



## Quick Start Guide for the Baptist Union of Great Britain

Welcome to your new DBS online application system provided by Due Diligence Checking Limited.

Due Diligence Checking Limited are the new provider for the DBS checking service for the churches, associations and colleges that form the Baptist Union of Great Britain. In this Quick Start Guide for verifiers you will find some introductory information about the online process. We will begin processing checks on behalf of the Baptist Union of Great Britain from 1<sup>st</sup> November 2015 onwards. Details of the paper-based application process are available from our website [www.ddc.uk.net/baptists](http://www.ddc.uk.net/baptists).

This guide is for you as a verifier, which we would encourage you to use. Applicants are guided through the process as they complete their online form, so you do not need to give them a copy of this guide. We will be sending you your log in details on 1 November 2015, and if you would like more detailed information you can find this on our "How To" pages in the client area of our website when you log in.

If you need any assistance as you start to use the system you are welcome to contact our support team on 0116 260 3055 or to contact us by email at [contact@ddc.uk.net](mailto:contact@ddc.uk.net). You can also use the link that will be on the Baptists Together website from 1<sup>st</sup> November 2015. Our support team for the Baptist Union is led by Helen Palethorpe and Kim Scullion so please feel free to ask for them by name, although all of our support staff can assist.

On behalf of the team at DDC, we look forward to working with you, and to supporting the churches, associations and colleges that form the Baptist Union of Great Britain.



**Jonathan Bazely**  
DDC Director

Working in partnership with:



## Contents

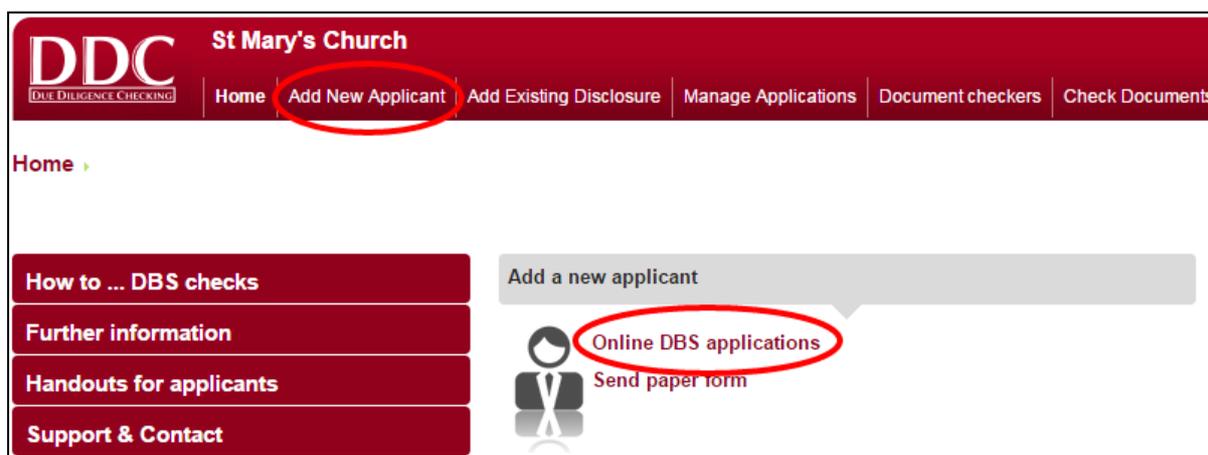
|  |    |
|--|----|
| Welcome Note .....                               | 2  |
| Contents.....                                    | 3  |
| Logging In .....                                 | 4  |
| Adding an Applicant .....                        | 4  |
| Checking an Applicant’s Identity Documents ..... | 7  |
| Tracking Applications .....                      | 10 |
| Settings.....                                    | 11 |
| Frequently Asked Questions .....                 | 12 |

## Logging In

1. You will receive your log in details by email or post directly from DDC on 1<sup>st</sup> November 2015. If you do not receive your username and password at the beginning of November 2015 or have misplaced it please contact one of the team on 0116 260 3055 and we be happy to help.
2. Once you have received you login email, please go to the DDC website via the link contained in the email, or direct to [www.ddc.uk.net](http://www.ddc.uk.net)
3. If you wish to read more about the process there are specific webpages for the BUGB ([www.ddc.uk.net/baptists](http://www.ddc.uk.net/baptists)). You can also click on the link at the top of this page to log-in.

## Adding an Applicant

1. To initiate a DBS check for a new applicant, click on either the “**Online DBS applications**” or “**Add new applicant**” links on the Client Area home page.



