

# My Church People



## User Guide

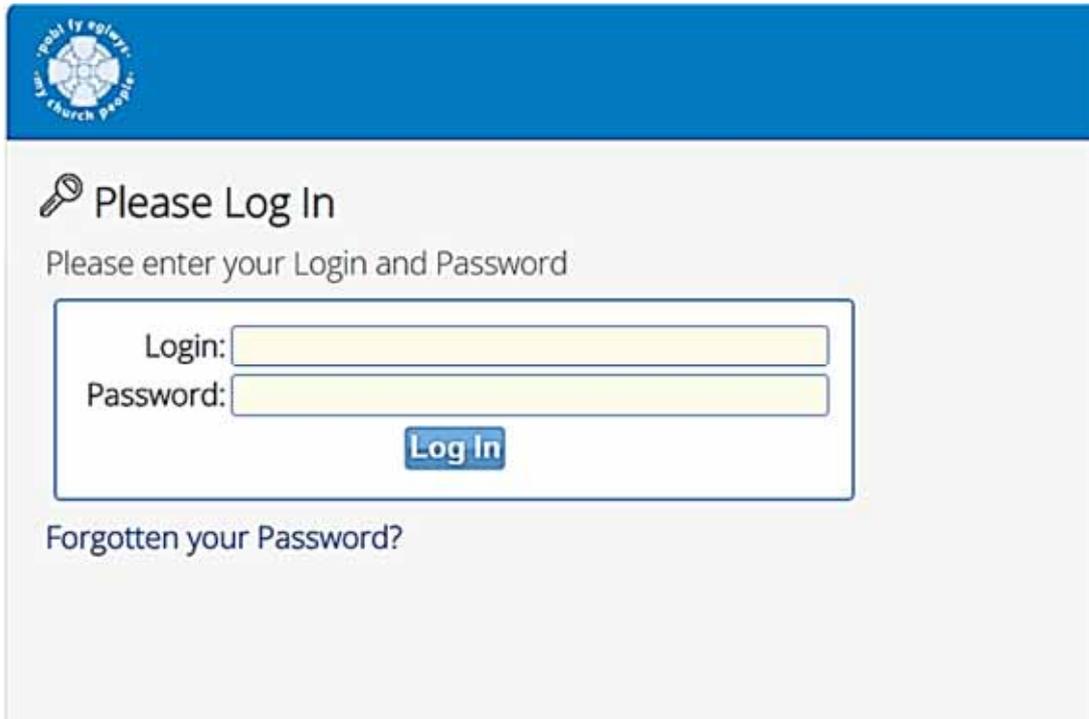
## Contents

Logging on and resetting your password .....	3
Locating your My People List.....	8
Navigating your My People list.....	10
Defining DBS Requirements .....	12
Locating Adult and Child flowcharts.....	14
Navigating the Adult and Child flowcharts .....	15
Initializing the DBS Check.....	19
Find / Add Someone .....	30
Record Status Indicators.....	42
Setting Things Up for the Update Service.....	43
Update Service Re-checks .....	47
Safeguarding Training.....	52
Frequently Asked Questions - System.....	62
Frequently Asked Questions – Data .....	63

## Logging on and resetting your password

Before you attend My Church People training, you will have received initial login details for the system. When these initial logins are inputted onto the website, you will be asked to change your temporary password to set up password recovery.

Firstly, go to the website. This can be located at <https://mcpwales.dioce.se>



 **Please Log In**

Please enter your Login and Password

Login:

Password:

**Log In**

[Forgotten your Password?](#)

Next, enter your given login details and click on the 'Log In' button.

 Please Log In

Please enter your Login and Password

Login:

Password:

[Log In](#)

[Forgotten your Password?](#)

You will be redirected to the following page that will ask you to update your password. If you follow the criteria asked, everything should run smoothly. The system asks that your password must be at least 10 characters long and must contain at least 3 out of the following 4 requirements. Please see below.

Update Password [Choose to do this another time](#)

Your password has expired, please update it below

Progress indicator: 100%

New Password:

Re-enter Password:

Your new password must satisfy the following criteria:

- Be at least 10 characters long
- It must contain at least 3 out of the following 4...
  - Have one upper case character in it (A through Z)
  - Have one lower case character in it (a through z)
  - Have one numerical digit in it (0 through 9)
  - Have one non-alphanumeric character in it (for example ! \$ ^)

Please note that you are given the option to 'Choose to do this another time' but it is advised that you change it as soon as possible to set up password recovery.

Update Password [Choose to do this another time](#)

Your password has expired, please update it below

As you start to create your password and fill the in the box labelled 'New Password' the system will start to recognize that you meet the criteria.



This is indicated via the password strength indicator above the box labeled 'New Password'. The higher the indicator, the stronger the password is. Please see below.



Once you have entered your new password and the indicator has recognized it meets the correct criteria, re-enter it in the box labelled 'Re-enter Password' underneath the 'New Password' box.



Once that is completed, all you need to do is click on the 'Update Password' button as seen below. This should successfully log you into the system and direct you to the home screen.



## Locating your My People List

Once you have successfully logged into My Church People, you should see the home screen.

Click on the 'My People' option on the left-hand menu to view the people in your Ministry Area.

The screenshot shows the My Church People interface. At the top, there is a blue header with the Church in Wales logo on the left and the user name 'Cymraeg' and a 'log out' button on the right. Below the header is a left-hand navigation menu with the following items: Home, My people (highlighted in yellow), List view, Checks to be started, Find/Add Someone, Ongoing checks, Completed checks, Area Admin, Attendance Report, Exception Report, Data F.A.Q.s, and Flow Charts. Under 'Flow Charts', there are sub-links for 'Adult' and 'Child'. The main content area on the right displays a summary: 'There are 47 DBS checks ongoing' and 'There are 2 people whose roles lack DBS requirements'. Below this, it shows 'South Cardiff' and 'Ministry Area of South Cardiff' with a list of churches: St Dyfrig and St Samson, Grangetown; St Mary the Virgin, Bute Street, Cardiff; St Paul's Church and Community Hall, Grangetown; and St Saviour, Splott.

The screen will then show a list of your own people, each with specific roles attached to them. This data has been inputted from the Info Net.

**My People**

Home  
My people  
List view  
Checks to be started  
Find/Add Someone  
Ongoing checks  
Completed checks  
Area Admin  
Attendance Report  
Exception Report  
Data F.A.Q.s  
Flow Charts  
Adult Child

**Person 1:**  
 + add new role  
 DBS not valid  
 DBS check in progress  
 DBS Check of Llandaff  
 Ministry Area Leader of Ministry Area of South Cardiff  
 Verifier of Ministry Area of South Cardiff  
 Childrens Group Leader of St Paul's Church and Community Hall, Grangetown (v)  
 Nursery-Play Centre Manager of St Mary the Virgin, Bute Street, Cardiff (v) **20**  
 Ongoing DBS Check (Initialised on 29 March 2022)  
 Level: Enhanced, Type: Child & Adult  
 Verifier: [redacted] (as yet unverified)  
 being dealt with by Lisa Macrow  
 + add a Transfer-In

**Person 2:**  
 + add new role  
 DBS not valid  
 DBS check in progress  
 Churchwarden of St Mary the Virgin, Bute Street, Cardiff  
 Ongoing DBS Check (Initialised on 17 May 2023)  
 Level: Enhanced, Type: Child & Adult  
 Verifier: [redacted] (as yet unverified)  
 + add a Transfer-In

**Person 3:**  
 + add new role  
 DBS not valid  
 DBS check in progress  
 Childrens Group Leader of St Mary the Virgin, Bute Street, Cardiff (v)  
 Ongoing DBS Check (Initialised on 14 July 2023)  
 Level: Enhanced, Type: Child  
 Verifier: [redacted]s (as yet unverified)  
 + add a Transfer-In

**Person 4:**  
 + add new role  
 Enhanced, Child & Adult  
 DBS not valid  
 DBS check in progress  
 Church Secretary of St Mary the Virgin, Bute Street, Cardiff  
 Churchwarden of St Mary the Virgin, Bute Street, Cardiff  
 Spirituality Officer of Llandaff  
 Verifier of Ministry Area of South Cardiff

## Navigating your My People list

You are now able to navigate through your people list and make amendments as you see fit. Whether it's from initializing checks and changing shields to even adding people to the system.

To initialize a DBS check, you must first make sure that you define the DBS requirements for that certain role. This gives APCS and the DBS an understanding as to what the best requirement is for that role, based on your own perception of the role and the people they work with.

If you hold your mouse cursor over a red shield on someone's record, a comment will appear indicating action to be taken. In this instance the DBS requirements need to be defined.

The screenshot displays the 'My People' section of the Church in Wales system. On the left is a navigation menu with options like Home, My people, List view, Checks to be started, Find/Add Someone, Ongoing checks, Completed checks, Area Admin, Attendance Report, Exception Report, Data F.A.Q.s, and Flow Charts. The main area shows three role entries:

- Role 1:** Ministry Area Leader of Ministry Area of South Cardiff. Verifier: (as yet unverified). DBS Check of Llandaff. DBS not valid (DBS check in progress).
- Role 2:** Churchwarden of St Mary the Virgin, Bute Street, Cardiff. Verifier: (as yet unverified). Ongoing DBS Check (Level: Enhanced, Type: Child & Adult, Initialised on 17 May 2023).
- Role 3:** Church Secretary of St Mary the Virgin, Bute Street, Cardiff. Verifier: (as yet unverified). Ongoing DBS Check (Level: Enhanced, Type: Child & Adult, Initialised on 3 April 2023). DBS not valid (Enhanced, Child & Adult, DBS check in progress).

A red shield icon is visible next to the role 'Children & Families Support worker of St Paul's Church and Community Hall, Grangetown (v)'. A tooltip box for this role provides the following details:

- Ongoing DBS Check** (Initialised on 29 March 2022)
- Level: Enhanced, Type: Child & Adult
- Verifier: (as yet unverified)
- being dealt with by Lisa Macrow
- + add a Transfer-In

## Defining DBS Requirements

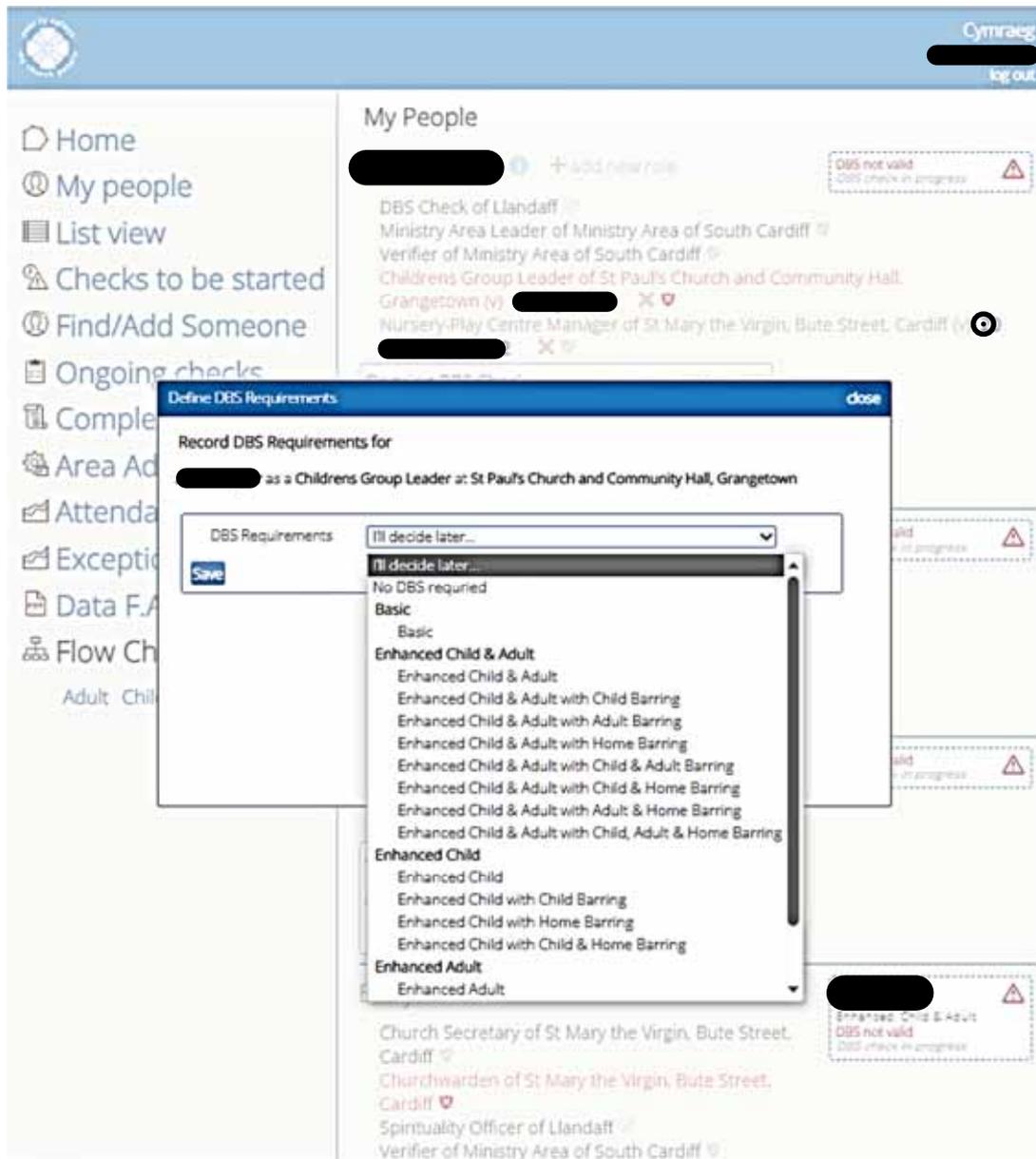
After the steps above, click on the shield, a pop-up will appear below.

