

To all Safeguarding officers and verifiers (please forward this to any of your administrators or those not on email who are also welcome)

Dear all,

This has been long journey, but as we approach these final stages of the DBS microsite project, I hope we can use this as a good news story that demonstrates the Salisbury Dioceses strong commitment to keeping people safe and hopefully show the ground breaking ways we are ensuring that nobody is missed. Like the story of the Good Shepherd the **concern for the one** is enough of a call to action over the 99!

I am expecting a due date for the delivery of Stage 4 of the DBS project when I get back from **leave on the 17th September**. However, I am very confident that the timetable below is achievable and stage 5 and 6 will just bring further reduction the admin work as well as in effect replacing the APCS website for those using the DBS module within Church Suite, and flows naturally from stage 4 workflow wise.

Stage 4 is pivotal and a game changer for the microsite as it becomes a standalone system for processing DBS's so, like me, you can finally dispense with your spreadsheet or list. The key is moving everyone over so that we are all ready for Stage 5 switch on where all existing 700+ number sequences will become redundant, and the microsite will issue your next number (so no longer any need to remember numbers!!). A summary of what the stage means is detailed below.

DBS Project stages explained

Ref: Stage 4-6 summary details – and briefly what Stages 4-6 gives as we move forward

Functionality	Additional notes	Part of Stage
Ability to send Application and verifier emails directly from the microsite, with fields to manually enter your ID number and Verifier link		Stage 4
Switch to new application ID number allocated by the microsite – Verifier link automatically added to the persons record together with status of application i.e. awaiting ID check, Awaiting Disclosure, Awaiting query	<i>All existing number sequences will be discontinued - no more remembering numbers!! you will select a verifier from list (not free text) so email linked - if you request emails these will come from the microsite rather than APCS</i>	Stage 5
Disclosure will automatically be added to the record as soon as it is released.	<i>No more manually adding certificate numbers, dates, etc.</i>	Stage 6

Ref DBS Project Training Courses.

You will see at the bottom of this email that I have mapped out the best likely locations to hold 6 afternoon and evening 2 hour sessions on either a Monday or Tuesday between the 14th October

and the 26th November. Those who have kindly offered potential venues which fits this plan could I ask if you explore whether these dates are possible? When I get back I can start to pull this together but the key requirements are **1/ Wifi access and power 2/ room for 25-35 people 3/ tea/coffee facilities**. I hope by providing two sessions we can cover everyone in each location.

The first one is published for **Monday 28th October for those in the Salisbury area**, (so please book in now) and suggested times/dates for the other 5 are outlined below but are flexible. The plan is to issue everyone with a training book to take away afterwards as a reference manual. Please bring on the day if **possible data to add and also a laptop/tablet now**. However if you **struggle with IT and do not have a device** please still come with your information so no one is excluded. This is very much a team effort!

DBS Project Training - Salisbury Afternoon Session



Using the Microsite system and getting ready for Stage 5 and 6

Where Great Hall, Church House, Crane Street, Salisbury SP1 2QB

When 15:00 - 17:00, Monday 28 October 2019

Availability Places available

[More information or book this course >](#)

