed DBS checks have revealed any disclosures.

If this was the case then we would work with you to risk assess that individual's involvement in the group. Please contact Gavin Davies, Head of Local Groups, on [gavin.davies@ndcs.org.uk](mailto:gavin.davies@ndcs.org.uk) if you have any concerns.

### **How do applicants register with the Update Service?**

Once you complete the ID verification stage the application is then submitted, the reference number at this stage can be used to register:

<https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>

Otherwise applicants have 30 days from the date of their certificate being issued.



## Scotland: Protecting Vulnerable Groups (PVG) Scheme

Disclosure Scotland process paper applications, and there are two different applications depending on whether the applicant is already a member of the PVG scheme or not.

The process below also applies to you, as the Designated Person, if you require a PVG check.

### How to process a PVG criminal record check



Identify who needs a check and ask them to complete a consent form.

This is for your records only.



**Tip: It's useful at this stage, to explain the process to your applicants and what they will need to do. You may find the email template [here](#) useful.**



Contact [localgroups@ndcs.org.uk](mailto:localgroups@ndcs.org.uk) with the following information.

- Applicant name (essential)
- Full postal address (essential)
- Indicate if applicant is already a part of the PVG scheme or not (essential)
- Applicant contact telephone number (optional)
- Applicant email address (optional)



A member of the local group's team will post out appropriate application forms out to individuals.



You will be notified by email when applications have been posted out to applicants, so you can make the necessary arrangements.



**Tip: Although the applicant is responsible for letting you know when they have completed the application, it is useful at this stage to give people a deadline to work to, and try and coordinate a date for you to view everyone's ID documents at the same time. This will save you time in the long run.**



Applicants should inform you once they have completed the application and arrange a time for you to meet and view their original ID documents. You will then need to complete the necessary sections of the form.



Applications should be accompanied with photocopies of the required ID documents and you will need to check these against the originals. All photocopies **MUST BE signed and dated** by you as the Designated Person to confirm it is a true representation of the individual.



Note: See [‘Who should verify my ID documents?’](#) if processing an application for yourself. We will follow up with you so that we can counter verify your ID documents via video chat.



Return all completed applications to **F.A.O. Annie Bell, National Deaf Children’s Society, Local Groups, Castle House, 37- 45 Paul Street, London EC2A 4LS.**



### CHECKLIST:

- Has the applicant completed the right type of application (i.e. previous member of PVG or joining as a new member)?
- Has the applicant completed the relevant and required sections?
- Have you checked the applicant’s original ID documentation?
- Do you have photocopies of all ID documentation viewed which can accompany the application?
- Have you signed and dated photocopies?
- Have you completed the relevant sections of the application as Designated Person for the group?
- Have you returned the applications to the Local Groups team?

Once received **a member of the Local Groups team will complete the counter-signatory section** and check through the application before forwarding on to Disclosure Scotland.



**Applicants will receive their certificates directly, a copy will also be sent to us.**



## Scotland: FAQs

### How do I get a PVG application?

Contact [localgroups@ndcs.org.uk](mailto:localgroups@ndcs.org.uk) with the following information:

- Applicant name (essential)
- Full postal address (essential)
- Indicate if applicant is already a part of the PVG scheme or not (essential)
- Applicant contact telephone number (optional)
- Applicant email address (optional)

### What if an applicant already has a PVG check from another role?

This means that they are already part of the PVG scheme and will need to complete a shorter application form to have a valid PVG check with the group.

### Do I have to physically meet with applicants?

Yes, you will need to physically verify ID documents as per requirements by Disclosure Scotland. It is a good idea to remind applicants to bring photocopies together with their original documentation, so you can sign and date copies.

We understand this can be a tricky task on top of other responsibilities so advise arranging a meeting or providing deadline to applicants.

We encourage you to view the disclosure certificate also, but again understand this is another pressure to meet for a second time. We receive a copy of all certificates so if any criminal activity is disclosed we will be in touch to work with you in risk assessing that individual's involvement.

### What do you do with the copies of the disclosure certificates?

We record the follow information on a secure database:

- Applicant name
- Applicant email
- Disclosure date
- Certificate number
- Applicant DOB
- If any disclosures are highlighted this is recorded securely on a separate database with restricted access



Once checked and recorded, copies are shredded and disposed of securely.

### What happens if an application comes back with a disclosure?

This is one of the reasons we recommend you view the certificate or ask applicants to inform you when they have received their certificate. But, as good practice, we receive copies of the disclosure certificates and will receive notification of any disclosures.

If this was the case then we would work with you to risk assess that individual's involvement in the group. Please contact Gavin Davies, Head of Local Groups, on [gavin.davies@ndcs.org.uk](mailto:gavin.davies@ndcs.org.uk) if you have any concerns.