The screenshot displays the 'My People' management interface. A pop-up window titled 'Define DBS Requirements' is open, showing the following details:

- Record DBS Requirements for:** [Redacted] as a Childrens Group Leader at St Paul's Church and Community Hall, Grangetown
- DBS Requirements:** I'll decide later...
- Action:** Save

The background interface includes a sidebar with navigation options like Home, My people, List view, Checks to be started, Find/Add Someone, Ongoing checks, Comple, Area Ad, Attenda, Exceptio, Data F.A, and Flow Ch. The main content area lists roles such as 'Ministry Area Leader of Ministry Area of South Cardiff', 'Childrens Group Leader of St Paul's Church and Community Hall, Grangetown (v)', and 'Nursery/Play Centre Manager of St Mary the Virgin, Bute Street, Cardiff (v)'. Several roles have 'DBS not valid' or 'DBS check in progress' warnings.

If you click on the small arrow on the right-hand side of the dropdown, you should be provided with a list of options to select from.

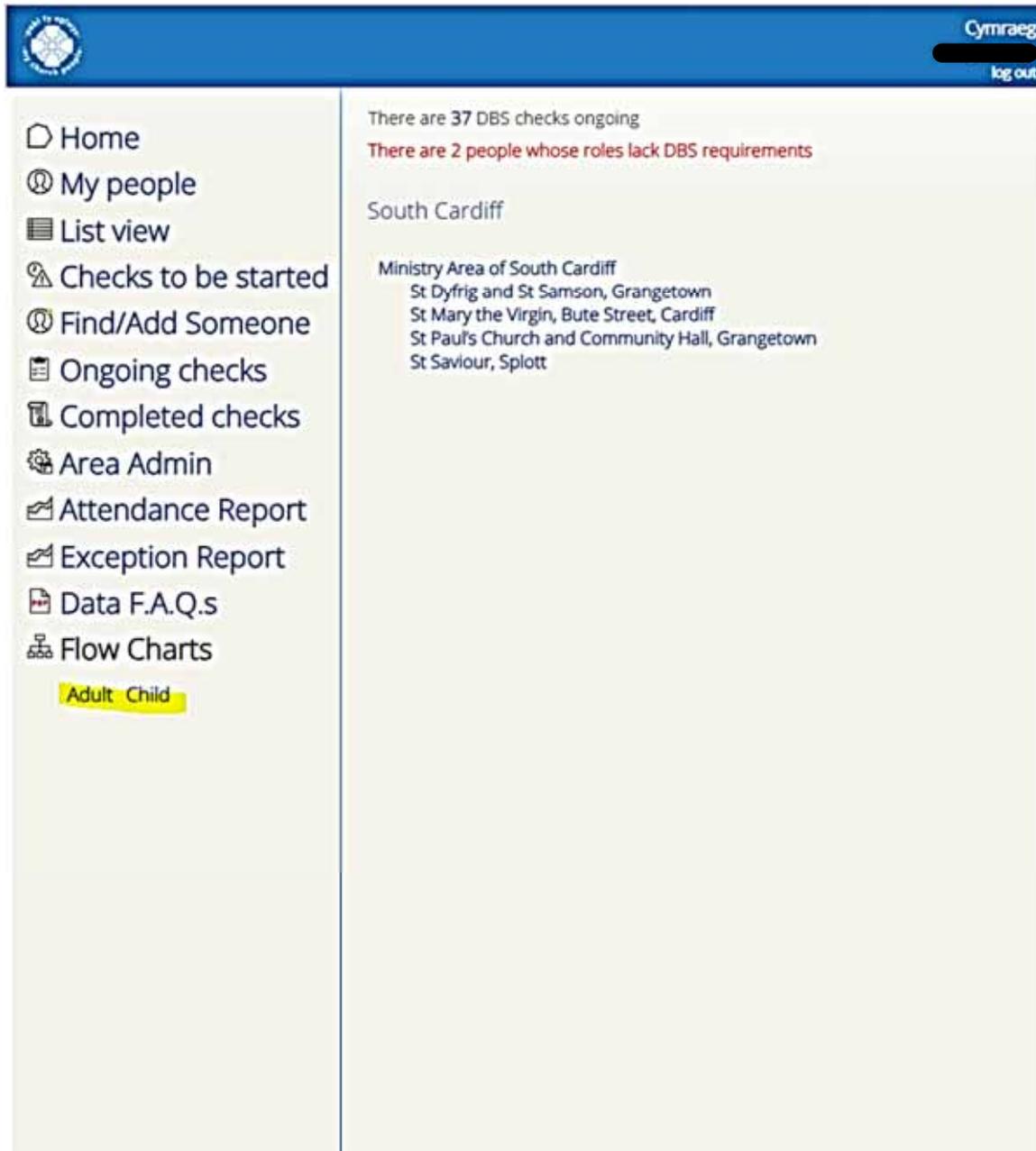


From there on, you can select what type of DBS that person needs based on their role. Please note that the DBS does not provide specific DBS requirements for each role and leaves it up to your own perception (this has been set in place due to the knowledge that every church works differently regarding DBS applications and setting role requirements)

The My Church People system, however, provides you with Child and Adult flowcharts to use as guidance. See next page.

## Locating Adult and Child flowcharts

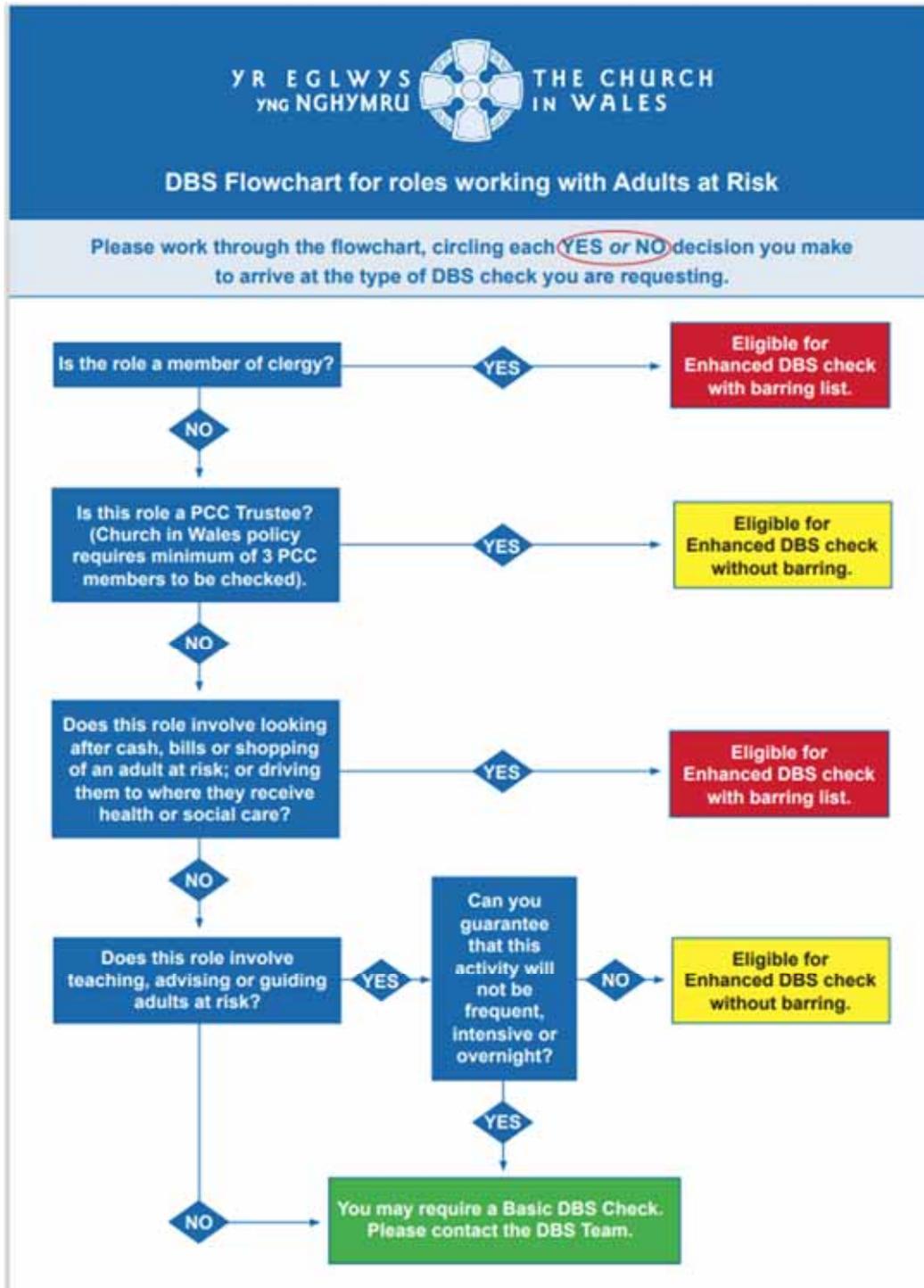
You can locate this by clicking on the 'Adult' or 'Child' option (depending on the role) under the 'Flow Charts' tab within the contents on the left side of your screen.



Once you click on the option (as labelled) you should be redirected to a new tab. This will contain a readable PDF document that visualizes the flow chart.

## Navigating the Adult and Child flowcharts

Handling the flowcharts should be relatively easy if you have a standard knowledge of the person and their role within the church.