DBS Project Training - Salisbury Evening Session



Using the Microsite system and getting ready for Stage 5 and 6

Where Great Hall, Church House, Crane Street, Salisbury SP1 2QB

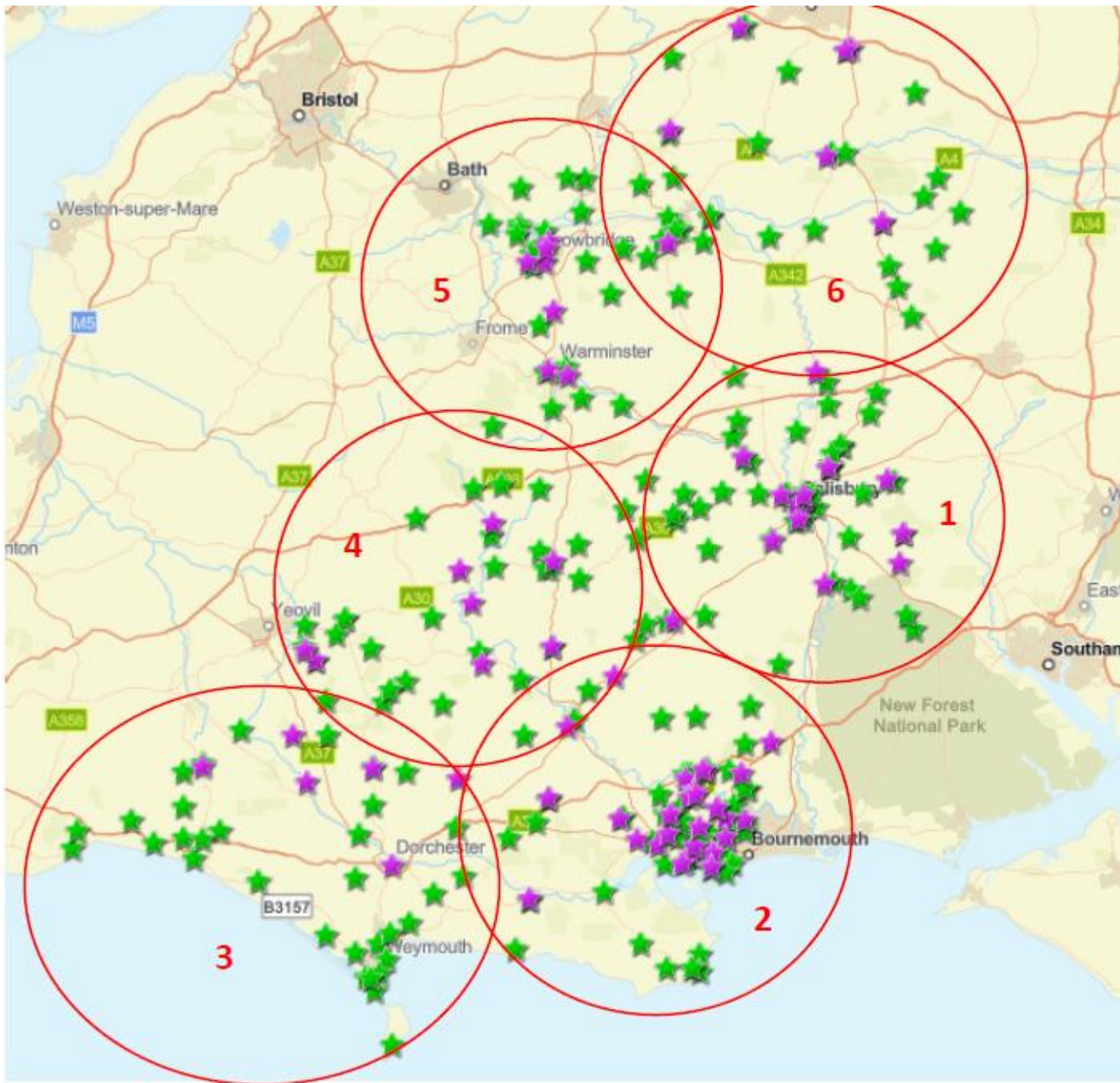
When 18:30 - 20:30, Monday 28 October 2019

Availability Places available

[More information or book this course >](#)

Approximate number of people 303 to cover plus administrator - approx. 25 people per session but allow for up to 35 if possible.

Monday/Tuesdays		Afternoon Session 3-5pm	Evening 6.30-8.30pm	Confirmed
14/15 th October	2	Canford?		
Mon 28th October	1	Great Hall Salisbury	Great Hall Salisbury	Booked
4/5 th November	3	Beaminster/Winterbourne Abbas Bridport?		
11/12 November	4	Sherborne?		
18/19 th November	5	Trowbridge?		
25 th /26 th November	6	Marlborough?		



As always if you have any questions please let me know and many thanks for everything you all do....!!

**Kind regards,
Adrian**

Tel: 01722 438651

E-Mail: safeguarding.admin@salisbury.anglican.org

Working Week- Mon/Tues 9-5pm & Friday 2-5pm