## Northern Ireland: Access NI

Access NI applications are completed online and require access to a government website:  
[www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body](http://www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body)

Click on the above link and then select the green button to ‘**Apply for an enhanced check through a registered body**’. You will then need to register and set up an account (more details on the Pin Notification and ID Validation Form that the Local Groups team will send you, see more information below).

### Getting set up for the first time (either as a new group or a new Designated Person)



Contact [localgroups@ndcs.org.uk](mailto:localgroups@ndcs.org.uk) – they need the Designated Person’s name and email address.



You, the Designated Person, will be emailed the terms and conditions of Capita. Please accept these by email.

### Processing a check for myself and other committee members



[Identify who needs a check](#) and ask them to complete a consent form.  
**This is for your records only.**



**Tip: It’s useful at this stage, to explain the process to your applicants and what they will need to do. You may find the email template [here](#) useful.**



Email [localgroups@ndcs.org.uk](mailto:localgroups@ndcs.org.uk) with the following details for all applicants, including yourself if you need one as the Designated Person:

- Full name (essential)
- Email address (essential)



Local Groups will then email all individuals a **PIN notification & ID Validation form** and the **List of Acceptable ID**, and copy you into the email. There are step-by-step instructions within this form and on the email for applicants to follow in order to access and complete the online application, and the ID list will be useful to ensure you have the right ID documents ready.



**Hint: individuals will need to use existing account details for [www.nidirect.gov.uk](http://www.nidirect.gov.uk) or register to create an account.**



Once applicants have completed their online application and noted their 10 digit AccessNI reference number on the **PIN notification & ID Validation form**, they should inform you so that you both can arrange a time to meet, where you can view their ID documents. You will need to add the details of the ID they have showed you to the relevant sections of their **PIN notification & ID Validation form**, and sign/date to confirm that you have seen the original documentation.



You will also need to photocopy each form of ID and sign/date each photocopy, and ensure that all the relevant details of their **PIN notification & ID Validation form** have been completed.



**Note:** See ‘Who should verify my ID documents?’ if processing an application for yourself. We will follow up with you so that we can counter verify your ID documents via video chat.



Finally, you will need to either post or email a scanned version of applicants’ completed **PIN notification & ID Validation form** and **photocopies of their ID that has been signed/dated by you** to the Local Groups team. We will then email these documents to Security Watchdog (part of Capita) who will process their application.



**Applicants will receive their certificates directly, a copy will also be sent to us.**



## Northern Ireland: FAQs

### I've already registered with NI direct for something else, can I use the same log in details?

Yes you can, and it's probably best to. If you do not have an account already you can register via [www.nidirect.gov.uk](http://www.nidirect.gov.uk)

### Who do I return the PIN notification & ID Validation form and photocopies of ID to?

You can either post or email a scanned version of applicants' completed **PIN notification & ID Validation form** and **signed/dated photocopies of their ID** to the Local Groups team.

Email address: [Local.Groups@ndcs.org.uk](mailto:Local.Groups@ndcs.org.uk)

Postal address: F.A.O. Annie Bell, Local Groups, The National Deaf Children's Society, Ground Floor South, Castle House, 37 – 45 Paul Street, London, EC2A 4LS.

### Do I have to physically meet with applicants?

Yes, you will need to physically verify ID documents as per requirements by Access NI, and then complete the relevant sections on the applicant's **PIN notification & ID Validation form** to record what you've seen. It is a good idea to remind applicants to bring photocopies together with their original documentation so that you can sign and date all copies.

We understand this can be a tricky task on top of other responsibilities so advise arranging a meeting or providing a deadline to applicants.

We encourage you to view the disclosure certificate also, but again understand this is another pressure to meet for a second time. We receive a copy of all certificates so if any criminal activity is disclosed we will be in touch to work with you in risk assessing that individual's involvement.

### What do you do with the copies of the disclosure certificates?

We record the follow information on a secure database:

- Applicant name
- Applicant email
- Disclosure date
- Certificate number
- Applicant DOB
- If any disclosures are highlighted this is recorded securely on a separate database with restricted access



Once checked and recorded, copies are shredded and disposed of securely.

### What happens if an application comes back with a disclosure?

This is one of the reasons we recommend you view the certificate or ask applicants to inform you when they have received their certificate. But, as good practice, we receive copies of the disclosure certificates and will receive notification of any disclosures.