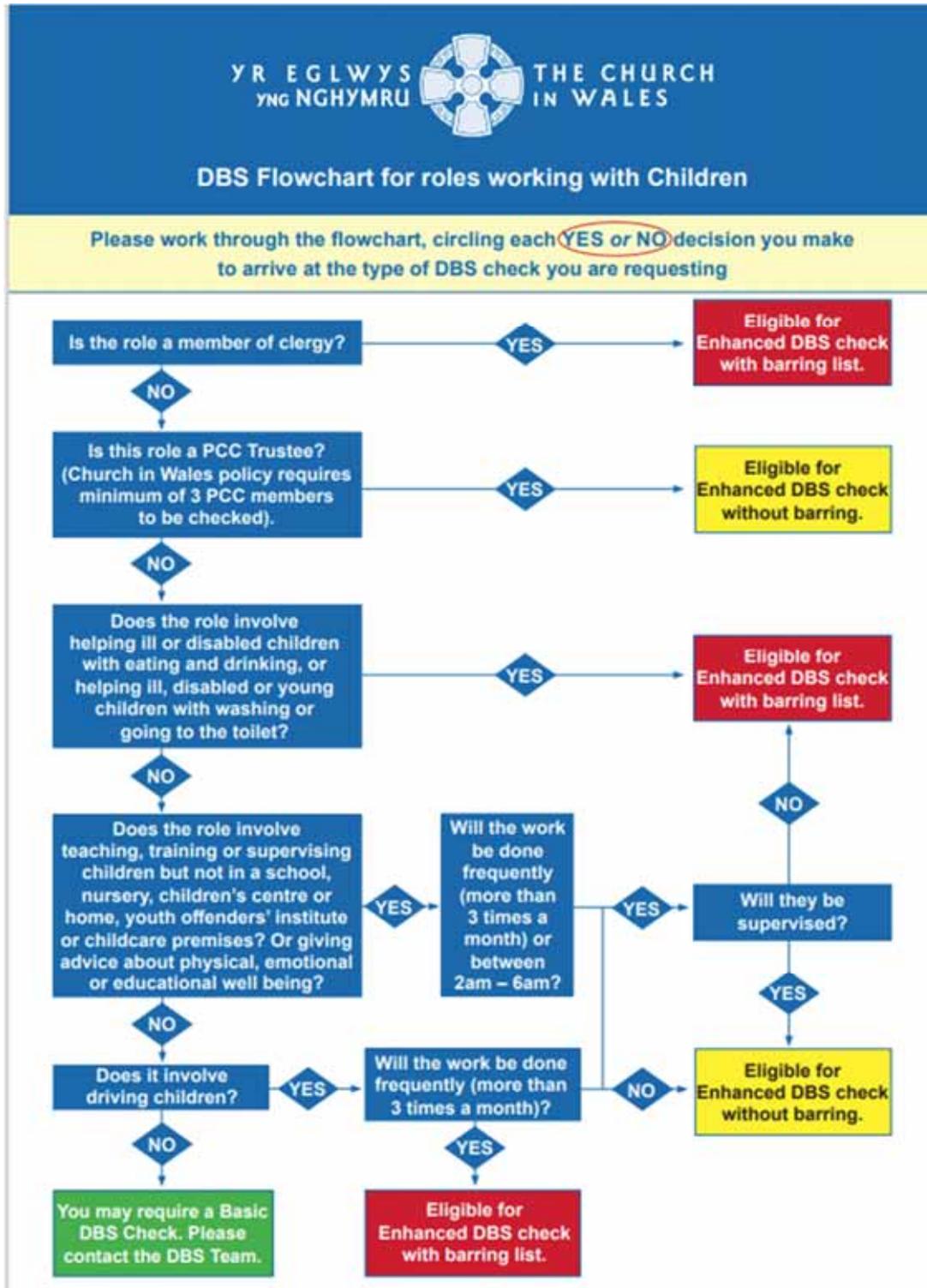


If you follow the “yes” or “no” options down or across the flowchart, you should be able to determine a rough idea as to what type of DBS requirement a person needs.

- ‘Eligible for Enhanced DBS check with barring list’ would be equivalent to an Enhanced Child and Adult with Child and Adult Barring check.
- ‘Eligible for Enhanced DBS check without barring’ would be equivalent to an Enhanced Child or an Enhanced Adult check, only without the barring attached.
- If you reach the bottom of the flowchart, it suggests that you may require a Basic DBS Check and contact the DBS Team. Not every role requires a DBS, and this box has been put in place to suggest that your applicant may not even need a check. Please don’t expect to get a confirmed answer from the DBS regarding what type of requirements should be set for the role. This should be solely decided by you. Please see below.

**PLEASE NOTE: DBS application requirements are set only by the DBS and legal team because of the certainty of what they do in their role. Each DBS application should be risk assessed by role/duties held by an individual within the MA or individual church. We cannot provide a list of which role requires which DBS check because there is no standardisation of roles across the province. Each diocese has multiple roles with varied duties which change DBS requirements per application.**

The same applies for the Child flow chart:



- 'Eligible for Enhanced DBS check with barring list' would be equivalent to an Enhanced Child and Adult with Child and Adult Barring check.
- 'Eligible for Enhanced DBS check without barring' would be equivalent to an Enhanced Child or an Enhanced Adult check, only without the barring attached.
- If you reach the bottom of the flowchart, it suggests that you may require a Basic DBS Check and contact the DBS Team. Not every role requires a DBS, and this box has been put in place to suggest that your applicant may not even need a check. Please don't expect to get a confirmed answer from the DBS regarding what type of requirements should be set for the role. This should be solely decided by you. Please see previous page.

## Initializing the DBS Check

Now that you have provided role requirements for initializing your DBS check, you are finally able to start the DBS check application process.

You can start this by hovering over the initialize a check option (under DBS not valid) and then clicking on it. You will be redirected to the following page.

The screenshot displays a list of roles and their associated DBS check information. Each role entry consists of a name, a role title, and a 'DBS not valid' warning with an 'initialise a check' button. The roles and their details are as follows:

- Role 1:** [Redacted Name], Churchwarden of St Dyfrig and St Samson, Grangetown. Ongoing DBS Check (Level: Enhanced, Type: Child) initialized on 31 May 2023. Verifier: [Redacted] (as yet unverified). DBS not valid (DBS check in progress).
- Role 2:** [Redacted Name], Family Support Worker of St Mary the Virgin, Bute Street, Cardiff. Ongoing DBS Check (Level: Enhanced, Type: Child & Adult) initialized on 27 March 2023. Verifier: [Redacted] (as yet unverified). DBS not valid (Initialise a check).
- Role 3:** [Redacted Name], Childrens Group Leader of St Mary the Virgin, Bute Street, Cardiff. Ongoing DBS Check (Level: Enhanced, Type: Child & Adult) initialized on 13 October 2022. Verifier: [Redacted] (as yet unverified). DBS not valid (Initialise a check).
- Role 4:** [Redacted Name], Church Treasurer of St Dyfrig and St Samson, Grangetown. Ongoing DBS Check (Level: Enhanced, Type: Child & Adult) initialized on 13 June 2023. Verifier: [Redacted] (as yet unverified). DBS not valid (DBS check in progress).
- Role 5:** [Redacted Name], Childrens Group Leader of St Paul's Church and Community Hall, Grangetown. Ongoing DBS Check (Level: Enhanced, Type: Child) initialized on 13 June 2023. Verifier: [Redacted] (as yet unverified). DBS not valid (DBS check in progress).

This page will pop up once you have clicked the “Initialise a check” function. You will need to fill out a few of the boxes and dropdowns before sending application email off.

The screenshot shows a web interface for 'Update Service'. On the left is a navigation menu with options: Home, My people, List view, Checks to be started, Find/Add Someone, Ongoing checks, Completed checks, Area Admin, Attendance Report, Exception Report, Data F.A.Q.s, and Flow Charts. Below the menu are tabs for 'Adult' and 'Child'. The main content area is titled 'Set things up for Update Service' and contains a form with the following fields: 'Position applied for' (text input), 'Level' (dropdown menu with 'Enhanced' selected), 'Workforce' (dropdown menu with 'Select...' selected), 'Is it a volunteer or salaried role?' (dropdown menu with 'Select...' selected), and 'Notes' (text area). A 'Save' button is located at the bottom left of the form. The top right of the page shows the user's name 'Cymraeg' and a 'log out' link.

First, you will need to fill out the “Position applied for” box with the role they are applying a DBS check for. In this case, for Margot, it would be a Junior-Kids Church Leader, but it depends on the role you add.

The screenshot shows the 'My Church People' interface. On the left is a navigation menu with options like Home, My people, List view, Checks to be started, Find/Add Someone, Ongoing checks, Completed checks, Area Admin, Attendance Report, Exception Report, Data F.A.Q.s, and Flow Charts. The main area shows a form for adding a child, with the following details:

- Position applied for:** Children's Group Leader
- Level:** Enhanced
- Workforce:** Select...
- Is it a volunteer or salaried role?:** Select...
- Notes:** Notes

A 'Save' button is located at the bottom left of the form. The top right of the interface shows the user's name 'Cymraeg' and a 'log out' link.

Next, you will be required to select the entry level and workforce for the DBS check. The system provides the previously set requirements under the name of the applicant as guidance to filling it out.

The screenshot shows the 'Update Service' configuration page. The sidebar on the left contains the following menu items: Home, My people, List view, Checks to be started, Find/Add Someone, Ongoing checks, Completed checks, Area Admin, Attendance Report, Exception Report, Data F.A.Q.s, and Flow Charts. At the bottom of the sidebar, there are radio buttons for 'Adult' and 'Child'. The main content area is titled 'Set things up for Update Service' and shows a dropdown for 'Position applied for' with 'Children's Group Leader' selected. Below this are three dropdown menus: 'Level' with 'Enhanced' selected, 'Workforce' with 'Select...' selected, and 'Is Select... or salaried role?' with 'Select...' selected. A 'Notes' text area contains the text 'Enhanced'. A 'Save' button is located at the bottom left of the form area.

With both the entry level and workforce dropdown, you are provided with various options.

- For the Entry level, you have the option for Basic or Enhanced.
- For the workforce, as seen here, you are given the options for solely Adult and Child or both. For this case, the requirements were set as Enhanced Child so they would be selected accordingly.

The screenshot shows the 'My Church People' interface. On the left is a navigation menu with options: Home, My people, List view, Checks to be started, Find/Add Someone, Ongoing checks, Completed checks, Area Admin, Attendance Report, Exception Report, Data F.A.Q.s, and Flow Charts. Below the menu are 'Adult' and 'Child' filters. The main content area is titled 'Set things up for Update Service' and shows a form for a 'Children's Group Leader' position. The form includes a 'Level' dropdown set to 'Enhanced', a 'Workforce' dropdown set to 'Child', and a 'Is it a volunteer or salaried role?' dropdown set to 'Child'. A 'Notes' field is also present. A 'Save' button is at the bottom left of the form.

Next, you need to select whether the role is volunteer or salaried (based on your knowledge of the person in that role) For this example, we have selected volunteer. It is also worth noting that you can select “Child Barring” or “Adult Barring” if the requirements ask it. Please refer to FAQ at the end of this guide for definitions on ‘Child Barring’ and ‘Adult Barring’.

The screenshot shows a web interface for updating a service. On the left is a navigation menu with options like Home, My people, List view, Checks to be started, Find/Add Someone, Ongoing checks, Completed checks, Area Admin, Attendance Report, Exception Report, Data F.A.Q.s, and Flow Charts. The main content area is titled 'Update Service' and includes a 'log out' button. The form contains the following fields:

- Position applied for: Children's Group Leader
- Level: Enhanced
- Workforce: Child
- Is it a volunteer or salaried role?: Volunteer (selected from a dropdown menu)
- Child Barring?:
- Work at Home?:
- Notes: A text input field.

A 'Save' button is located at the bottom left of the form.

The screenshot shows the 'My Church People' interface. On the left is a navigation menu with options: Home, My people, List view, Checks to be started, Find/Add Someone, Ongoing checks, Completed checks, Area Admin, Attendance Report, Exception Report, Data F.A.Q.s, and Flow Charts. Below the menu are tabs for 'Adult' and 'Child'. The main content area is titled 'Set things up for Update Service' and shows a form for a 'Children's Group Leader'. The form includes fields for 'Position applied for' (Children's Group Leader), 'Level' (Enhanced), 'Workforce' (Child), and 'Is it a volunteer or salaried role?' (Select...). There are checkboxes for 'Child Barring?' and 'Work at Home?', both of which are currently unchecked. A 'Notes' text area is also present, and a 'Save' button is at the bottom left of the form.

We have left this unticked as we only require an “Enhanced Child” DBS check, therefore I won’t be requiring them.

Once you have selected whether the role is “salaried” or “volunteer”, the option to choose a “verifier” should become available.

The screenshot shows the 'Update Service' interface. On the left is a navigation menu with options like Home, My people, List view, Checks to be started, Find/Add Someone, Ongoing checks, Completed checks, Area Admin, Attendance Report, Exception Report, Data F.A.Q.s, and Flow Charts. The main area displays a form for a 'Children's Group Leader' role. The form includes fields for Level (Enhanced), Workforce (Child), and role type (Volunteer). A 'Verifier' dropdown menu is highlighted with a red box, showing 'Other' as the selected option. Other fields include 'Child Barring?' and 'Work at Home?' checkboxes, a 'Notes' text area, and a 'User ID' field. A 'Save' button is at the bottom left of the form.

