

## Information sheet

### Appointment of countersignatories for the CSAS Registered Body

Information provided on DBS certificates is sensitive and confidential. Anyone within the CSAS Registered Body (the Registered Body) that sees the DBS certificate information must handle it carefully. Countersignatories will have access to sensitive personal information and it will be their responsibility both to ensure its security and to determine whether the applicant is allowed to undertake the role.

The information requested on the countersignatory application form is used to check that the applicant is suitable to see DBS certificate information. All applicants for countersignatory status are checked by the DBS to the level of an Enhanced DBS Check.

The 'Lead Countersignatory' (Director of CSAS) of the Registered Body considers proposals for applications from relevant safeguarding roles within the diocesan or religious safeguarding structure, before an application is submitted to the DBS.

It is the responsibility of the line manager to propose a new countersignatory and this can be done by email to CSAS providing the applicant's name, role and contact details. At the same time, the 'Countersignatory Agreement' must be submitted to CSAS having been completed and signed by the Bishop or Congregation Leader. **The form is in the forms library of the procedures manual on the CSAS website.**

On receipt of the completed and signed Countersignatory Agreement, CSAS will arrange for the DBS countersignatory application form to be sent to the applicant and for ID verification and countersignatory training by the Director of CSAS. The completed application form must be given to the Director of CSAS at the time of ID verification and/or countersignatory training.

Once the Lead Countersignatory has verified identity and checked the form, the form will be submitted to the DBS for processing.

The DBS does not notify CSAS if the application is approved and fully processed. Therefore, when the newly appointed countersignatory receives their letter of confirmation (which includes a specific countersignatory reference number) a copy must be sent to CSAS without delay.

#### Removal of Authorised CSAS Registered Body Countersignatories

It is a DBS Code of Practice requirement that Registered Bodies manage and maintain an accurate list of active countersignatories.

When a countersignatory resigns or no longer fulfils the countersignatory role, the office concerned must complete notify CSAS by email providing the countersignatory's name and date when the role will end.

The Lead Countersignatory of the Registered Body will write to the DBS advising of the countersignatory to be removed from the Registered Body. A copy of the letter will be sent to the safeguarding office.