**Disclosure and Barring Service – Online Check**

Thank you for your willingness to be part of the ministry at St Botolph’s, Barton Seagrave.

St Botolph’s is committed to having the highest standards in its safeguarding of children and vulnerable adults and it is a requirement of the PCC and the Diocese that anyone working or volunteering on behalf of the church, in either of these fields, undergoes a DBS check.

All DBS applications are now completed online. To do this you need to login in using the following details:

* <https://disclosure.capitarvs.co.uk/ccpas>
* User name: 5982A8991
* Organisation code/Password: BOTOLPHS8991

To complete the application procedure you will need your National Insurance number.

When the application is complete, you will need to show your identification documents to either Paul Gosling in the church office or to me. You need to present **three** documents – one must be one of the ‘big five’ which for most people means passport, complete driving licence (both parts) or birth certificate. The second must be a separate official document **from within the last three months** that has your address on it (utility bills, bank statements, correspondence from a government/local council department, benefit documentation etc) and the third document can come from either of the two previous groups. Detailed guidance is available on the website when you make the application.

If you have any questions, please contact me on [safe@stbots.org.uk](mailto:safe@stbots.org.uk)

**Martin Adamson (Safeguarding Officer)**