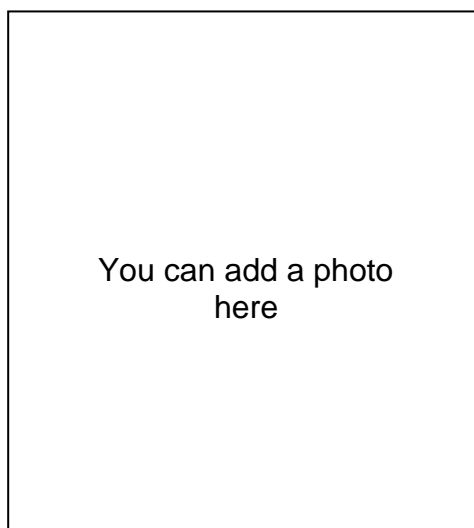
If this was the case then we would work with you to risk assess that individual's involvement in the group. Please contact, Gavin Davies, Head of Local Groups on [gavin.davies@ndcs.org.uk](mailto:gavin.davies@ndcs.org.uk) if you have any concerns.

# Helpful templates



The following pages feature some templates you may find useful. They can be adapted, personalised, printed and sent out. Please make use of them.





## Designated Person for Safeguarding profile

Hi, I'm \_\_\_\_\_

I am the Designated Person for  
\_\_\_\_\_

I am responsible for:

- processing criminal record checks for members of our committee
- sharing access to safeguarding training
- checking ID documents and criminal record certificates of applicants

You can come to me:

- if you have ANY safeguarding concerns about a child or young person in our local Deaf Children's Society
- you need a criminal record check for a volunteer role with our local Deaf Children's Society
- if you would like access to the online safeguarding training

You can support our group and help me in this role by:

- contacting me when you are ready for me to view your ID documents
- familiarising yourself with the Child Protection Policy
- understanding we all have a responsibility for safeguarding and child protection
- undertaking the free online safeguarding training

As always, the Local Groups team can be contacted at [localgroups@ndcs.org.uk](mailto:localgroups@ndcs.org.uk).



## Template 1: Initial email to applicants

You may find this example email useful to send out to applicants when starting the criminal record check process

Hi,

To remain affiliated with the National Deaf Children's Society we need to make sure that committee members have an up to date criminal record check. This is paid for by the National Deaf Children's Society and coordinated by me, your Designated Person for Safeguarding.

As this is a data sensitive task please can you complete a [consent form](#) and return to me.

### **What I need from you?**

**[Select as appropriate to your group...]**

#### England and Wales

You will need access to a computer and the internet. I will forward you a web link and some log in details, use this to access a blank application form. Make sure you put your current committee role in the 'Position Applied For' box i.e. Chair, Treasurer, Secretary, or Other – and briefly explain what it is, if applicable.

Once completed, let me know and I will arrange to meet up with you to verify your original ID documents and then finally submit your application.

You will have an application reference once it's been submitted and you can use this to register with the [Update Service](#), this means we won't need to go through this process again and your DBS check can simply be updated when up for renewal. You can also use it for other volunteer positions.

If you'd rather, you can wait until you have your certificate and use your certificate number but you will only have 30 days from the certificate date.

If you have any issues completing the application form please refer to:

[http://www.ndcs.org.uk/family\\_support/support\\_in\\_your\\_area/local\\_groups/running\\_a\\_local\\_group/child\\_protection.html#contentblock5](http://www.ndcs.org.uk/family_support/support_in_your_area/local_groups/running_a_local_group/child_protection.html#contentblock5) where you will find guidance for applicants.

#### Scotland

Please send me the following information.

Applicant name (essential)

Full postal address (essential)

Indicate if applicant is already a part of the PVG scheme or not (essential)



Applicant contact telephone number (optional)

Applicant email address (optional)

I will forward this to the Local Groups team at the National Deaf Children's Society who will post out the appropriate application form and guidance. Once completed, let me know and I will arrange to meet up with you to verify your original ID documents, you will need to have photocopies of these documents so I may sign and date them to accompany your application.

If you have any issues completing the application form please refer to:

[http://www.ndcs.org.uk/family\\_support/support\\_in\\_your\\_area/local\\_groups/running\\_a\\_local\\_group/child\\_protection.html#contentblock6](http://www.ndcs.org.uk/family_support/support_in_your_area/local_groups/running_a_local_group/child_protection.html#contentblock6) where you will find guidance for applicants

### Northern Ireland

I will forward your email address to the Local Groups team, you will receive further instructions and a form attached from Security Watchdog part of Capita plc.

Please follow these instructions, and once you have completed the online form please let me know and I will arrange to meet up with you to verify your original ID documents.

If you have any issues completing the application form please refer to:

[http://www.ndcs.org.uk/family\\_support/support\\_in\\_your\\_area/local\\_groups/running\\_a\\_local\\_group/child\\_protection.html#contentblock7](http://www.ndcs.org.uk/family_support/support_in_your_area/local_groups/running_a_local_group/child_protection.html#contentblock7) where you will find guidance for applicants.

Yours,

## Criminal record check consent form

The National Deaf Children's Society (NDCS) is committed to supporting local groups to safeguard the children and young people in their care, confidently and effectively.

