



## DBS guidance for volunteering during Covid-19

This list is not exhaustive but provides examples of the type of volunteering support which will require a DBS. If you have any further questions please contact the Diocesan Safeguarding Team.

Type of volunteering	Safer recruitment	DBS required
Supporting 'behind the scenes' i.e. if helping package parcels at a food bank where the person has no sensitive personal information about the individuals being supported and does not have contact with any individuals requiring support.	Full process	No
Dropping off cooked meals to an individual household	Full process	No
Collecting and dropping off food/essential items which have been provided by an organisation i.e. food bank	Full process	No
Collecting and dropping off food/essential items <b>which does involve</b> exchanging money or is a personal purchase of the individual i.e. online food shop collection	Full process	Yes
Collecting and dropping off medication or any other items relating to a person's health	Full process	Yes
Driving items to and from a 'hub' or 'distribution point' but <b>NOT</b> visiting households	Full process	No
Telephone support with individuals offering pastoral support	Full process	Yes
Supporting individuals who would usually come under the term 'vulnerable adult' not due to Covid-19	Full process	Yes
Offering any level of support or care to children under the age of 18 including online support	Full Process	Yes



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### Additional notes:

- If a volunteer has an existing **Enhanced DBS** which was issued within the last 5 years and has been issued by another organisation then in these exceptional circumstances we can agree to the DBS being accepted providing **a reference is obtained** from the organisation the DBS is with.
- If a volunteer has an **existing DBS from another church** then again this can be accepted and as above a reference from their church
- If the person has a DBS with the update service then please complete the attached form and email it to the Diocesan Safeguarding Team asap
- All DBS that are issued outside of your church (in that you don't have a record of them) must be seen either by them being scanned in or / photographed and emailed to the PSO or viewed over a video media where you can see the number, date of issue and that no criminal convictions are listed on the certificate.
- If you view a DBS which is blemished i.e. it states 'Please wait to view applicant certificate' you must contact the Diocesan Safeguarding Team for advice.

### Instructions for verifying the DBS:

It is really important that you follow the crib sheet below

- Get on to APCS in the usual way clicking through the links
- Check their documents against the application as usual and tick the relevant boxes i.e. name address date of birth and the documents you have seen
- Role: Home visitor (this is for all the roles)
- Workforce: Adult workforce only
- Regulated activity for adults: tick the box
- Regulated activity for children: untick the box
- Volunteer: make sure this is ticked