

July 2020 - Safeguarding support from Thirty-One-Eight

Further temporary changes to ID checking guidelines

In addition to the previous changes, the DBS has recently become aware that it is taking longer than usual to process UK passport applications, as a result of the coronavirus (COVID-19) outbreak. In response to this, the DBS will temporarily allow expired UK passports to be used for ID checking purposes, if within 6 months of their expiry date. The applicant must be in possession of their expired passport, to use it as an identity document. We have added this change to our existing [webpage](#) that was circulated to Recruiters containing the previous changes to ID checking.

It's important to note that this change only applies to UK Passports and whilst DBS will allow passports within 6 months of their expiry date to be used however organisations are not obliged to accept them.

Free video-on-demand from our recent webinar - Safeguarding Vulnerable people during COVID-19.

As churches continue to respond to the changing guidance in relation to Coronavirus, it's never been more important to consider how we rise to the challenge of keeping those in our church community, and wider society who may be vulnerable, safe. The opportunity for the Church to reach out to their communities at this time is huge, but not without its risks. How do we do this safely both for those we are caring for and for our teams? This is not a 'tick box' exercise, but one that will make all the difference between helping keep people safe or potentially creating additional risk.

In response to the situation, we launched this free 15-minute webinar (that is now available as a [video-on-demand](#)), although not safeguarding training, it gives some important tips and advice on the areas to focus on to ensure your church activities are safer for all during this time. Further information along with the YouTube video can be viewed [here](#).

COVID-19 blogs and podcasts

In addition to the oversubscribed COVID-19 webinar, we have added several [blogs](#) and [podcasts](#) to our website on the subject, which contains lots of tips and advice on safeguarding during the pandemic.

Reports on Ebulk - clarification around certificate renewal date box

In my last update, I drew attention to the custom report section of Ebulk which is an extremely powerful tool which is often underused by Recruiters. In encouraging the use of this, I highlighted a specific box that can be ticked within a custom report to include a column that would display the renewal date for an application. In the time after circulating this update, it has come to my attention that this renewal column that is added to the spreadsheet is not functioning as expected. For applications submitted before 2018, the column in the report which displays the renewal date is currently showing as 3 years rather

than 5, however, any checks processed after 2018 are displaying correctly. This is something that has been flagged up with our software providers.

In the meantime, if someone wanted an excel spreadsheet to calculate a renewal date for a DBS check there is a simple formula that can be used and dragged down the document. The formula " $=X+1827$ " can be used to automatically calculate the renewal date if X is replaced with the cell containing the certificate issue date.

'Employment at risk' escalation

I wanted to make you aware of a different type of escalations that can be carried out in addition to the normal procedures if an application has been with the police at stage 4 for at least 28 days and there is a deadline where if the certificate is not issued the person will lose their job or the offer of employment will be withdrawn. It is important to stress, risk to employment escalations are not a guarantee the application will be completed by the date given but it is escalated with the police as a critical case by the DBS.

This type of escalation can only be requested by us (as DBS countersignatures) and we will need to provide the DBS with the following details: deadline date, organisation name and contact details of a representative from the organisation involved in the employment process. The DBS will not contact the person from the organisation but they need this as there is a very small chance the police may need to contact them for clarification.

There may not be many situations where this is applicable but one where it can be particularly useful is with applications for licensing or ordination. If the application is taking longer than it should and it is approaching the deadline, it may be possible to request this type of escalation. If you feel, there is an application that would be eligible for employment at risk escalation, please contact me directly on 0303 003 11 11 (Ext 2204) or accountmanager@thirtyoneeight.org