Once you have clicked on the verifier option as seen on the previous page, you should then be able to input the name and email of the verifier, whoever you choose to nominate. Please remember that an applicant cannot verify themselves. Please refer to FAQ at the end of this guide.

The screenshot shows the 'Update Service' form in the My Church People system. The form is for a 'Children's Group Leader' and includes the following fields and options:

- Position applied for:** Children's Group Leader
- Level:** Enhanced
- Workforce:** Child
- Is it a volunteer or salaried role?:** Volunteer
- Child Barring?:**
- Work at Home?:**
- Notes:** A text area for additional information.
- View Map:** A button to view a map of the location.
- Verifier:** Other
- Verifier name:** A text input field, highlighted with a red box.
- Verifier email:** A text input field, highlighted with a red box.
- User ID:** A dropdown menu, currently showing a redacted value.
- Save:** A button to save the changes.

The left sidebar contains navigation options: Home, My people, List view, Checks to be started, Find/Add Someone, Ongoing checks, Completed checks, Area Admin, Attendance Report, Exception Report, Data F.A.Q.s, and Flow Charts. The top right corner shows the user's name 'Cymraeg' and a 'log out' button.

Once you have inputted the details of the verifier, you will need to click on the “Email application to applicant” link to send the application form off to the desired applicant.

The screenshot shows a web application interface for managing church members. On the left is a navigation menu with options like Home, My people, List view, Checks to be started, Find/Add Someone, Ongoing checks, Completed checks, Area Admin, Attendance Report, Exception Report, Data F.A.Q.s, and Flow Charts. The main area displays a form for adding a new member. The form includes fields for Position applied for (Children's Group Leader), Level (Enhanced), Workforce (Child), and role type (Volunteer). It also has checkboxes for Child Barring and Work at Home, a Notes field, and a View Map option. At the bottom of the form, there are fields for Verifier name, Verifier email, and User ID, all of which are redacted with black boxes. A yellow button labeled "Email application to applicant" is highlighted, and a "Save" button is visible at the bottom left of the form area.

This means that the applicant will receive an automatic email from the DBS (under the email address of the verifier) explaining that an ongoing check has been started for them. It will also provide login details for APCS (the DBS check processing system) so they can fill out the online application form.

The screenshot shows the 'My Church People' interface. On the left is a navigation menu with options: Home, My people, List view, Checks to be started, Find/Add Someone, Ongoing checks, Completed checks, Area Admin, Attendance Report, Exception Report, Data F.A.Q.s, and Flow Charts. The main content area shows a form for an 'Enhanced Child' check. The form includes fields for 'Position applied for' (Children's Group Leader), 'Level' (Enhanced), 'Workforce' (Child), and 'Is it a volunteer or salaried role?' (Volunteer). There are checkboxes for 'Child Barring?' and 'Work at Home?'. A 'Notes' text area is present. The 'Verifier' is set to 'Other' with a 'Change verifier' link. Fields for 'Verifier name', 'Verifier email', and 'User ID' are shown with redacted values. A 'Clear User ID' button is next to the User ID field. The application was sent on 9 August 2023 at 15:31, and there is an option to 'Email reminder to applicant'. A 'Save' button is at the bottom left of the form.

## Find / Add Someone

Next, we will be looking at how to add someone who isn't already on the system. To add someone to the system from scratch, you will need to navigate the "Find/Add Someone" option on the left-hand menu. You will also be required to navigate this when trying to find someone's record on the system. Please see below.

The screenshot shows the user interface of the 'My Church People' system. At the top, there is a blue header bar with the Church in Wales logo on the left, the text 'Cymraeg' on the right, and a 'log out' button. Below the header is a left-hand navigation menu with the following items: Home, My people, List view, Checks to be started, **Find/Add Someone** (highlighted in yellow), Ongoing checks, Completed checks, Area Admin, Attendance Report, Exception Report, Data F.A.Q.s, and Flow Charts. Under 'Flow Charts', there are sub-links for 'Adult' and 'Child'. The main content area on the right displays 'There are 38 DBS checks ongoing' and 'South Cardiff'. Below this, it lists the 'Ministry Area of South Cardiff' with the following churches: St Dyfrig and St Samson, Grangetown; St Mary the Virgin, Bute Street, Cardiff; St Paul's Church and Community Hall, Grangetown; and St Saviour, Splott.

Once you have clicked on this option, you will see a search box appear on the right-hand side of the screen. In the search bar, type the name of the person you would like to add.

The screenshot shows a web application interface for 'My Church People'. At the top, there is a blue header bar containing the Church in Wales logo on the left and the text 'Cymraeg' and 'log out' on the right. Below the header is a navigation menu on the left side with the following items: Home, My people, List view, Checks to be started, Find/Add Someone, Ongoing checks, Completed checks, Area Admin, Attendance Report, Exception Report, Data F.A.Q.s, and Flow Charts. Under 'Flow Charts', there are sub-links for 'Adult' and 'Child'. The main content area is titled 'Add Contact' and contains the instruction: 'Search for the contact. if you cannot find them you will be given the chance to add a new one'. Below this text is a search input field with the word 'Search' highlighted in yellow.

Once you have searched the name in the search button and “no results” appear. Click on the “Add a new person” button to create a new record to be added to the system.

The screenshot displays the 'Add Contact' interface. On the left is a sidebar menu with the following items: Home, My people, List view, Checks to be started, Find/Add Someone, Ongoing checks, Completed checks, Area Admin, Attendance Report, Exception Report, Data F.A.Q.s, and Flow Charts. Below the menu are 'Adult' and 'Child' filters. The main content area is titled 'Add Contact' and contains the instruction: 'Search for the contact, if you cannot find them you will be given the chance to add a new one'. A search input field contains the text 'greta gershwin'. Below the search field, there is a 'No results' message with a red circle icon, and a yellow-highlighted button labeled 'Add a new person'. The top right of the page shows the user's name 'Cymraeg' and a 'log out' link.

Once you have clicked on that, this dashboard will appear on your screen. This allows you to fill out the relevant details to create a record for someone new on the system. Just fill out the boxes (importantly the ones highlighted with a yellow tinge) to save the record to the system.

If you are unsure of the postcode, email, or telephone number for the applicant, you can always type in '- ' to save the details and edit accordingly later in the process.

**Record details of this new person**

Title

Initials

First name

Full forenames (if different)

Last name

Gender

Postcode

Address

Email

Telephone

Mobile (if different)

Other phone

Date of Birth

Certificate Number

For this instance, we have used a random address, a fake email and telephone just for display purposes. This is what an ideal layout would look like.

**IMPORTANT: Please ensure that the box labelled “Certificate number” must be left blank.**

The screenshot shows a web interface for 'My Church People'. On the left is a navigation menu with options like Home, My people, List view, Checks to be started, Find/Add Someone, Ongoing checks, Completed checks, Area Admin, Attendance Report, Exception Report, Data F.A.Q.s, and Flow Charts. The main area is titled 'Record details of this new person' and contains a form with the following fields:

- Title: Ms (dropdown)
- Initials: GD
- First name: Greta
- Full forenames (if different): Greta Diane
- Last name: Gershwin
- Gender: Female (dropdown)
- Postcode: GR12 8XY
- Address: 776 Heyday Lane, Wylie, Herefordshire
- Email: Gershwinis@gmail.com
- Telephone: 01764 889012
- Mobile (if different): Mobile (if different)
- Other phone: Other phone
- Date of Birth: 19/08/81 (calendar icon)
- Certificate Number: Certificate Number

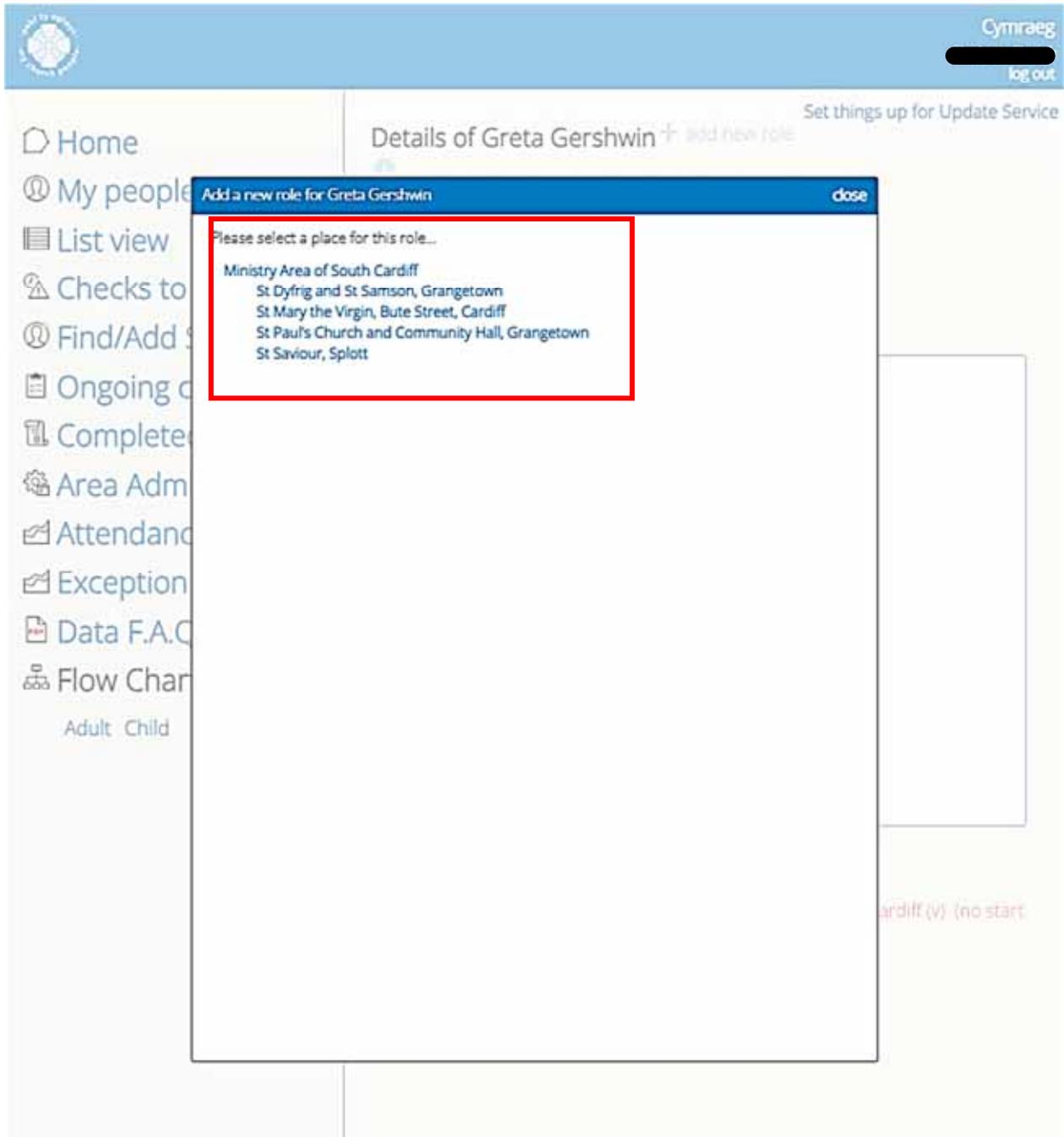
A 'Save' button is located at the bottom left of the form area.

Once you have clicked on the “Save” button, you will be directed to this dashboard. The record of your new person has been created on the system.

However, you will see that your new person's record is not on your "People List." This is due to the fact, that you will need to add a new role to their record to move them across. Currently, the person has a record in the system, but a role must be assigned under a certain church from the list.