To help do this they offer:

- free online child protection and safeguarding training
- free criminal record checks across the UK
- for groups in England and Wales, the opportunity to register with the DBS [Update Service](#), which enables them to take their certificate from role to role within the same workforce where the same type and level of check is required.
- a [Child Protection Policy](#) document for all groups to adopt and put into practice
- support and guidance from our central [Local Groups team](#), including if any safeguarding issues arise
- free downloadable forms and resources for groups to use and share.

### Criminal record checks

As the local deaf children's society **Designated Person for Safeguarding**, it is my responsibility to coordinate criminal record checks of committee members. This is paid for by NDCS and provided by an external company Security Watchdog, part of Capita plc.

I will need to share personal information with NDCS and Security Watchdog, so require consent to do so. Information resulting from your criminal record check will also be shared

### What information will be shared?

Below is some of the standard information that will be shared:

- Name
- Email
- Postal Address
- Date of Birth
- If your certificate discloses any criminal activity *(if it does then I will risk assess your involvement in the group with the Head of Local Groups at NDCS, it doesn't necessarily mean you cannot be part of the group.)*

### What if I don't want to consent or change my mind?

A criminal record check CANNOT be carried out without your consent, and you have the right to withdraw your consent at any time.

-----  
Name: (please use block capitals)

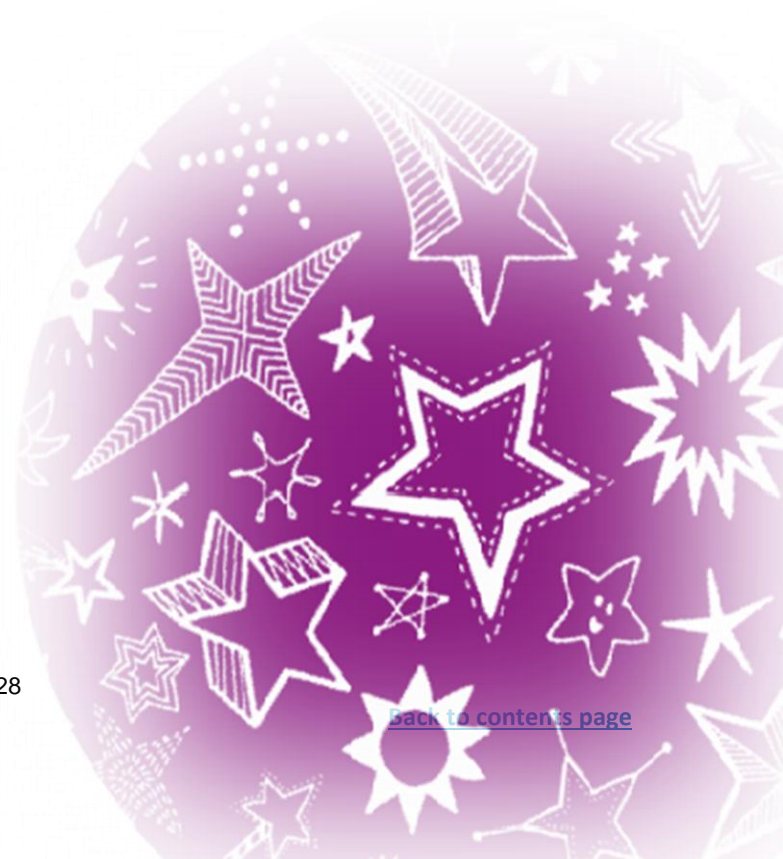
Signature:

Date: 27/06/2019

## Useful hints and tips

The role of DP can be quite time consuming, as it depends largely on applicants doing their bit and meeting up with individuals. You might find it useful:

- to bulk process applications – do a number of individuals at the same time
- give applicants a deadline to complete their part of the process
- time this deadline in accordance with an event where you know you will all be meeting, such as an AGM
- keep information secure and any personal data private
- ensure you have a record of consent from all applicants. This is for your records but is in accordance with Data Protection legislation
- try to encourage all applicants to sign up to the Update Service, if your group is based in England or Wales, it will save you a job in the future!
- familiarise yourself with the Child Protection Policy and ensure that you know what to do and who to contact should any issues arise
- share this information with your committee; perhaps have Safeguarding as a continuous agenda item so you discuss criminal record checks, training or contacts



## Useful links and downloads

### Disclosure and Barring Service

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

### Protecting Vulnerable Groups

<https://www.mygov.scot/pvg-scheme/>

### Access NI

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

### Update Service

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

### Child Protection Policy

### DBS ID Guidance

### Access NI ID Guidance

### PVG ID Guidance

### Safeguarding training

<https://ndcs.clcmoodle.org>

### NSPCC

[www.nspcc.org.uk](http://www.nspcc.org.uk)

