Step 1—Login to Microsite

Either use the link from the website here: https://www.salisbury.anglican.org/parishes/safeguarding/dbs-and-safeguarding-it-project

Or direct link: https://psrsalisbury.dioce.se/PSR/Pages/

To enter the login screen and enter the login I have given you. Your username will always be your initial + surname all lowercase. If it is your personal computer please save login and bookmark the page for quick access.

Please Log In

Please enter your User Login and Password...

User Login: 
Password: 
Log In

Please report any problems to adrian.smale@salisbury.anglican.org

You will then arrive at your home page call My area (see below)

![My area page]

Your parish(es) of responsibility will be listed here

(any problems do let me know– this is setup here)
Three ways to see your people

My area
My people
- List view
- Parish view

Add new person
Checks to be started
Ongoing checks
Historic checks
Search...

The list view gives you ability to just see people in children's roles for example and get a spreadsheet of them too

Filter by role: All Roles

Open Spreadsheet

Clicking/pressing this will bring up their Training history

Clicking this allows you to add a new role to a person

Clicking here will allow you to add DBS info to this person

Parish view

Benefice Name (Benefice) + add new role
Bell Ringer Captain Name here
Pioneer Minister Name here
Rector Name here
Church Group Leader Name

Ongoing DBS Check
Level: Basic, Type: Adult

Bell Ringer Captain Name here 11 August 2018

Potential Volunteer Name

Access spreadsheet of everyone here

Roles: Locally controlled roles have a X after them so you can delete and those that are centrally controlled do not.

If you know that someone is not actually doing the roles indicated please email me so I can correct this so we do not process unnecessary DBS’s.
Step 2—Add your people

Not everyone we have on the database is linked to your parish or benefice due to attending courses or other history. So the first stage is to search for them. **Enter the name i.e. Michael Jones in the Search box**

**TIP:** Worth trying the full name first like Fred Bloggs but remember Mike Jones could be Michael Jones, and people often do not use their birth first name etc. so please if the first search does not work end with just surname.

For Michael Jones I would enter 1st...Michael Jones, 2nd Mike Jones and just in case he is in a M Jones 3rd just surname Jones

Remember finding a person will likely have safeguarding and DBS data already recorded so it will save time in the end.

Thee are two possible routes from here
1....You select an Existing person—go to page 6 Step 4
2....You add a New person –Next page Step 3
Step 3—Add a NEW person

Having searched and not found your person, CLICK Add a New person.

Fill in as much details as you can but we must have an absolute minimum of Title, First name, Last name, Gender and email address.

Unique identifiers ARE VITAL as without these the data means nothing legally and the persons further training cannot be linked/identified so please update in future if you cannot complete first time round. It will also be vital for future Safeguarding Certificates which will be electronically produced from this same data. (existing handwritten certificates should be gone by end of this year for all trainees-signed by Bishop and Heather)
At this point you can now add your DBS information for this person by clicking on Initialise a DBS Check and most importantly for this new person record their location, (Parish/Church etc.) and the role or roles that are applicable.

**PLEASE NOTE** – Due to feedback (From Bridget Trump) we have added ‘Potential Volunteer’ which you can use for people in transition, or where you have valid DBS data and wish to hold this information because they are likely to volunteer in the future.

**Now move to Step 4**—to add location, role(s) and DBS data
**Step 4—Adding New or existing person’s role and parish area**

If this is an existing record you can correct or edit these details –like add a mobile number by clicking (edit these details)

Next.....Click on + Add New role to add Parish/church

You will now see a screen like below—Select Benefice/Parish/church**

** Always choose from Church up, as choosing a Church will automatically locate the person in the parish/Benefice of that church
Next......Add **start date** if known and then **type of role** which will expand to show roles in that type...see Screen shot two below as example

This list for some role types is quite long but having made your selection scroll down to the bottom of the screen and PRESS/Click OK

To select **Potential Volunteer** just click on that label
Next.....Add your DBS data by clicking initialise a DBS check—brings up screen bottom of this page

ADD Other roles?
No problem—You can do this process again or as many times as necessary to add further roles as required

Roles are added here

Complete the details here.
Minimum required
1..Level of Check Basic/Enhanced
2...Type of Check—Child/Adult or Child & Adult
3...Your local role description
4...Volunteer/Salaried
5....And if completing DBS at this time the Certificate Number (i.e 0014567890—don’t use F00 numbers) and the date dd/mm/yyyy)

See next page for example
And then press SAVE

Add a DBS check for Jane Bloggs close

DRS check for Jane Bloggs : (initialised on 14/08/18)

Level of check: Select...  Type of check: Select...
Position applied for
Is it a volunteer or a salaried role? Select...
Child Barring?  ☐  Adult Barring?  ☐  Home?  ☐
Notes

Name of verifier
Date verified: dd/mm/yyyy
Certificate number
Date of certificate: dd/mm/yyyy

Save
Example of a completed form

Pressing Save will complete and bring up this screen

You are now ready to add your next person

Thank you