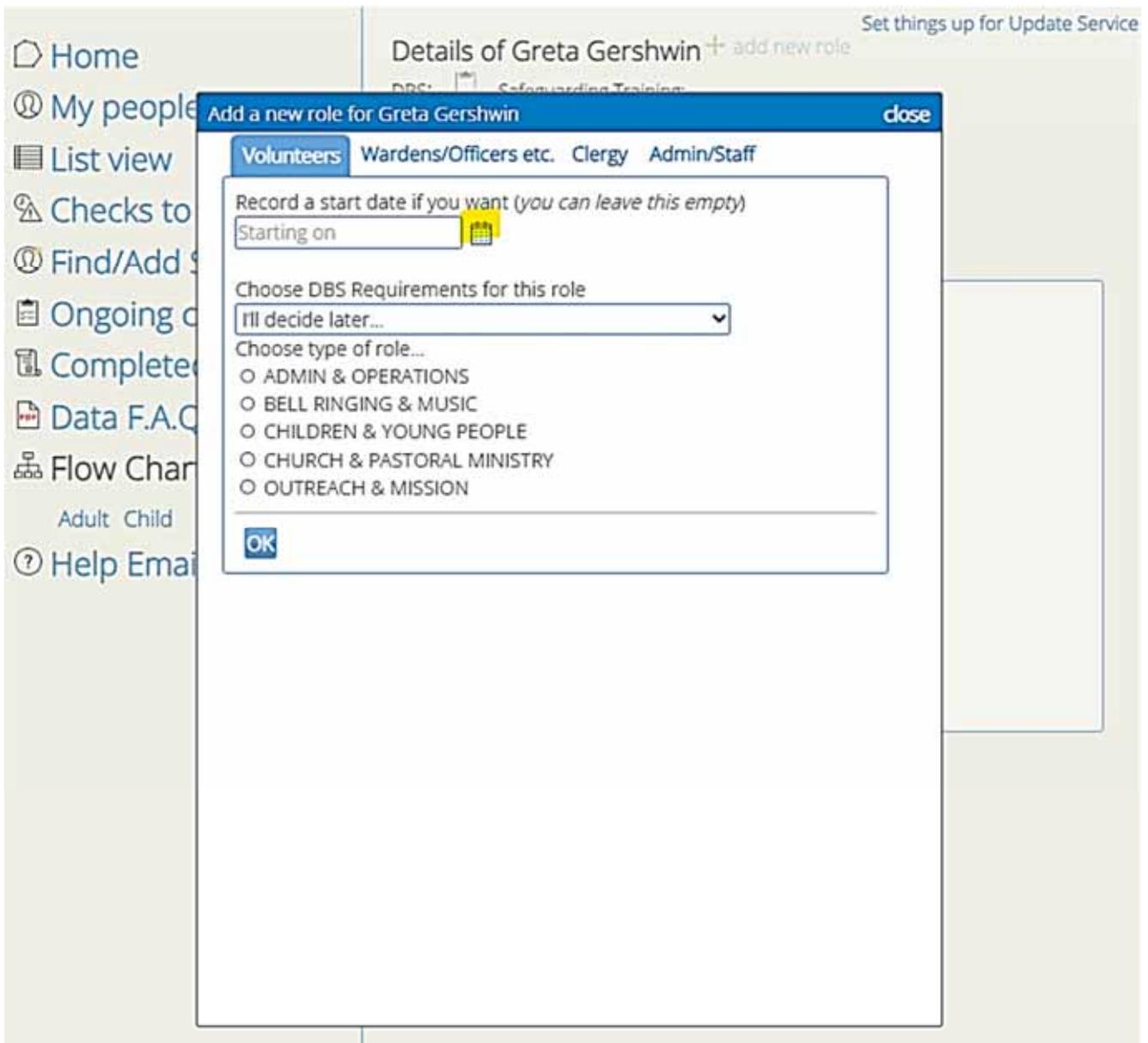
The screenshot shows a web interface for 'My Church People'. At the top, there is a blue header with the Church in Wales logo on the left and the text 'Cymraeg' and 'log out' on the right. Below the header is a navigation menu on the left with options: Home, My people, List view, Checks to be started, Find/Add Someone, Ongoing checks, Completed checks, Area Admin, Attendance Report, Exception Report, Data F.A.Q.s, and Flow Charts. The main content area displays 'Details of Greta Gershwin' with a '+ add new role' button. Below this, there is a 'DBS' section with a checkbox and a '- back' link. A large box contains personal details: Address (776 Heyday Lane, Wylie, Herefordshire), Postcode (GR12 8XY), Email (Gershwinis@gmail.com), Telephone (01764 889012), Mobile (if different), Other phone, Date of Birth (19/08/81), and Certificate Number. A 'Save' button is located at the bottom left of this details box.

When you click on the “add a new role” option, this pop-up will appear. It will ask you to select a church of which the role applies to. You also can select the “Ministry Area” as an option as well, if a person is acting under several churches as opposed to one.



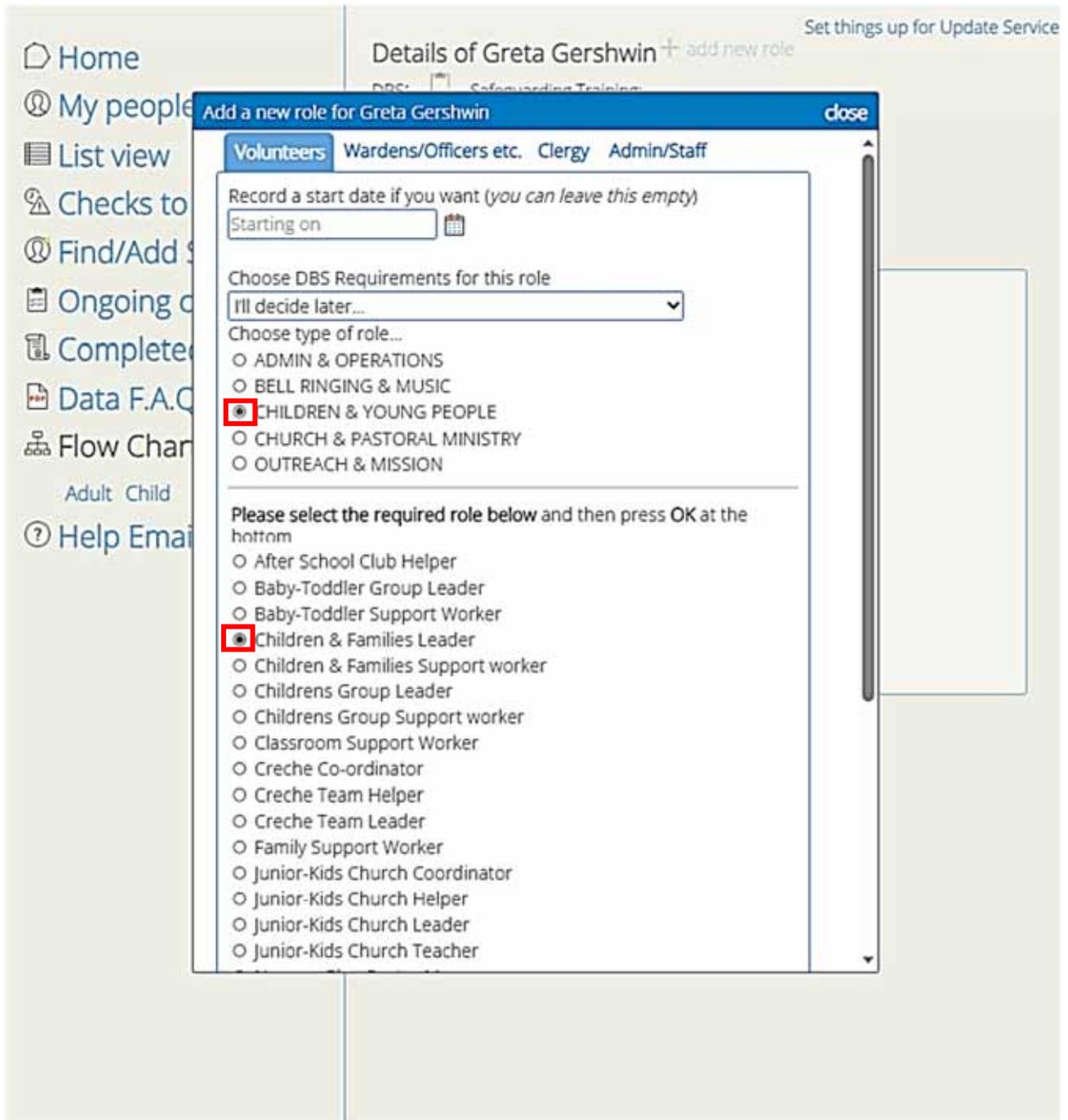
A second pop-up should follow once you have selected the location. This pop-up enables you to select the desired role/roles for your applicant through four different tabs as seen below at the top of the pop-up. These four tabs are split up by volunteers, wardens/officers, clergy and admin/staff and you can navigate these as such.

To save a role to a person’s record, you will need to record the start date (meaning the date when that person started their role) and can set their DBS requirements (if applicable at this time)



You are also able to select your desired role by using the following drop-down buttons. Just select the role that matches the applicant.

If the role you are initially looking for is not displayed on the following lists, we advise you to choose the nearest match to that original role. In this instance, we are going to select a placeholder of 'Children and Families Leader' for the demonstration.



Once you have selected all the requirements, click on OK at the bottom of the pop-up to save this role to that person's record.

Add a new role for Greta Gershwin
close

Please select the required role below and then press OK at the bottom

- After School Club Helper
- Baby-Toddler Group Leader
- Baby-Toddler Support Worker
- Children & Families Leader
- Children & Families Support worker
- Childrens Group Leader
- Childrens Group Support worker
- Classroom Support Worker
- Creche Co-ordinator
- Creche Team Helper
- Creche Team Leader
- Family Support Worker
- Junior-Kids Church Coordinator
- Junior-Kids Church Helper
- Junior-Kids Church Leader
- Junior-Kids Church Teacher
- Nursery-Play Centre Manager
- Nursery-Play Centre Support Worker
- Open the Book Team Leader
- Open the Book Team Member
- Parent & Toddler Group Assistant
- Parent & Toddler Group Leader
- Pre-School Assistant
- Pre-School Leader-Manager
- Working Regularly With Children
- Youth Club-Group Coordinator
- Youth Club-Group Leader
- Youth Club-Group Support Worker

You will notice that once you have added the role to the record, the blank clipboard has turned to a red caution triangle. This means that the DBS requirements need to be set for the role you have added. You can complete this by following the instructions covered in the **'Defining DBS Requirements'** section.

The screenshot shows the 'My Church People' application interface. On the left is a navigation menu with options: Home, My people, List view, Checks to be started, Find/Add Someone, Ongoing checks, Completed checks, Area Admin, Attendance Report, Exception Report, Data F.A.Q.s, and Flow Charts. Below 'Flow Charts' are tabs for 'Adult' and 'Child'. The main content area displays 'Details of Greta Gershwin' with a '+ add new role' link. A blue information icon is present. Below it, 'DBS:' is followed by a yellow warning triangle icon. There is a '← back' link and '(edit these details)' text. A 'Set things up for Update Service' link is in the top right. A form box contains the following details: Address 776 Heyday Lane, Wylie, Herefordshire, Postcode GR12 8XY, Email Gershwinis@dmil.com, Telephone 01764 889012, Mobile (if different), Other phone, Date of Birth 19/08/81, and Certificate Number. A 'Save' button is at the bottom left of the form.

If you return to your My People list, you will see that the person you have added onto the system has now appeared.