DDC St Mary's Church

Home Add New Applicant Add Existing Disclosure Manage Applications Document checkers Check Documents

Home >

How to ... DBS checks

Further information

Handouts for applicants

Support & Contact

Add a new applicant

Online DBS applications

Send paper form

2. Fill in the details as requested on screen, selecting the applicant's job role from the drop down menu and input any of your own references in the ID section.

**St Mary's Church**  
[Home](#) | [Add New Applicant](#) | [Add Existing Disclosure](#) | [Manage Applications](#) | [Document checkers](#) | [Check Documents](#)

**Home** >

## New Applicant (online form)

**SUBMIT - Applicant present. I will input data**   **SUBMIT - Applicant to input own data**

**PERSONAL**

\* Title \*    
\* Forename \*    
Middle    
\* Surname \*    
\* Date of Birth \*  DD/MM/YYYY

**CONTACT**

\* Contact telephone number (mobile preferred) \*    
Daytime telephone number    
We will send the access codes to this email address. If the applicant does not have an e-mail address please enter your own address, and only click on the '**SUBMIT - Applicant present, I will input data**' button. You will need to enter data for the applicant.   
\* Email \*    
\* Confirm Applicant Contact Email \*

**JOB**

Role    
\* Applicant Employment Status \*    
Your reference: Applicant ID    
Your reference: Location ID    
Any extra comments that require action by DDC

- Click **“Submit”** to create the applicant on the system. If the applicant is present, click the **‘Submit - Applicant present’** button to go directly to the blank application form and fill in the applicants details immediately. If the applicant will complete the form in their own time, select **‘Submit - Applicant to Input own data’**. The applicant is then automatically sent an email containing a link to the online application form.

\* Email \*

\* Confirm Applicant Contact Email \*

JOB

Role

\* Applicant Employment Status \*

Your reference: Applicant ID

Your reference: Location ID

Any extra comments that require action by DDC

[SUBMIT - Applicant present. I will input data](#) [SUBMIT - Applicant to input own data](#)

- The applicant should make contact and bring you their identity documentation once they have completed the application form. DDC can notify you when an applicant has completed their form. Just let one of the DDC team know when you speak to them or contact DDC.
- You can view the list of created applicants via the **‘Manage Applications’** link. For more information on this feature, see the Tracking Applications section of this guide.

DDC St Mary's Church Welcome, Client Area Demonstration Logout

Home Add New Applicant Add Existing Disclosure **Manage Applications** Document checkers Check Documents

Home > Search for applicant

How to ... DBS checks Further information Handouts for applicants Support & Contact

Add a new applicant Add an existing disclosure

Online DBS applications Send paper form To include applicant in re-check reminders

Document checkers Manage current applications

Manage existing Document Checkers Add new Document Checker Edit your location details Show all applications Forms with applicants Applications with DBS or Disclosure Scotland Completed Applications

## Checking an Applicant's Identity Documents

After the online application form has been completed, the applicant is required to present you with some identity documents. You are responsible for ensuring the details entered into the online form correspond to those on the documents presented, and that the documents are genuine. As an option, DDC can send you an email when the applicant has filled in their online application form and this step is ready to be completed.

1. When an applicant brings you their documents, log into the Client Area again. Either click on **“Check Documents”** at the top of the screen and an applicant list will appear or, type the applicants name in the **“Check an applicant's documents”** search bar.

The screenshot shows the DDC St Mary's Church Client Area. The top navigation bar includes links for Home, Add New Applicant, Add Existing Disclosure, Manage Applications, Document checkers, and Check Documents (circled in red). The main content area features a sidebar with links for DBS checks, further information, handouts, and support. The central content is organized into sections: 'Add a new applicant' with options for online or paper forms; 'Document checkers' with options to manage existing checkers, add new ones, or edit location details; and 'Check an applicants documents' which includes a search bar with the placeholder text 'name' (circled in red).

2. Click on the appropriate applicant name.

- The applicant status screen will appear. Next to the “**Document Checks**” status this will say “**Document Checks not started**”. Click on this status.

**DDC** St Mary's Church  
 Home | Add New Applicant | Add Existing Disclosure | Manage Applications | Document checkers | Check Documents

Home > Applicants >  
**Test Tester Overview**  
 Applicant status: **Applicant Form Submitted**

|                                 |                             |
|---------------------------------|-----------------------------|
| <b>Initial Application Form</b> | Received by DDC             |
| <b>Applicant Online Form</b>    | Submitted to DDC            |
| <b>Document Checks</b>          | Document Checks not started |

- The applicant should have nominated some identity documents to present to you. Click on each one and answer the questions about the document.

