Our Commitment to You

- Our dedicated team are committed to assisting you in all areas of safeguarding. The Disclosure Service Team are available during office hours to help and guide you with the process of applying for DBS checks for you and your workers. There is also a CCPAS 24 hour Helpline (0303 003 11 11) for urgent assistance.

- We aim to deal with all requests for disclosures on the day of receipt. The DBS turnaround for paper checks is generally between 2 and 8 weeks. Online checks are considerably quicker. In a survey 41% of our online applications were completed in one day. Very occasionally some police forces cause delays and the process takes much longer. We will automatically chase the relevant Police Force for online applications.

- We are committed to working within the security procedures laid down in the DBS Code of Practice and the Police Act 1997.

- We are available to provide impartial advice in individual circumstances, although the decision on whether or not to appoint someone is a matter for your church/organisation alone (unless the worker is in Regulated Activity and has been barred from working with children and/or vulnerable adults). CCPAS is a professional Safeguarding Agency and this advice will be provided by experienced child protection workers.

- If concerns arise about our level of service, they should be discussed initially with our Disclosure Service staff. If the matter cannot be resolved, and you wish to make a formal complaint, this should be made in writing to the CCPAS Executive Director of Safeguarding PO Box 133, Swanley, Kent BR8 7UQ. Complaints to the DBS should be addressed to the Director of Operations, PO Box 3961, Wotton Bassett, SN4 4HF.

Your Commitment to CCPAS

In registering with the CCPAS Disclosure Service your church/organisation has agreed to follow the procedures contained in the document 'Welcome to the CCPAS Disclosure Service'. This includes following safer recruitment policies and procedures and complying with policies laid down by the Disclosure and Barring Service, including their Code of Practice, Equal Opportunities policies and those relating to the handling of criminal records information. We cannot stress enough that the DBS expectations have the force of law. If DBS policies are not complied with, applicants might have a valid case for formal complaint.

As an organisation working to CCPAS requirements you are obliged to:

- Provide information that is accurate and complete to the best of your knowledge, and ensure that all applications satisfy the criteria laid down for Disclosures.

- Take all reasonable steps to verify the identity of each applicant for Disclosure.

- Work within the DBS Code of Practice and in particular the laid down policy in relation to the rehabilitation of offenders and security of information.

- Work with CCPAS exclusively as an umbrella organisation for the DBS unless required to use the services of a regulatory authority in relation to certain specific activities. Where this happens, CCPAS must be informed and be given the necessary contact details of the other umbrella organisation involved.
- Inform CCPAS immediately of any breach of confidentiality or other requirement of the DBS. In such circumstances, the church/organisation understands that CCPAS would be required to inform the DBS of the situation.
- Meet the agreed CCPAS charges for the service.
- Cooperate with CCPAS enquiries, investigations or Quality Assurance visits which may be required as an umbrella body.
- Terminate these arrangements by giving notice in writing.
- Notify CCPAS immediately in the event of changes that materially affect the ability of your church/organisation to meet any of these requirements.
- If the organisation is transferring to another umbrella body, a letter of resignation should be sent to CCPAS giving details of the new umbrella body and proposed date of transfer.

Registering with the CCPAS Disclosure Service

Carrying out criminal records checks is just one part of a safer recruitment policy. For this reason, we only provide the Disclosure Service to CCPAS members, as we want to encourage users to follow good practice, and use the support of our charitable services in the work of safeguarding children and adults. If your group are not currently members you can join CCPAS and the Disclosure Service simultaneously by completing the Registration Form in Appendix 1. Full details of the benefits of membership can be found at http://www.ccpas.co.uk/provide

Paper or Online Checks?
You can opt to do your DBS checks either using the paper system or our online system. Almost all of our members now use the online system for the reasons outlined below.

Online (Ebulk) DBS Checks
The benefits of our fully secure system are many and varied, including:

- Faster recruitment decisions – the system can reduce overall processing time by at least 5-10 days
- No postage costs
- Reduced manual administration saving time and hassle
- Greatly reduced error rates due to self-validating mandatory fields – no forms returned in the post
- Electronic Disclosure results for all clear applications - this means you only have to view the applicant's certificate if they have a blemished disclosure

The system involves the applicant completing an online disclosure application form via our fully secure system, and forwarding the form electronically to the Recruiter. This form will, in turn, be electronically forwarded to us after the Recruiter verifies certain sections and identity documents. After being checked by us the form continues its electronic journey straight to the DBS. It is possible that the whole process, from the applicant completing their form to its arrival at the DBS could take less than one working day!

Training

CCPAS training and support to the Recruiters and the wider church/organisation is second to none. We have over many years run basic child protection awareness programmes, 'Facing the Unthinkable', which are held in various parts of the country. Free places are available on this training for our member organisations' Lead Recruiter and named Senior Leader. A DVD course of the same name is also available along with online training on safer recruitment, internet safety and other relevant subjects. See: https://www.ccpas.co.uk/shop/online for more details. In addition we have video tutorials to assist Recruiters with our online DBS system.

How to Register

To register for the Disclosure Service and become a member, the church or organisation will need to agree to formally adopt a policy on the fair treatment of all applicants. A model Equal Opportunities Statement is downloadable for the members area of our website: www.ccpas.co.uk/Disclosure/CCPASModelEOS.pdf

All organisations must also adopt a policy on the handling and safe keeping of information www.ccpas.co.uk/Disclosure/HandlingStorage.pdf and agree to work within the DBS Code of Practice. These documents should be formally adopted and kept securely. We accept that an organisation may still be working on these documents at the point application is made to join the CCPAS service; however, they must have been formally adopted and available to applicants before the Recruiter begins to process checks for workers.