Grangetown

[Redacted] + add new role DBS not valid  
DBS check in progress

Bell Ringer Captain of St Paul's Church and Community Hall, Grangetown (v) [Redacted] X

**Ongoing DBS Check** Initialised on 18 May 2023  
Level: Enhanced, Type: Child & Adult  
Verifier: Bertha Samuels (as yet unverified)  
+ add a Transfer-In

---

**Greta Gershwin** + add new role DBS not valid  
Initialise a check anyway

Childrens Group Leader of St Mary the Virgin, Bute Street, Cardiff (v) (no start date) X

---

[Redacted] + add new role DBS not valid  
DBS check in progress

Childrens Music-Leader/Master/Director of St Paul's Church and Community Hall, Grangetown (v) [Redacted] X  
Prayer-Ministry Team Leader of St Dyfrig and St Samson, Grangetown (v) [Redacted] X

**Ongoing DBS Check** Initialised on 10 May 2023  
Level: Enhanced, Type: Child & Adult  
Verifier: Bertha Samuels (as yet unverified)  
+ add a Transfer-In

---

[Redacted] + add new role DBS not valid  
DBS check in progress

Childrens Group Leader of St Mary the Virgin, Bute Street, Cardiff (v) [Redacted] X

**Ongoing DBS Check** Initialised on 31 May 2023  
Level: Enhanced, Type: Child  
Verifier: Bertha Samuels (as yet unverified)  
+ add a Transfer-In

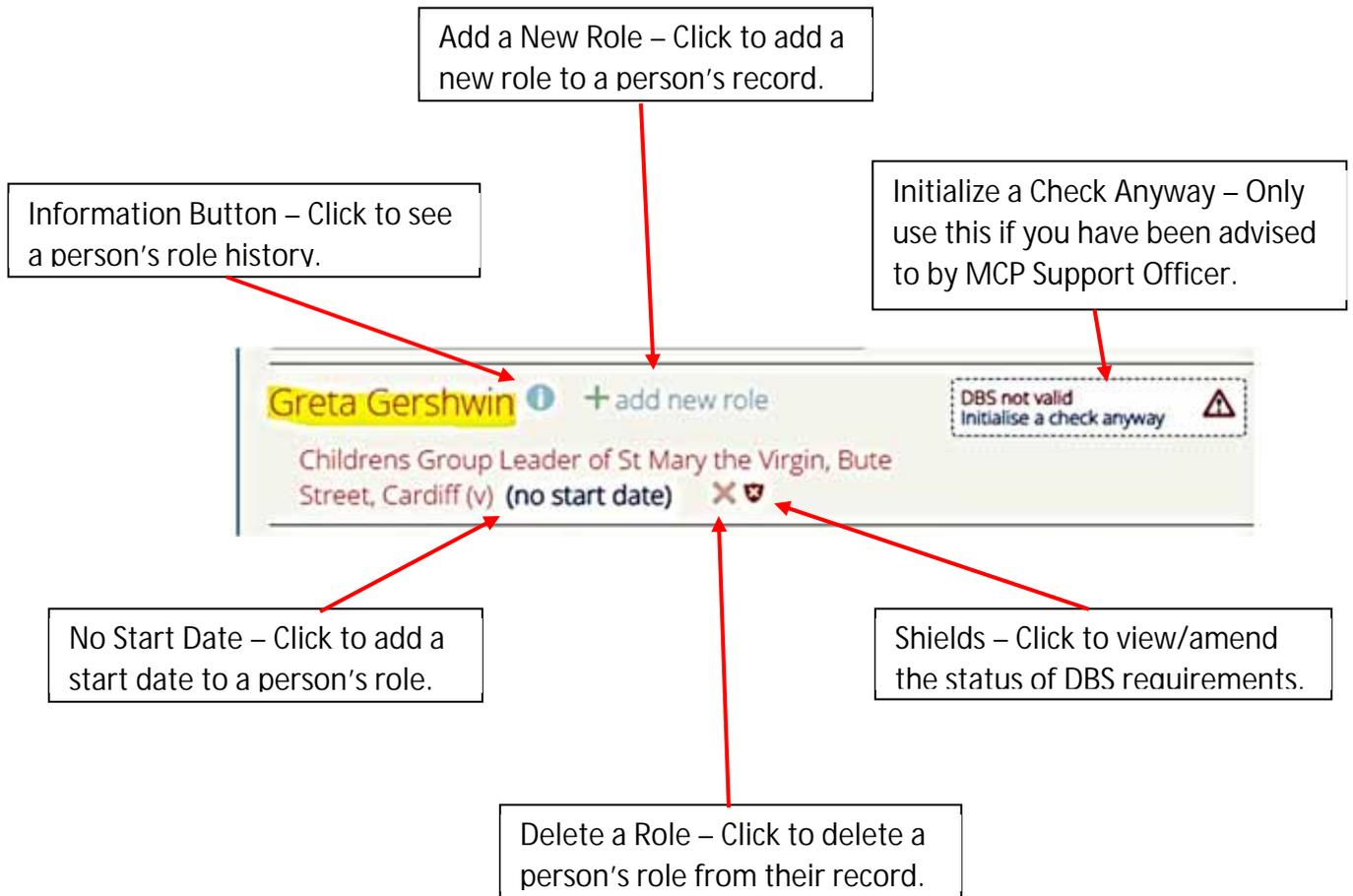
---

[Redacted] + add new role DBS not valid  
DBS check in progress

Messy Church leader of St Mary the Virgin, Bute Street

## Record Status Indicators

Status indicators highlight any details that need to be amended/updated.



## Setting Things Up for the Update Service

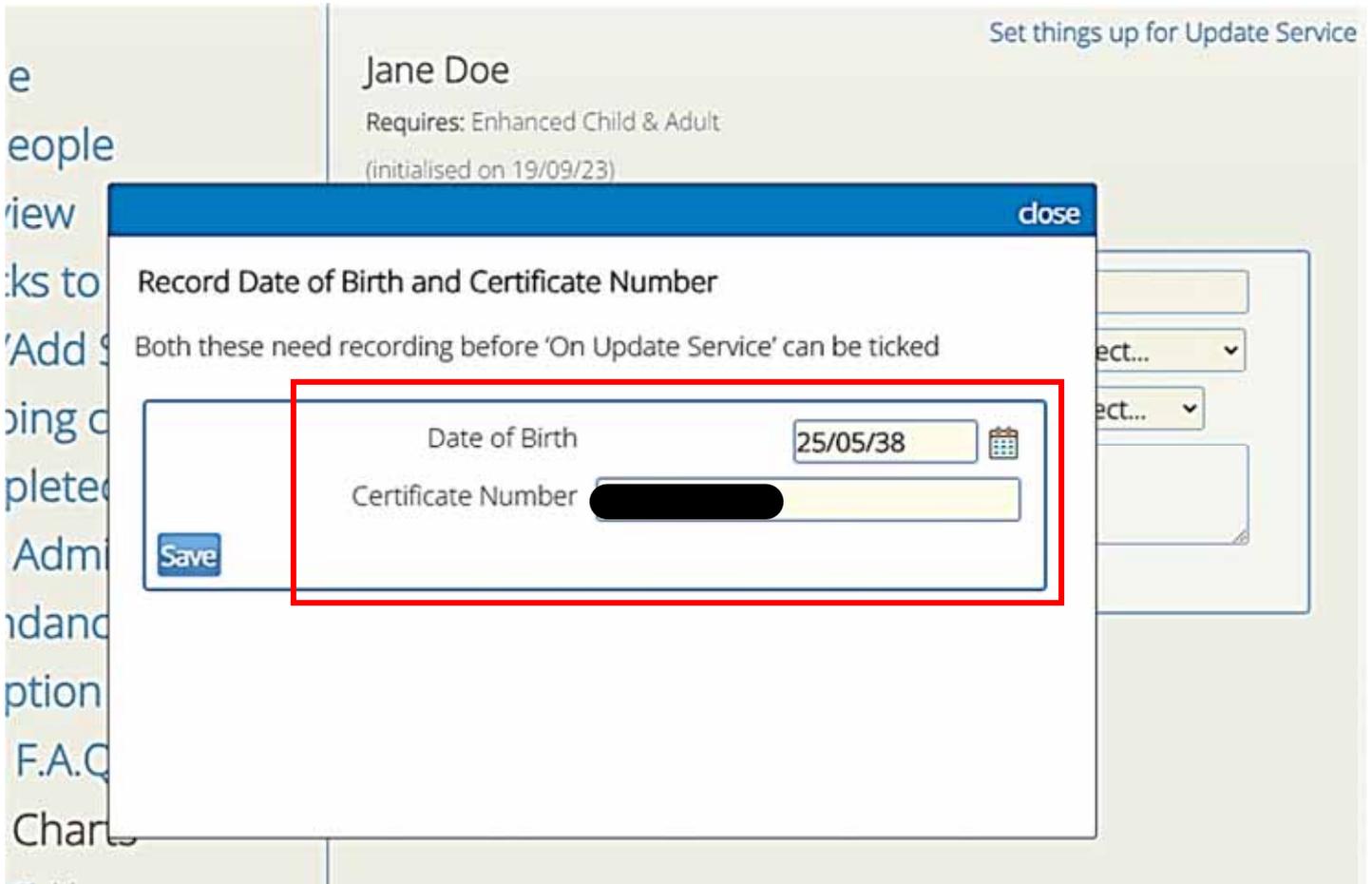
Next, we will have a look at how to set things up for the Update Service. You can complete this through starting a check on My Church People.

If you direct yourself to the “Find/Add Someone” option and search for the record of the person you know has had a recent DBS check, come back through the system.

If someone is NOT recorded as being on the Update Service, but should be, you will see them appear like this when you start a check for them.

The screenshot shows a user interface for setting up an update service for a person named Jane Doe. On the left is a navigation menu with options: Home, My people, List view, Checks to be started, Find/Add Someone, Ongoing checks, Completed checks, Area Admin, and Attendance Report. The main content area is titled 'Set things up for Update Service' and shows the name 'Jane Doe' with the requirement 'Enhanced Child & Adult' and an initialization date of '19/09/23'. Below this is a 'back to list' link and a form with the following fields: 'Position applied for' (text input), 'Level' (dropdown menu set to 'Enhanced'), 'Workforce' (dropdown menu set to 'Select...'), 'Is it a volunteer or salaried role?' (dropdown menu set to 'Select...'), and 'Notes' (text area). A blue 'Save' button is located at the bottom left of the form.

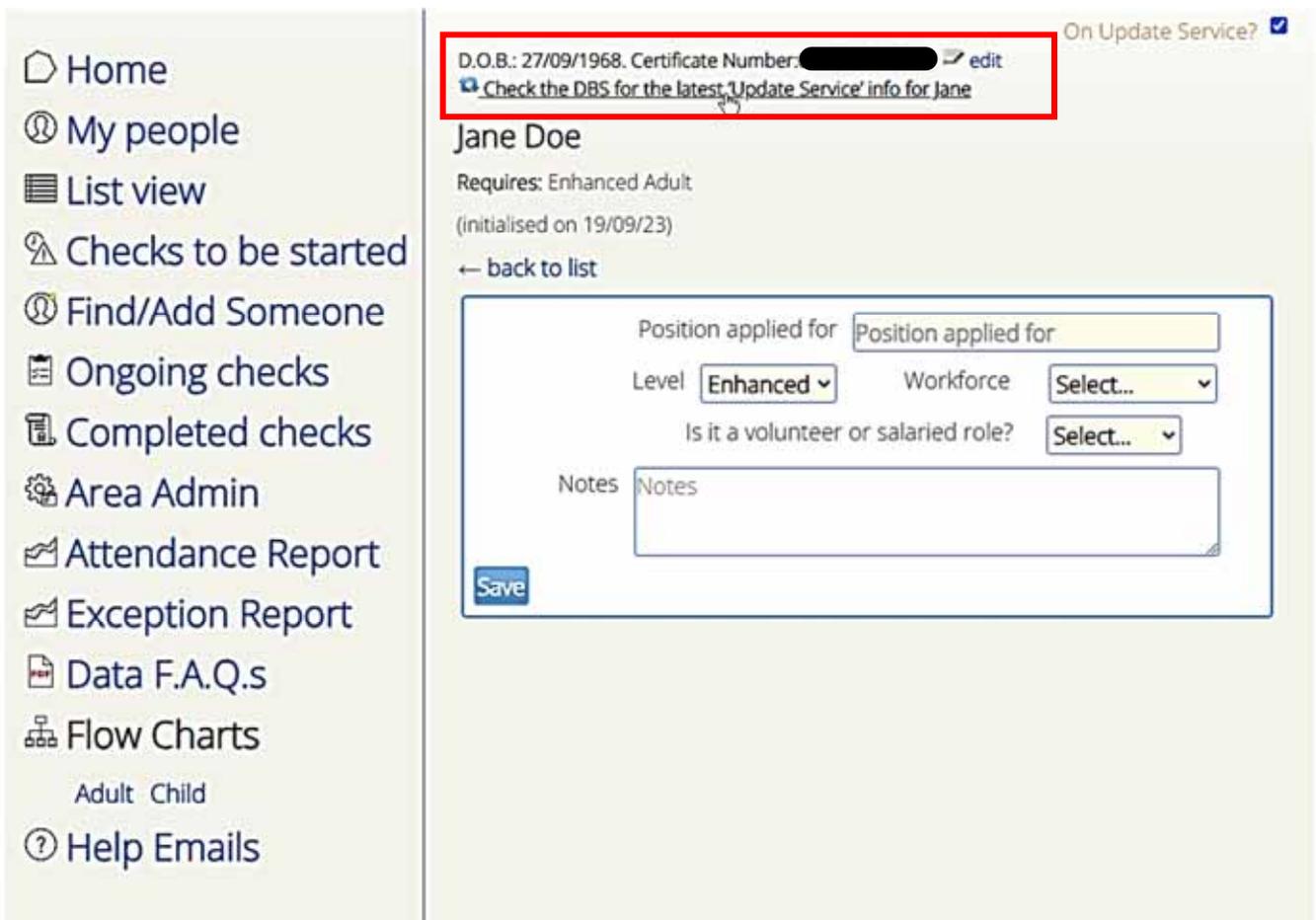
If you click on the 'Set things up for the Update Service' button, it will prompt you via a pop-up screen to check their Certificate number and Birth date. Please see below.