**Nominated/Checked Documents**

**How to check documents**

Based on the information provided in previous screens, some documents may have been pre-nominated. These documents are shown below. To complete the document checking step, **click** on the document name below. When the checking stage is complete for that document, "Yes" will be displayed in the "Verified?" column. If the applicant has not nominated enough documents or some of those nominated have proved to be unacceptable, you can select more from the "Acceptable Documents" section below. You can enter as many documents as you wish.

| Document(s)                                  | Issuer | Group | Confirms DOB | Confirms Address | Verified? |
|--|--------|-------|--------------|------------------|-----------|
| Passport                                     |        | 1     | Yes          | -                |           |
| Utility Bill                                 | Eon    | 2b    | -            | Yes              | Yes       |
| UK or EEA Bank or Building society statement | HSBC   | 2b    | -            | Yes              | Yes       |

If the applicant **cannot provide sufficient documents** [\[link\]](#) we may have to use the fingerprints route.

**When you have checked enough documents a "Submit" button will appear below this text.**

- If documents have not been nominated, or more documents are needed, you can select more from the 'Acceptable Documents' section

**Acceptable Documents**

### Nominating Further Documents

To nominate or check further documents, please **click** on a document from the list below.

#### Group 1 - Primary Trusted Identity Credentials

- UK Adoption Certificate
- UK Birth Certificate (Issued within 12 months of D.O.B)
- UK Photocard Drivers Licence
- EU Photocard Drivers Licence

#### Group 2a - Trusted Government/State Issued Document

- UK Birth Certificate (Issued 12+ months after D.O.B)
- UK Firearm Licence
- UK Drivers Licence (Paper)
- EU Drivers Licence (Paper)
- Non-EU/UK photocard Driving Licence (Only valid for 12 months after entry into the UK)
- HM Forces ID Card
- UK Marriage / Civil Partnership Certificate

#### Group 2b - Financial/Social History Documents

- UK or EEA Bank or Building society statement Less than 3 months old
- Benefits Statement e.g. Child Allowance, pension etc. Less than 3 months old
- British Work Permit/Visa Less than 12 months old
- Correspondence or Personalised document from a local or central UK Government body Less than 3 months old
- Council Tax Statement Less than 12 months old
- UK Credit Card Statement Less than 3 months old
- UK Financial statement (e.g. pension, endowment, ISA etc.) Less than 12 months old
- Letter from a Head Teacher or College Principal Less than 3 months old
- UK or EEA Mortgage Statement Less than 12 months old
- PASS Card
- Sponsorship Letter (Overseas applicants only)
- Photo ID Card (EU)
- P60 Less than 12 months old Requires N.I. number
- P45 Less than 12 months old Requires N.I. number
- Documents from the UK Borders Agency
- Utility Bill Less than 3 months old
- State Entitlement Letter Less than 3 months old

#### Legend

Less than 3 months old  
Document must be issued within 3 months from the present date

Less than 12 months old  
Document must be issued within 12 months from the present date

Requires N.I. number  
You must have entered the National Insurance number in the form data to submit this document

- After answering questions for each document a "Submit application" button will appear. Click this and the application will now be submitted to DDC.

### Nominated/Checked Documents

#### How to check documents

Based on the information provided in previous screens, some documents may have been pre-nominated. These documents are shown below. To complete the document checking step, **click** on the document name below. When the checking stage is complete for that document, "Yes" will be displayed in the "Verified?" column. If the applicant has not nominated enough documents or some of those nominated have proved to be unacceptable, you can select more from the "Acceptable Documents" section below. You can enter as many documents as you wish.

| Document(s)                                  | Issuer | Group | Confirms DOB | Confirms Address | Verified? |
|--|--------|-------|--------------|------------------|-----------|
| Passport                                     |        | 1     | Yes          | -                | Yes       |
| Utility Bill                                 | Eon    | 2b    | -            | Yes              | Yes       |
| UK or EEA Bank or Building society statement | HSBC   | 2b    | -            | Yes              | Yes       |

**The documents submitted fulfill check requirements. You may now submit this application to eBulk.**

**Submit application**

## Tracking Applications

1. To see the status of applications already initiated click **“Manage current applications”** or **“Manage Applications”**

The screenshot shows the DDC St Mary's Church dashboard. The navigation menu includes 'Home', 'Add New Applicant', 'Add Existing Disclosure', 'Manage Applications' (circled in red), 'Document checkers', and 'Check Documents'. The main content area has several sections: 'How to ... DBS checks', 'Further information', 'Handouts for applicants', and 'Support & Contact'. There are also buttons for 'Add a new applicant' and 'Add an existing disclosure'. The 'Manage current applications' section is circled in red and contains options: 'Show all applications', 'Forms with applicants', 'Applications with DBS or Disclosure Scotland', and 'Completed Applications'.

