

NATIONAL SPIRITUAL ASSEMBLY OF THE BAHÁ'ÍS OF THE UNITED KINGDOM  
OFFICE FOR SAFEGUARDING CHILDREN  
[osc@bahai.org.uk](mailto:osc@bahai.org.uk)

**Guidance notes for 16 – 17 year olds applying for a Disclosure and Barring Service  
Enhanced with Barred Lists check in England and Wales**

Dear Friend,

If you are actively planning to teach a children's class or animate a junior youth group or tutor under 18's in Ruhi sessions, you must apply for an **Enhanced with Barred Lists check**, in order to obtain a clear DBS certificate. The minimum age at which someone can be asked to apply for a criminal record check is 16 years old. Please note that 16 -17 year olds cannot be left in sole charge of a class or group as they count towards the number of children present and are not considered, under law, as adults who can be given such responsibility.

The following information will guide you through the process for applying for a Disclosure and Barring Service Enhanced with Barred Lists check, under the auspices of the National Spiritual Assembly. On pages 2-3 is a list of acceptable identity documents. Please allow a minimum of eight weeks for the application to be processed and the DBS certificate to arrive. *If you are unable to provide sufficient identity documents from the list or require contact details of a document checker or you have any questions, please contact the [osc@bahai.org.uk](mailto:osc@bahai.org.uk)*

- Pages 1 Applying for a DBS application form (free for volunteers)
- Pages 2 - 3 List of identity documents required for a DBS criminal record check
- Pages 3 Template letter to a head teacher or college principal requesting address verification for an ID.
- Page 4 Disclosure and Barring Service Privacy Policy. Please print the document as a separate page and sign and date and submit with your DBS application form to the document checker.

Please read the attached '**Keeping Children Safe**' policy before working with children under 18 years of age.

Thank you for your service.

Office for Safeguarding Children  
[osc@bahai.org.uk](mailto:osc@bahai.org.uk)

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### **Applying for an Enhanced DBS application form**

- 1. Please phone the DBS on 03000 200 190.** Opening hours: 8.00a.m. to 6.00p.m. on weekdays and 10 a.m. to 5 p.m. on Saturdays - closed Sundays and public holidays. You may have someone with you to help but you should make the phone call yourself if at all possible. Please inform the DBS customer advisor that you require a DBS application form sent to you and that you have a reference number provided by the organisation and the level of check you require is **Enhanced with Barred Lists** and that you are a **volunteer**.
- 2.** The DBS will ask for the name of the organisation and its registered number. State that it is the **National Spiritual Assembly of the Bahá'ís of the UK** and the registered number is **20386500004**. Explain that your role title is either **Child Workforce Children's Tutor** (if the execution of your role is taking place exclusively in a public setting and/or a home other than your own) OR **Child Workforce Home-based Children's Tutor** (if the execution of your role is taking place in your home. This latter role title will also allow you to volunteer in a public setting and/or another home).
- 3. When you receive the DBS application form** please do not attempt to fill it in before meeting with a Document Checker (see point. 4 below). The reason for this request is that the DBS has a strict approach and rejects forms where the information given is in any way unclear. Please carefully read the guidance notes on the front page. If the form does not have sufficient space for all your details a **continuation sheet** is obtainable from the Document Checker or the Office for Safeguarding Children [osc@bahai.org.uk](mailto:osc@bahai.org.uk)
- 4. Please arrange to meet with a trained Document Checker** in your community or cluster and take the application form and related identity documents to the meeting. The DBS requires that the documents be checked in the presence of the applicant. The Document Checker will guide you through the application process when completing the form. They will send the completed form to a Counter-signatory. The Counter-signatory will contact you when the DBS post the certificate to you and guide you through the next procedure. *If there isn't a Document Checker in your community please contact the Office for Safeguarding Children: [osc@bahai.org.uk](mailto:osc@bahai.org.uk)*

## Identity documents required for a Disclosure & Barring Service check

### If you are from the UK or the European Economic Area

You must prove your identity if you're applying for the type of role where someone else is required to check your criminal record. You must provide original documents (**not copies**) to do this. Which documents you need to provide will depend on the route the application takes. **You must try to provide documents from Route 1 first.**

*If you're not a national of the UK or the European Economic Area (EEA) you must use a different route to apply for paid work in the UK. **You can use Route 1 for voluntary work.***

*If you are not a national of the UK and applying for voluntary work, you may need to be fingerprinted if you cannot show these documents.*

**Route 1:** You must be able to show **ONE** document from Group 1 and **TWO** further documents from either Group 1, or Group 2a or 2b. **At least one of the documents must show your current address,**

### Group 1: Primary Identity documents

#### Documents

Passport

#### Notes

Any current and valid passport

Biometric residence permit

UK

Current driving licence photocard (full or provisional)