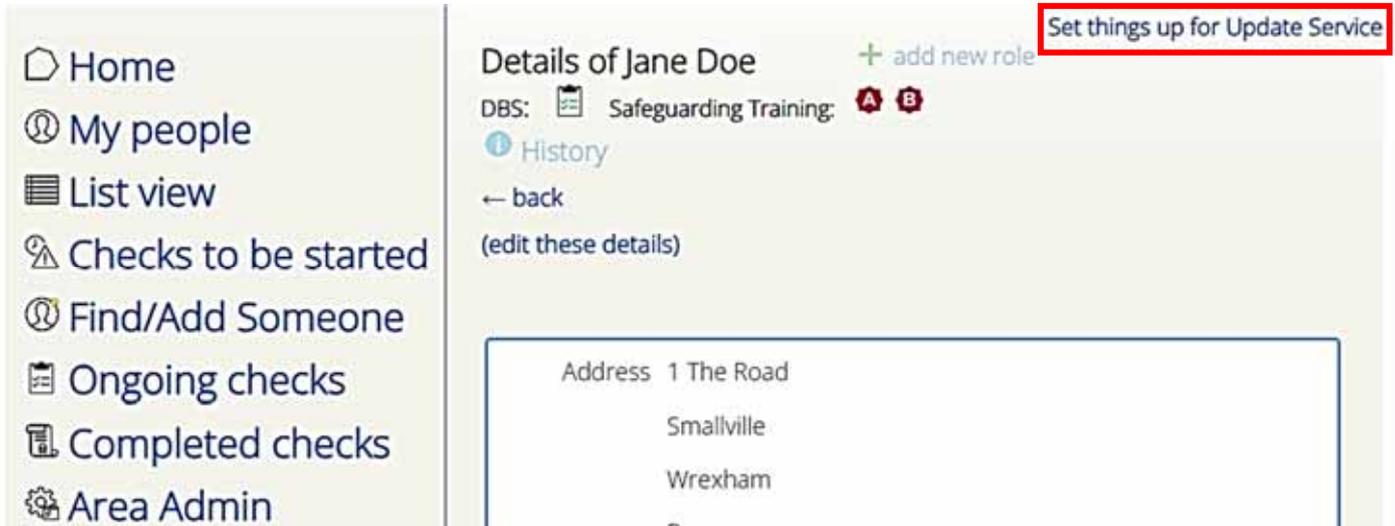
If their Birth date and certificate details are already stored in the system, you will just see a simple tick box at the top right of the screen instead, just to put them on the Update Service.



Either way, this will set them up on the Update Service and you will be able to proceed as before. Please see below.



You can also put them on the Update Service in a similar when you are in their 'Contact' page. You just click on the 'Set things up for the Update Service' button and it will prompt you for their Birth Date and Certificate Number via a pop-up tab. Please see page 42.



If their Birth Date and Certificate Number are already stored within the system, you will see a tick box at the top right instead to tick to put them on the Update Service (as before where we were doing it as part of a check)



## Update Service Re-checks

If someone is already on the Update Service, you will see the following.

The screenshot displays the 'My Church People' interface. On the left is a navigation menu with options: Home, My people, List view, Checks to be started, Find/Add Someone, Ongoing checks, Completed checks, Area Admin, Attendance Report, Exception Report, Data F.A.Q.s, and Flow Charts. The main content area shows the profile for 'Jane Doe'. At the top right, it indicates 'On Update Service?' with a checked checkbox. A red box highlights the text: 'D.O.B.: 25/05/1938. Certificate Number: [REDACTED] edit' and a link that says 'Check the D.B.S. for the latest 'Update Service' info for Jane'. Below this, the title 'Details of Jane Doe' is followed by 'DBS: [REDACTED]' and 'Safeguarding Training: [REDACTED]'. There are also links for 'History', '← back', and '(edit these details)'. At the bottom, a box contains contact information: Address 1 The Road, Smallville, Wrexham, Powys, Postcode LL11 1AA, Email jane@doe.com, and Telephone 01691 123456.

By clicking the 'check the DBS for the latest Update Service Info' button, you can check whether there has been any new info since the previous check. Please see previous page and below as a reminder.

The screenshot shows the 'My people' section of the My Church People application. On the left is a navigation menu with options: Home, My people, List view, Checks to be started, Find/Add Someone, Ongoing checks, Completed checks, Area Admin, Attendance Report, Exception Report, Data F.A.Q.s, Flow Charts (with sub-options for Adult and Child), and Help Emails. The main content area displays the 'Details of Jane Doe'. At the top right of this area is a link 'Go Update Service?' with a checkmark icon. Below this, a red-bordered box highlights a status message: 'D.O.B.: 25/05/1938. Certificate Number: [REDACTED] edit. There has been 'No New Info' since the last check on 20 June 2022. The certificate issued was Enhanced Child & Adult. This is sufficient for their current roles.' Below the status message are the following details: 'DBS: [REDACTED] Safeguarding Training: [REDACTED]', a 'History' link, a 'back' button, and '(edit these details)'. A large box contains contact information: 'Address 1 The Road, Smallville, Wrexham, Powys', 'Postcode LL11 1AA', 'Email jane@doe.com', 'Telephone 01691 123456', 'Mobile (if different)', and 'Other phone'.

On the system, you can record what is known as an 'Update Service re-check' for someone who is already on the Update Service. You can do this by starting a new check for them as normal and you will arrive at the normal screen for initialising checks. Please see the 'Initializing the DBS Check' section for guidance on this. You will notice a similar link to check for any new info.

The screenshot shows the 'My people' profile page for Jane Doe. On the left is a navigation menu with options like Home, My people, List view, Checks to be started, Find/Add Someone, Ongoing checks, Completed checks, Area Admin, Attendance Report, Exception Report, Data F.A.Q.s, Flow Charts, and Help Emails. The main content area shows Jane Doe's details: 'Requires: Enhanced Adult (initialised on 19/09/23)'. A red box highlights the text 'D.O.B.: 27/09/1968. Certificate Number [redacted] edit' and a link 'Check the DBS for the latest Update Service' info for Jane'. Below this is a form for updating the profile with fields for 'Position applied for', 'Level' (set to Enhanced), 'Workforce' (Select...), and 'Is it a volunteer or salaried role?' (Select...). There is also a 'Notes' text area and a 'Save' button. A 'Save' button is also visible at the bottom left of the form area.

If you click that link, as before, it will report whether there is any new info, and if not, it will give you the option to 'Copy these prior certificate details to this certificate, dated today'. Please see below.

The screenshot shows the 'My Church People' user interface. On the left is a navigation menu with items: Home, My people, List view, Checks to be started, Find/Add Someone, Ongoing checks, Completed checks, Area Admin, Attendance Report, Exception Report, Data F.A.Q.s, and Flow Charts. The main content area shows a certificate update screen for 'Jane Doe'. At the top right, there is a toggle for 'On Update Service?' which is checked. Below this, the user's details are shown: 'D.O.B.: 25/05/1938. Certificate Number [redacted] edit'. A green checkmark icon is followed by the text: 'There has been 'No New Info' since the last check on 20 June 2022. The certificate issued was Enhanced Child & Adult. This is sufficient for their current roles.' Below this, a red box highlights a link: 'Copy these prior certificate details to this certificate, dated today...'. Underneath, the name 'Jane Doe' is displayed, followed by 'Requires: Enhanced Child & Adult' and '(initialised on 19/09/23)'. A '← back to list' link is also present. A blue box highlights a form with the following fields: 'Position applied for' (text input), 'Level' (dropdown menu with 'Enhanced' selected), 'Workforce' (dropdown menu with 'Select...' selected), 'Is it a volunteer or salaried role?' (dropdown menu with 'Select...' selected), and 'Notes' (text area). A 'Save' button is located at the bottom left of the form.

By clicking on that button, you will be able to fill in all the details from the previous check (position, level etc.) and you can 'submit this check manually' which will in effect record a new check.

On Update Service?

D.O.B.: 25/05/1938. Certificate Number: [REDACTED] [edit](#)  
[Check the DBS for the latest 'Update Service' info for Jane](#)

### Jane Doe

Requires: Enhanced Child & Adult  
 (initialised on 19/09/23)  
[← back to list](#)

Position applied for **WORSHIP LEADER**

Level **Enhanced** Workforce **Child & Adult**

Is it a volunteer or salaried role? **Volunteer**

Child Barring?  Adult Barring?

Notes

Certificate Number [REDACTED]

Certificate Date 19/09/23

**Submit this Check Manually**

[Save](#)

**Please Note: By recording a new check, you won't be starting the process from scratch (emailing the applicant, ID checking etc.) You will simply be inputting a manual check into the system to show that someone is on the Update Service.**

## Safeguarding Training

In this section, we will look at how you can check whether a person has completed their respective Safeguarding training or not.

Firstly, select the 'Find/Add Someone' option on the left side of the screen.

The screenshot displays a user interface for managing safeguarding training. On the left is a vertical navigation menu with the following items: Home, My people, List view, Checks to be started, Find/Add Someone (highlighted in yellow), Ongoing checks, Completed checks, Data F.A.Q.s, Flow Charts (with sub-options for Adult and Child), and Help Emails. The main content area on the right shows a summary: 'There are 0 DBS checks ongoing' and 'There are 66 people whose roles lack DBS requirements'. Below this, the location 'Mold' is listed, followed by a 'Mission Area of Mold' section containing a list of churches: Christ Church, Pontblyddyn; Holy Trinity, Gwernaffield; Ss Eurgain and Peter, Northop; St Berres, Llanferres; St James, New Brighton; St John Evangelist, Rhydymwyn; St Mary the Virgin, Mold; St Mary, Cilcain; St Mary, Nercwys; St Mary, Treuddyn; and St Michael, Nannerch.

Next, use the search box to find the person you are looking to find proof of Safeguarding Training for and then click on their record.

**Home**

**My people**

List view

Checks to be started

Find/Add Someone

Ongoing checks

Completed checks

Data F.A.Q.s

Flow Charts

Adult Child

Help Emails

### Add Contact

Search for the contact, if you cannot find them you will be given the chance to add a new one

REDACTED

REDACTED

Add a new person

You should see the person's Safeguarding Training record located next to their DBS status. In this instance, it can be viewed underneath the text which states, 'Details of Jeremy Smithson'.