2. From this section, you can sort applicants into categories, order them or search for individual applicants. To find out more about the progress of a particular applicant, click on **‘Current Status’**

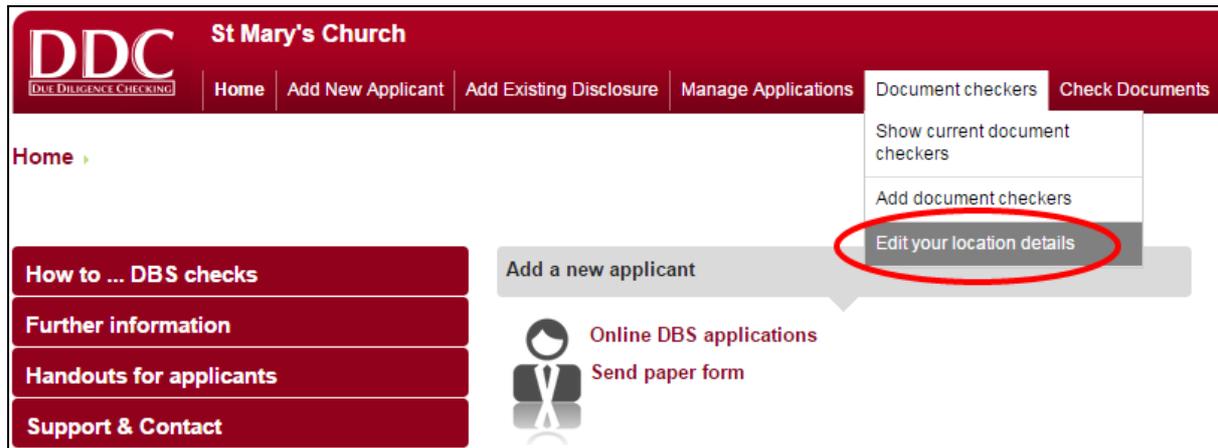
The screenshot shows the DDC St Mary's Church dashboard with the 'Manage Applications' section selected. The navigation menu includes 'Home', 'Add New Applicant', 'Add Existing Disclosure', 'Manage Applications', 'Document checkers', and 'Check Documents'. The main content area shows a search bar and a filter menu. The 'With DBS/SCRO' filter is selected. Below the filter menu is a table of applicants with the following columns: Forename, Surname, Requested by, Client ID, Location ID, Job Function, Online, Active?, Check Level, and Current status. The 'Current status' column is circled in red.

| Forename                 | Surname | Requested by | Client ID                 | Location ID | Job Function      | Online | Active? | Check Level         | Current status  |
|--------------------------|---------|--------------|---------------------------|-------------|-------------------|--------|---------|---------------------|---|
| <input type="checkbox"/> | Clint   | Eastwood     | Client Area Demonstration |             | Assistant Teacher | Yes    | Active  | Enhanced Disclosure | Application form signed & sent to DBS: 3-Mar-2014 13:35:38  |
| <input type="checkbox"/> | Pause   | Reminder B   | Client Area Demonstration |             | Assistant Teacher | Yes    | Active  | Enhanced Disclosure | Application form signed & sent to DBS: 16-Jun-2015 12:39:28 |
| <input type="checkbox"/> | John    | Wayne        | Client Area Demonstration |             | Assistant Teacher | Yes    | Active  | Enhanced Disclosure | Application form signed & sent to DBS: 3-Mar-2014 13:53:45  |

## Settings

As part of the Document Checking process, applicants are provided with some instructions, informing them where they can take their documents to be checked. You can change these instructions to suit your requirements. This may come in handy if you are not at the same location all the time or work an irregular shift pattern or would like the applicant to call you to arrange a meet time.

1. Click on the “**Document checkers**” section and then select “**Edit your location details**”.



2. Edit the location or give the applicant an instruction on where or how to bring documents to you.
3. Once you have made any changes click “**Save changes**”

## Frequently Asked Questions

### 1. The applicant has no email address/is not confident using a computer, how do I complete the process?

An online application can still be submitted. There are a few solutions to this:

- The applicant can sit with you while you complete it on their behalf (or you can complete it together). This is initiated in the same way as normal but click “**Submit – applicant present I will input data**” at the bottom of the new applicant form. This takes you directly to the blank form followed by the document checking section. The form can be saved at any point as normal.
- A paper application form can be printed off from the “Handouts for applicants” section of the Client Area. The applicant can fill this in and bring it back to you with their identity documents (a handout for what documentation is required can also be printed). You then initiate the check in the same way as usual but as above click “**Submit - applicant present I will input data**” and copy the information across.
- Use your email address as the contact and when you receive the application email with log in details, print this off and hand it to the applicant. The applicant can then use any internet enabled computer or device. They can change their password when logging on to the blank form.