Please complete and return the *CCPAS Disclosure Registration Form* (found at the back of this document) including the Direct Debit section. (If you already have a Direct Debit arrangement for CCPAS membership you need only complete the form, not the Direct Debit mandate.)

On joining, new members will be sent a CCPAS membership pack containing various leaflets, DVD and information on how to proceed to gain clearance for the Lead Recruiter.

If you are already a member and you have not received details for Recruiter clearance procedures, please call the Disclosure Unit quoting your membership number.

Registration Checklist (for your information only)

- ☐ Adopt/working on an Equal Opportunities Statement
- ☐ Adopt/working on a Handling and Safe Keeping of Information policy
- ☐ Agree to work within the DBS Code of Practice

  Choose a process option - either:

  - ☐ Online **or**
  - ☐ Paper

  Complete the Registration Form - as either:

  - ☐ New member (complete all sections) **or**
  - ☐ Existing member with DDR already in place (complete sections A & B)

Contacting the CCPAS Disclosure Service

The Disclosure Service is open 9am - 5pm every weekday.

The dedicated telephone line is:
0303 003 11 11, Option 1

Email: disclosure@ccpas.co.uk

Website: www.ccpas.co.uk

CCPAS Membership and/or Disclosure Registration Form

Please complete in **BLOCK CAPITALS & BLACK INK** and return in an envelope marked **Confidential** to **Disclosure Service, CCPAS, PO Box 133, Swanley, Kent, BR8 7UQ.**

Section A - this section must always be completed.

Organisation details

Are you a CCPAS Member already? YES/NO If YES membership number: _____

Organisation name: _____

Contact name: _____

Contact Address: (This must be the address where contact can be made with the Recruiter and where post can be securely received)

_____

Post Code: _____ Tel no: _____

Email: _____

Name and Telephone Number of Senior Leader in Church/Organisation ***(This must be someone other than the Recruiter or a relative of the Recruiter)***

Name: _____ Tel no: _____

Registered address *(if different from above)* _____

_____ Post Code: _____

Organisation Type *(eg Church, Charity, School etc)* & Denomination *(if church)*: _____

Statutory Details *(company/charity numbers if applicable)*: _____

Any previous names your organisation has been known as: _____

How did you become aware of CCPAS? _____

Section B - Only to be completed if registering for DBS checks

Lead Recruiter Details: **PAID WORKER / VOLUNTEER** *(Delete as appropriate)**

Mr/Mrs/Miss/Ms/other: _____ Surname: _____

Forenames: _____

Date of birth: _____ Daytime tel no: _____ Mobile: _____

Email: _____ (An email address for the Lead Recruiter is essential)

If you have not deleted this as applicable we will assume you are a paid worker and charge accordingly.

CCPAS Use only - where applicable	
Org set up on EBulk	Recruiter's Acceptance sent
Invitation to Recruiter sent	Checked by
Applicant Manager set up	

Statement by Church / Organisation

This church/organisation is responsible for appointing individuals that have regular or intense contact with children and/or vulnerable adults. In registering with the CCPAS Disclosure Service, we agree to comply with all the requirements contained in the Disclosure and Barring Service Code of Practice and other DBS procedures and processes. In particular, we confirm that we have adopted policies for the recruitment of offenders and safe storage of information in line with DBS expectations. We will not communicate, disclose or make available all or any part of confidential information to any third party and we will abide by the UK Data Protection Legislation and GDPR.

We undertake to keep CCPAS informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations. We enclose:

1. Completed direct debit form to facilitate payment of my annual donation and subsequent charges. This is ESSENTIAL and should only be left blank if you have already completed one for earlier membership.

2. An Enhanced Disclosure Certificate for the proposed Lead Recruiter dated less than three years ago. (If you do not have an existing Certificate full details of the procedure for clearing you as a Recruiter will be enclosed in your membership pack.)

Signed: _____ Date: _____

Lead Recruiter

Print Name: _____ Position: _____

Are you eligible for a DBS check? If so how? _____

Does your role involve you working with children or vulnerable adults at your own home? YES/NO

Please tick **ONE BOX ONLY** to indcate what introductory offer you would like to receive either:

1. ☐ 10 FREE paper DBS checks for volunteers **OR**
2. ☐ FREE registration for Online DBS checks - If selecting this option you agree to abide by the EBulk terms and conditions found at www.ccpas.co.uk/Disclosure/FairProcessing.pdf

Section C - Payment section must always be completed for new members

The annual subscription for CCPAS membership is £120.

In becoming a CCPAS member we agree to make an annual subscription of £120**.

I enclose: *(please tick appropriate box)*

☐ **Direct Debit** - our preferred method of payment and **MUST** be completed for those registering for DBS Disclosures

☐ **Cheque/Online*/ Phone*** - only applicable for those **NOT** registering for DBS Disclosures

Instruction to your Bank or Building Society to pay by Direct Debit

DIRECT Debit

Please fill in the form and send to: CCPAS PO Box 133, Swanley, Kent, BR8 7UQ

Name and full postal address of your Bank or Building Society

To: The Manager — Bank or Building Society

Address:

Post Code:

Name(s) of Account Holder(s)

Branch Sort Code

Bank/Building Society account number

Originator's Identification Number

4	1	0	7	1	4

Reference Number - For office use only

Instruction to your Bank or Building Society

Please pay *Churches' Child Protection Advisory Service* Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with *Churches' Child Protection Advisory Service* and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

**Payment can be made by credit card online or by phone if you are NOT registering for DBS Disclosures at www.ccpas.co.uk or 0303 003 11 11.*

***If you are unable to pay £120 subscription please contact info@ccpas.co.uk*