Home  
My people  
List view  
Checks to be started  
Find/Add Someone  
Ongoing checks  
Completed checks  
Data F.A.Q.s  
Flow Charts  
Adult Child  
Help Emails

Details of [redacted] + add new role  
Set things up for Update Service  
DBS: [redacted] Safeguarding Training: [redacted] [redacted] [redacted]  
History  
← back

Address [redacted]  
[redacted]  
[redacted]  
Postcode [redacted]  
Email [redacted]  
Telephone  
Mobile (if different)  
Other phone [redacted]  
Date of Birth  
Certificate Number [redacted]

Save

Roles  
Canon of Mission Area of Mold  
Permission to Officiate of St Davids  
[redacted] has other roles in the diocese, and as such, the contact details

The existing Safeguarding Training that person has received, is highlighted through the coloured badges you can see next to the 'Safeguarding' section.

The screenshot displays the 'Details of' page for a person in the My Church People system. On the left is a navigation menu with options: Home, My people, List view, Checks to be started, Find/Add Someone, Ongoing checks, Completed checks, Data F.A.Q.s, Flow Charts (with sub-options for Adult and Child), and Help Emails. The main content area shows the person's details, including a 'DBS' status with a warning icon and 'Safeguarding Training' with three colored badges (A, B, E). Below this is a 'History' link and a 'back' button. A large form box contains fields for Address, Postcode, Email, Telephone, Mobile (if different), Other phone, Date of Birth, and Certificate Number, all of which are redacted with black bars. A 'Save' button is located at the bottom left of this form. Under the 'Roles' section, the person is listed as 'Mission Area of Mold' with the role 'Permission to Officiate of St Davids'. A note at the bottom states: 'has other roles in the diocese, and as such, the contact details'.

The badges that are colour coded in red, highlight when a person has not attended their respective Safeguarding modules in the past three years.

Details of [redacted] + add new role Set things up for Update Service

DBS: ⚠ Safeguarding Training: **A** **B** E

[History](#)

[← back](#)

[redacted] has NOT attended Module A training in the last 3 years

The same goes for that colour coded in green, except these highlighted when a person completed their respective Safeguarding modules in the past three years.

Details of [redacted] + add new role Set things up for Update Service

DBS: ⚠ Safeguarding Training: **A** **B** **E**

[History](#)

[← back](#)

[redacted] HAS attended Module E training in the last 3 years

You can also access their training history via their record. Navigate your mouse to the History option and click on it.

Home  
My people  
List view  
Checks to be started  
Find/Add Someone  
Ongoing checks  
Completed checks  
Data F.A.Q.s  
Flow Charts  
Adult Child  
Help Emails

Details of [redacted] + add new role Set things up for Update Service

DPS: Safeguarding Training.

**History**

← back [redacted] history

Address [redacted]  
[redacted]  
[redacted]

Postcode [redacted]

Email [redacted]

Telephone

Mobile (if different)

Other phone [redacted]

Date of Birth

Certificate Number [redacted]

Save

A pop-up will open to display that person’s history. This page will include both their Safeguarding training history, but also their role history as well as any previous certificate information that has been recorded on their My Church People record.

The screenshot shows a mobile application interface with a sidebar menu on the left and a main content area. A pop-up window titled 'history' is open, displaying a table of roles and institutions. The sidebar menu includes options like Home, My people, List view, Checks to b, Find/Add Sc, Ongoing ch, Completed, Data F.A.Q.s, Flow Charts, Adult Child, and Help Emails. The main content area has a 'Get things up for Update Service' notification. The pop-up window has a blue header with the name 'history' and a 'close' button. Below the header, there is a section titled 'View address and contact info' and a table with columns for Role, Institution, Start date, and End date. The table contains two rows of data: Canon at Mission Area of Mold and Permission to Officiate at St Davids. Below this, there are three more tables, each with columns for Role, Institution, and Start date. The first of these tables has one row: Cleric. The second table has one row: Vicar (Incumbent) at Llangadog and Gwynfe w Llanddeusant. The third table is empty.

Role	Institution	Start date	End date
Canon	Mission Area of Mold	[Redacted]	[Redacted]
Permission to Officiate	St Davids	[Redacted]	

Role	Institution	Start date
Cleric		[Redacted]

Role	Institution	Start Date	End Date
Vicar (Incumbent)	Llangadog and Gwynfe w Llanddeusant	[Redacted]	[Redacted]

You can access the person’s Safeguarding training history by using the vertical scroll bar to navigate to the bottom of the pop-up. You will see that each section of information is separated through various tables. This allows you to see what course they attended and the date they attended that course. You can also view the status of that training course too just in case a cancellation was put in place for certain reasons.

The screenshot shows a 'history' pop-up window with a table of training courses. The table has three columns: Course, Date, and Status. The data is as follows:

Course	Date	Status
Module B: Understanding Safeguarding in the Church	[Redacted]	Cancelled
Module E: Safeguarding for those with PTO	[Redacted]	Attended
Module B: Understanding Safeguarding	[Redacted]	Cancelled
Safeguarding B1	[Redacted]	Attended
Safeguarding B2	[Redacted]	Attended

Below the first table is a second table with four columns: Level, Type, Date, and Number.

Level	Type	Date	Number
Enhanced	Child & Adult	[Redacted]	[Redacted]

You will also notice from the record highlighted above that there are various types of Safeguarding modules to take. These are divided into six different modules that range from A to F.

The screenshot shows a 'history' window with a table of safeguarding modules. The table has columns for Course, Date, and Status. The background shows a sidebar with navigation options like Home, My people, List view, Checks to be done, Find/Add Search, Ongoing checks, Completed, Data F.A.Q.s, Flow Charts, Adult Child, and Help Emails.

Course	Date	Status
Module B: Understanding Safeguarding in the Church	[Redacted]	Cancelled
Module E: Safeguarding for those with PTO	[Redacted]	Attended
Module B: Understanding Safeguarding	[Redacted]	Cancelled
Safeguarding B1	[Redacted]	Attended
Safeguarding B2	[Redacted]	Attended

Level	Type	Date	Number
Enhanced	Child & Adult	[Redacted]	[Redacted]

Just a recap on the different training modules as an overview:

- **Module A** (known as Safeguarding Awareness) applies to all clergy and church officers, including MAC Chairs & members, everyone with a need to complete further safeguarding training courses. This can be accessed online at [www.churchinwales.org.uk/en/safeguarding/safeguarding-training/church-in-wales-safeguarding-awareness-module-a](http://www.churchinwales.org.uk/en/safeguarding/safeguarding-training/church-in-wales-safeguarding-awareness-module-a).
- **Module B** (known as Understanding Safeguarding in the Church) applies to All clergy, anyone in a role which involves working with children, young people, or adults at risk, i.e., Churchwardens, Licensed readers, Vergers, MAC Chairs and members, MA Safeguarding officers, MA/Parish Directors of Music. This can be accessed online via the link displayed above for Module A or can be completed via face-to-face training.
- **Module C** (known as Safeguarding and Leadership) applies to MA Leaders, MA Safeguarding officers, MAC Chairs and members. There may be local context where it would be appropriate for other individuals who significantly influence leadership to attend – for example focal ministers or churchwardens; locally appointed leaders and this can be accessed online or can be completed via face-to-face training.
- **Module D** (known as Safeguarding and Senior Leadership) applies to Archbishop, Diocesan Bishops, Provincial Secretary, General Counsel, Archdeacons, Deans, Bishops Chaplains, Diocesan Secretaries, Directors of Ministry, Directors of Music (Cathedrals), St Padarn's Institute Principal etc. This can be completed via face-to-face training.
- **Module E** (known as Safeguarding for PTOs) applies to those granted Permission to Officiate by Diocesan Bishop. Participants can attend Module B training as an alternative to attending Module E and this can be completed via face-to-face training.
- **Module F** (known as Ministry Area Safeguarding Officers) applies to MA Safeguarding officers only.

Please see below the link to the Safeguarding page on our CinW website which includes a list of contacts if you have any further questions on Safeguarding training:

Website link: <https://www.churchinwales.org.uk/en/clergy-and-members/safeguarding/>

## Frequently Asked Questions - System

Someone has a record on the system but isn't showing up under my list. How do I get them under there?

- Please see the Find / Add Someone section of this User Guide.

What is meant by "Child Barring" and "Adult Barring"?

- Child Barring and Adult Barring define whether a person engages in regulated activity with vulnerable adults or children. Please see Navigating the Child and Adult flowcharts section of this User Guide.

This person has a DBS, but it is saying "DBS not valid." What does this mean?

- This could mean one of two things. In the first instance, it may be that the system is unable to match the certificate back to set DBS requirements. If so, please see the 'Defining DBS Requirements' section of this User Guide for assistance. If the requirements have already been set and the system is still unable to match the two together, it is most likely due to the certificate missing a certain entry level, workforce or even barring's. In this case, we would suggest that a new one be set up.

Do I need to complete the DBS processing before an applicant starts in their role?

- There is no law that prevents you from starting a job without a DBS check, unless it is a regulated activity as defined by the DBS, in which case you'll need an enhanced DBS certificate before you can start. However, some employers may have their own policies that require a DBS check before you can start work. Most employers prefer to use an online service to obtain a DBS certificate, and in some cases, it is a legal requirement to have a valid DBS certificate before starting work, especially roles that involve working with children or vulnerable adults.

What does the blank shield with the green tick inside of it mean?

- This means that the DBS requirements have been set. Please see the 'Defining DBS Requirements' section of this User Guide for clarification.

What does the blank shield with the red tick inside of it mean?

- This means that the DBS requirements have not been set. Please see the 'Defining DBS Requirements' section of this User Guide for clarification.

Is there a Welsh language option?

- Yes. If you click where it says 'Cymraeg' on the top right corner of the screen it should translate the page.

## Frequently Asked Questions – Data

- **Is your system data protection/UKGDPR compliant?**

*Yes. The Representative Body of the Church in Wales is compliant for the UKGDPR and other legislation such as the Data Protection Act 2018. Also, a Data Protection Officer has been appointed to oversee all the data protection activity. The DPO can be contacted at [dataprotection@churchinwales.org.uk](mailto:dataprotection@churchinwales.org.uk).*

- **How do I know my data is safe?**

*The Representative Body of the Church in Wales has instituted a robust system of data protection by design, both Online and Offline, which operates in a manner that ensures appropriate security of the personal data under its control, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical and organisational measures, both electronic and manual systems and includes appropriate training for staff members involved.*

- **Who, in the Church in Wales, will be able to see my personal data?**

*The Representative Body of the Church in Wales following the data protection limitation principles laid down in the law will ensure only the minimum number of people can access the data collected. The access to data is controlled, password protected and, on a need, to know basis only.*

- **Why does the national office need my personal data when my involvement with the church is diocesan level?**

*The Representative Body of the Church in Wales manages various aspects of the Church's activities including data protection. The data held by 'My Church People' is centralized for the protection of the individuals concerned, ease of management and security of the data.*

- **I've volunteered with the Church for a number of years, and no one has ever asked for my personal data. Why do I have to put my personal data in to your system?**

*The Church has several legal responsibilities to ensure the safety of its environment and the people who are within it. Also, the conclusions of the recent national investigation into historic abuse (IICSA) lay down additional guidelines and a framework for protection. The 'My Church People' database is part of a wide-ranging response to these requirements.*

- **Why am I being asked to provide my personal data when you already know about me from my history with the Church?**

*The National office is managing the data previously provided and moving it across into the new My Church People system so there is a consistent approach of good data protection practice across all aspects of the Church in Wales systems which are professionally maintained with the required levels of security and compliance.*

- **What did you do with the data you had stored for me?**

*The National office is cleansing the database and removing data older than 3 years to ensure we comply with the data minimization, storage, and accuracy principles. Only Data which was provided within the last three years will be used for the new My Church People system so you may be asked to resend data provided before that date.*

- **Will you be sharing my data with any other parties?**

*The Representative Body of the Church in Wales is only allowed to share Personal Data under its control in certain prescribed circumstances. The People and Organizations who can access the data are known as Data Processors and they must by law be under strict contractual agreements with the Church. Further details of this are available on the various Privacy Notices published by the Church which can be found on the main website.*

- **How long will you keep my data for?**

*The length of time data is kept varies depending on the role in question. Details of the retention schedule(s) for data can be found on the Privacy Notices published on the Church's main Website.*

- **What happens to my data/record when I am no longer in a role?**

*The Personal Data collected for My Church People will be kept in accordance with the Data Retention Schedule available on the Privacy Notice on the main website.*