### 2. How do I know when a disclosure has been issued?

When a Disclosure is issued the applicant is always sent a paper copy to their home address directly from the DBS. You will be sent an email confirming it has been issued. This email confirms the Certificate issue number and issue date, which can also be found in the “**Manage Applications**” section of the Client Area. The applicant should not start working in their role until you have received this email. You do not need to view the applicant’s Certificate.

### 3. What happens if a Disclosure is blemished? (i.e. is not clear.)

The DBS Code of Practice requires that Disclosure information, including whether a Disclosure has content, is only made known to those who need to know as part of their duties. You are not required to see or request to see blemished Disclosures.

The BUGB Safeguarding Team at Baptist House is responsible for handling blemished Disclosures. DDC will contact the applicant directly if their Disclosure is blemished and send them a special pack in the post. DDC will make arrangements for the Disclosure to be sent directly to us to pass onto the Safeguarding Team.

The BUGB Safeguarding Team will carry out a risk assessment of the information contained. If an applicant is cleared to work in a role, you will receive a standard email notification confirming the certificate issue number and date. If an applicant is deemed unsuitable to work in a role, or should work within particular conditions, you will receive a specific notification containing the relevant information. Applicants should not start working in their role before you receive such notification.

#### **4. What documentation will the applicant need to submit to me as the verifier?**

The required documentation is explained to the applicant during the online application process. You can find a printout of the documentation required in the Client Area under “**Handouts for applicants**” or if you would prefer you can view our website [www.ddc.uk.net/help-advice/guidance-for-applicants](http://www.ddc.uk.net/help-advice/guidance-for-applicants).

#### **5. What do I do if the applicant has brought the wrong documentation?**

If the applicant provides different documents to those nominated via their application, this is not a problem providing the document is still valid as per the DBS requirements. You can add the document directly by clicking on the document type, reading the guidance and entering the basic document information. If the documents provided do not meet the DBS requirements, the applicant will need to provide alternatives.

#### **6. I do not have an email address or use a computer. How do I request new checks?**

DDC can provide you with blank application packs for DBS checks. You can give a paper pack to the applicant who should complete it and arrange to see you. The applicant will need to give you their application, together with the Verifier ID Check Sheet, which is included in the pack. When you meet with the applicant you must complete the check sheet and take photocopies of the original ID documents. You should then send the check sheet, the completed application form and the photocopies of the original ID documents to DDC in the envelope provided.

Please note the verifier will be responsible for ensuring the applicant completes the process. DDC will not be able to issue reminders or pro-actively offer support in this instance.

#### **7. Does using the online service make the check portable?**

No, using the online system is just a quicker and more efficient way of applying for a DBS check. Once the DBS have issued the Disclosure, the applicant can choose to subscribe to the Update Service so their Certificate can potentially be reused in certain situations.

#### **8. What is the Update Service?**

The DBS Update Service was launched by the Disclosure and Barring Service on 17th June 2013.

When applicants receive their Disclosure they can subscribe online and pay an annual fee. Subscription for volunteers is free. This will potentially allow the applicant to show future employers their current Disclosure and to check this is up to date using an online portal on the DBS website. The Disclosure can be accepted by the employer providing it is at the same level, workforce, vetting and barring lists and volunteer status as the Disclosure that the new employer would normally request. They should also recheck identity documents and the original Certificate.

The applicant has 19 days from the date of issue of the Certificate to join the service and can do so at [www.gov.uk/dbs](http://www.gov.uk/dbs).

More information can be found at <http://www.ddc.uk.net/question/what-is-the-dbs-update-service/>

### **9. How do I register another verifier for my church?**

If a church wishes another representative of the church to help manage the DBS application process and verify the identity of applicants undertaking a DBS application, the name and contact details of additional representatives should be sent to the Baptist Union's Database Administrator. All contact details can be found on the Baptist Together website.

### **10. I am stepping down as a verifier, who should I tell?**

You can notify DDC that this is happening but you must also contact the BUGB Database Administrator. All contact details can be found on the Baptist Together website.

Full documented instructions can be found in the Client Area but if you require more information, please contact DDC Ltd on 0845 644 3298 / 0116 260 3055 or send an email to [contact@ddc.uk.net](mailto:contact@ddc.uk.net).