



Disclosure and Barring Services (DBS) Update

We'd like to share an update on the DBS Transition Project. After the recent data breach at APCS, our current DBS provider, we've reviewed our plans for moving to the new system. These changes will help ensure the transition happens safely, securely and with as little disruption as possible.

We understand that change can bring some uncertainty, and we really appreciate your patience and support as we work through this transition together.

In this update, you'll find:

- A quick overview of the project
- The new timeline
- Clarification regarding Data Protection
- How DBS checks for **Lay Pastoral Assistant (LPA)** and **Lay Worship Leader (LWL)** will work.

Project Overview

The DBS Transition Project is about making the DBS process safer, simpler and easier to manage. We are moving from our current DBS provider (APCS) to a trusted Christian Charity called Thirtyone:Eight. We are also introducing a new online tool called the Safeguarding Hub.

Once the project is complete, each parish will have access to:



Safeguarding Hubs – A secure online tool for safer recruitment. DBS checks will start here, and DBS and safeguarding training records can be stored. It's made by the same company that built the Safeguarding Dashboard and can be accessed from the same website.

Safeguarding Dashboard – Already used by about 85% of our parishes, this helps you keep track of your parish's safeguarding requirements.

Thirtyone:Eight 'E-bulk' platform – the platform used to process DBS checks and contains more detailed DBS guidance. Parishes can begin checks directly through their Safeguarding Hub, or via the E-Bulk platform.



These new systems will replace the DBS Microsite currently linked with APCS. Here is [further guidance](#) to help you understand any new terms or changes in how the systems are described.

The story so far

Earlier this year, 14 parishes trialled the new systems and gave useful feedback. They found the new tools easier to use and helpful for safer recruitment.

In June 2025 the Diocesan Safeguarding Team invited all parishes to sign up for Thirtyone:Eight and the Safeguarding

Hubs. To register, each PCC¹ needs to complete a [Hub registration form](#) and [31:8 disclosure form](#) signed by the incumbent or an authorised PCC representative. All registration information is available on our [website](#).

[Roll out timeline](#)

Before the APCS data breach, we planned to introduce the new systems to each Archdeaconry area between September 2025 and March 2026. Now, all parishes can start using the systems from November 2025.

If your parish has not already submitted your registration forms, please follow our [registration guide](#) to get started.

If your parish has already sent us the forms, you don't need to do anything for now – the Diocesan Safeguarding Team will contact you over the next few weeks as we process the forms and set up parish accounts.

We are offering online and face-to-face support sessions to help parishes get started. Dates and booking details for these sessions are available on our [Learning Hub](#).

From April 2026, our contract with APCS will end and the DBS Microsite will become read-only. You won't be able to start new checks through it after that date.

Please make sure your parish is registered with Thirtyone:Eight before this date to avoid delays.

[Data Protection](#)

Each PCC will have an agreement with the companies that provide these new systems.

- **Thirtyone:Eight** – the registration form acts as your contract with Thirtyone:Eight.
- **Safeguarding Hub** – When you log into the Safeguarding Hub, you'll be asked to sign an agreement with Clearly Simpler (the company behind the Dashboard and Hubs).

Under data protection laws (GDPR), the PCC is the Data Controller for any information you process in your own Hub or Thirtyone:Eight account. For more information about GDPR roles please see our website.

We would encourage the PCC to review and update your parish Privacy Policy to reflect these changes.

The national [Parish Resources](#) website offers some helpful guidance and a Privacy Policy template.

[What happens next? – Safeguarding Hub](#)



After sending in your form:

- The person you have chosen as the 'Hub Owner' will receive an email invitation from the 'Parish Dashboards Team' with the subject line of '[Safeguarding Hub invitation for PCC name](#)'.
- Once they've joined, they can invite other users (for example, co-owners or administrators).
- When logging in for the first time, they will be asked to sign the [Service Agreement](#).

¹ Within the Deaneries of Jersey and Guernsey as there are no PCC's, please assume that the term 'PCC' is interchangeable with the term 'Leadership Team' within these deaneries.

What happens next? – Thirtyone:Eight



After sending in your form:

- Your parish will be given a 'Subunit Number' starting with 33A (for example 33A12345).
- In your registration form you listed a 'Lead Recruiter' and you may have listed 'Additional Recruiters'. These recruiters named on the form will then receive an email from the Thirtyone:Eight's Disclosure Department (disclosure@thirtyoneeight.org) with the subject line "(your subunit number) Action Needed". An example would be the subject line '33A12345 Action Needed'.
- Follow the instructions in the email to set up the account.

Once you receive a confirmation email titled "E-Bulk Recruiter Acceptance" your account is ready, and you can start DBS checks.

Changes to DBS checks for LPA & LWL

Lay Pastoral Assistants (LPA) and Lay Worship Leaders (LWL) are locally discerned, trained, and supervised, however until now the DBS check has been initiated by the central diocesan team. With the introduction of the new systems, DBS checks will be conducted within parishes instead.

The new process

LPA/LWL's are commissioned to a benefice and usually operate across several different churches within that benefice. However, the Thirtyone:Eight system is set up with each PCC/parish having its own separate account, rather than having a benefice-wide account. Therefore, we have created an administration 'work around' to ensure that multiple parishes across a benefice know that LPA/LWLs have a valid DBS in place.

This next section might seem a bit complex at first, but once it is set up, we think it will be the best option, and we are here to support in terms of getting you going with this new way of working.

In discussion with the incumbent, within a benefice, there will need to be a parish (PCC) who leads on administering the DBS check for some or all LPA/LWLs.

The Lead PCC will:

- Add LPA/LWLs to their Safeguarding Hub
- Complete their DBS checks when due
- Share confirmation of the DBS result with other parishes within the benefice (with the LPA/LWLs permission). If the individual does not give permission for their details to be shared, the individual will need to show each parish their DBS certificate.

Other PCC's (the ones who are not the Lead PCC):

- Also add LPA/LWLs to their Safeguarding Hub.
- Receive DBS information from the individual, or from the Lead PCC and record this in their Hub.
- Add a note within the Hub to say which is the Lead PCC.

When a benefice is running a new LPA/LWL course, the Lay Ministry Team will discuss with the parish completing DBS checks ahead of commissioning.

Commissions will no longer have an end date as there will not be an official 'recommissioning', and you do not have to tell the diocesan team when DBS checks are renewed.

Handover period

If your parish has DBS details for LPA/LWLs in your Microsite, you can add them to your Hub once it's set up. If not, don't worry – the Lay Ministry team will contact incumbents when renewals are due between now and April 2026 to help set up the new process.

During now and April 2026, when an LPA/LWL check is due for renewal, the incumbent (or other representative if in vacancy) will be contacted by the Lay Ministry Team. If the process above isn't already in place with a Lead PCC, then the central team can support the benefice to get started. We will ensure each LPA/LWL is handed over to make sure no one is missed.

Around April 2026 we will contact incumbents to 'handover' any remaining LPA/LWLs to make sure individuals are recorded within at least one Hub.

For queries related to LPAs and LWLs, please contact: Venetia Tucker (Lay Ministry Team) – venetia.tucker@salisbury.anglican.org

I am very aware this is a lot of information within one update. Thank you already for your time towards this, and we really do want to support you as we move over to these new systems. Please do book on to one of our online or face-to-face [support sessions](#).

Thank you for working with us as we strengthen and simplify safeguarding across the Diocese of Salisbury, making our churches safe and welcoming spaces for everyone.

All information relating to the new safeguarding tools and how to get involved can be found [on our website](#).

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