



DBS DROP IN SESSIONS

If you hold one of the following roles within the life of the Church your DBS **must** be renewed every four years.

Who needs a DBS?

- Pastoral Visitors
- Anyone working with Children in the name of the Church e.g. Youth Group Leaders, Music Group Leaders, Sunday School Teachers
- Church/Circuit Stewards
- Treasurer
- Local Preachers/Worship Leaders
- Church Safeguarding Officer
- Choir/Music/Drama Group Leaders
- Anyone leading activities targeted at adults who are vulnerable e.g. fellowship group etc.
- Monitoring and Support Group Members for Safeguarding Contracts

Warmly invited but not mandatory:

- Property Stewards and other keyholders
- Caretakers
- Church/Circuit Meeting Secretaries
- Church/Circuit Administrators

When and where can I get a DBS from?

Rev. Rachel Moss is holding drop in sessions on the following dates/times where you can come along with your paperwork for the process to be started.

Saturday	22/10/22	10:30 – 12:00	Rachel's Manse - <i>Contact Rev. Rachel for address</i>
Tuesday	25/10/22	10.00 – 11.30	OASIS, Unit 6, The Delph Swadlincote Town Centre
Thursday	10/11/22	7.00pm – 8.30pm	Church Gresley Methodist Church
Saturday	19/11/22	10.30 – 12.00	Trinity (Linton) Linton Heath, Linton, RM will be available during the Christmas Fayre

If you can't make any of those dates/times please get in touch with Rev. Rachel Moss
rachel.moss@methodist.org.uk, 01283 214080

What information do I need to bring with me?

1. Your current full name and address
2. Any other names you have used, along with the dates you started and stopped using them
3. A full and continuous address history for the past 5 years, including UK postcodes
4. Your passport details, if you have one
5. Your UK driving licence details, if you have one

What documents do I need to bring with me?

The application process requires that you produce a number of **original** documents to support the data you will provide on the online application form. All documents must be in your **current name** (excluding UK Birth Certificate). At least one document must show your **current address** and one must show your **date of birth**.

The acceptable documents are divided into the 3 groups shown below. If you own a valid Passport and/or UK photocard drivers licence, you must produce these, plus 1 or 2 additional documents from any group to make a **minimum of 3 documents in total** for a Route 1 Application.

If you do not own a valid UK Passport, UK photocard Drivers Licence, original UK Birth Certificate, Adoption Certificate **and** you are an UK Citizen, then you can proceed with a Route 2 application. This will require 1 document from Group 2a PLUS 2 other documents from either Group 2a or 2b **and** consent to DDC undertaking an Identity Validation Check.

If you are applying for **paid work** from a non-UK country you must provide one primary document to **confirm your 'right to work' in the UK**, plus two documents from any group. For the full list of documents and requirements please see www.ddc.uk.net/help-advice/guidance-for-applicants. *Non-UK applicants applying for voluntary roles, can only use Route 1 with no requirement to prove a 'right to work'.*

UK citizens who cannot produce the required documentation will need to apply using the DBS's paper application form and attend a local police station to have their fingerprints taken.

How Are the Documents Grouped?

Group 1 Documents

- Any current and valid Passport
- UK Biometric Residence Permit
- Current UK/Isle of Man/Channel Islands Driving Licence
- UK/Isle of Man/Channel Islands Birth Certificate (issued within 12months of birth)
- UK and Channel Islands Adoption Certificate

Group 2a Documents

- Current, non-UK Photocard Driving Licence
- UK/Isle of Man/Channel Islands Paper Drivers
- UK Birth Certificate (issued 12+ months after DOB)
- UK Marriage / Civil Partnership Certificate
- UK HM Forces ID Card
- UK/Isle of Man/Channel Islands Firearms Licence

Group 2b Documents

- UK mortgage statement*
- UK/Channel Island bank or building society statement**
- UK bank account opening letter**
- UK credit card statement**
- UK financial statement (eg pension)*
- P45* or P60*
- Council tax statement*
- Valid UK work permit or visa
- Valid letter of employer sponsorship
- Utility bill**
- Benefit statement**
- Government correspondence (eg HMRC)**
- Valid EEA National ID card
- Irish Passport card
- Valid 'PASS' card
- Letter from Headteacher or Principal (16 to 19 year olds only)

*Issued in the last 12 months

**Issued in the last 3 months