UK, Isle of Man, Channel Islands and EEA

Birth certificate - issued within 12 months of birth

UK, Isle of Man and Channel Islands – including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces

Adoption certificate

UK and Channel Islands

All driving licences must be [valid](#). Licences, other than those stated in the list of valid identity documents, are not accepted

### Group 2a: Trusted government document

#### Documents

Birth certificate - issued after time of birth

#### Notes

UK, Isle of Man, Channel Islands

Central or local government, government agency, or local council document giving entitlement, for example, from the Department for Work and Pensions, the Employment Service, \*HMRC [HM Revenue & Customs]

UK and Channel Islands Issued in last 3 months  
\*[A HMRC document with a National Insurance number. If you have a NI number you will need it for the DBS application form. Use the document as an ID if it shows your current address.]

### Group 2b: Financial and social history documents

#### Documents

Bank or building society statement  
\* See 'Notes' below.

#### Notes

UK and Channel Islands or EEA

#### Issue date & validity

Issued in last 3 months

Bank or building society account opening confirmation letter

UK

Issued in last 3 months

Utility bill

UK – not mobile telephone bill

Issued in last 3 months

EEA National ID card

Must still be valid

Irish Passport Card

Cannot be used with an Irish passport

Must still be valid

Letter from head teacher or college principal  
\*See "Notes" below

UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided

Must still be valid

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*The full list of IDs and ID checking guidelines can be found on the following GOV.UK website*

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021>

**NOTES:** At least one of the documents must show the applicant's current address.

It can be difficult for youth aged 16-17 years to obtain the necessary identity documents, especially when a document is required to confirm a current address and online banking statements and mobile telephone bills are not accepted as IDs.

The following guidance may help you to provide identity documents from the above list to confirm your current address, as written in Section b on your DBS application form.

**Bank or building society statement** [UK and Channel Islands or EEA]

If you use Online Banking with paperless statements, and you need paper statements as evidence of your identity, please go to your bank or building society and ask for a printed paper statement with your name and address. Please ask the paper statement to be stamped with the bank's name and dated. It should not cost you. Please use the ID within three months of issue.

**Letter from head teacher or college principal**

Below is a letter template that you can copy onto an A4 sheet and personalise with your details and current activities. The letter is a request to your school's head teacher or college principal to write a letter addressed to you, so that it can be used as one of the required identity documents for the purpose of applying for an Enhanced Disclosure and Barring Service criminal check. *Only use this form of ID, if you are unable to provide three other IDs from the above list.*

**TEMPLATE LETTER TO HEAD TEACHER OR COLLEGE PRINCIPAL (UK ONLY)**

Please copy, *adding your details and any information about your community/neighbourhood activity.*  
Please ask someone to help you, if necessary, but write the letter yourself. Address an envelope to your Head teacher or College Principal and hand in to your school or college.

*Your email address (if applicable)*  
*Your phone number (if applicable)*

*Your current address*

*Head teacher or college principal's title and name*  
*School or college address*

*Date*

Dear *(add title and surname of your Head teacher/College Principal)*

I am applying for a Disclosure and Barring Service Enhanced check to volunteer as a Child Workforce Children's Tutor to assist *(add description of activity and locality)*

I am required to provide three identity documents to verify my personal details on a DBS application form, obtained under the auspices of the National Spiritual Assembly of the Bahá'ís of the United Kingdom.

One document has to verify my current address. A letter from a *Head teacher/College Principal* is an acceptable identity document.

I would be grateful if you could kindly write a letter (on *school/college* letter headed paper) addressed to me to confirm my current address as above. To save the letter being posted to me, I can collect it from the *school/college* office.

I appreciate your assistance.

Kind regards,

*Sign your name*

*Print your name in full*

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**Disclosure and Barring Service (DBS) Privacy Policy  
Applicant Declaration**

On the 25 May 2018 the General Data Protection Regulation (GDPR) came into force.

To comply with the GDPR legislation the Disclosure and Barring Service has produced a number of privacy policies for applicants that should be read and understood before submitting a DBS application.

In addition to the existing applicant declaration on the DBS application it is now a requirement that the declaration below is completed in order for the application to be submitted.

**Privacy Policy - standard/enhanced checks (paper applications) declaration**

**I have read the Standard/Enhanced DBS Check Privacy Policy for applicants**

<https://www.gov.uk/government/publications/dbs-privacy-policies>

**and I understand how DBS will process my personal data and the options available to me for submitting an application.**

**Name (please print):**.....

**Signature:**.....

**Date:** .....

If you have any questions about this form please contact:

**Office for Safeguarding Children**

**Email: [osc@bahai.org.uk](mailto:osc@bahai.org.uk)**