

Appendix 6

Roles and Responsibilities Lead Countersignatory / Countersignatories and ID Checkers

Role of a Lead Countersignatory

In addition to the duties as a Countersignatory the Lead Countersignatory:

- Acts as the principal point for all contact with the Disclosure and Barring Service (DBS) on all matters connected with Disclosure and registration (including periodic reviews, consultation documents, referrals to the DBS, etc).
- Validates application documents and signs forms for staff who wish to become a Countersignatory for Bangor University.
- Has overall responsibility for ensuring that the University's practices and Countersignatories comply with the requirements and guidance in line with the DBS Code of Practice.

The Lead Countersignatory for Bangor University is the Director of Human Resources.

Role of a Countersignatory

A Countersignatory is a member of staff who can authorise DBS Disclosure Applications on behalf of Bangor University.

To become a Countersignatory you must seek approval from your line manager. Once your request has been approved Human Resources should be notified in order that an application form and guidance be sent to you.

All Countersignatories at Bangor University are required to:

1. Attend University training on the DBS.
2. Read the online guidance provided by the DBS for countersignatories and refer to this on a regular basis for updates:<https://www.gov.uk/government/publications/dbs-application-forms-countersignatories-guide>.
3. Carry out identity checks against applicants according to the DBS guidance and confirm that the correct documentary evidence has been seen(<http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/identity-checking-guidelines>).
4. Countersign applications.
5. Ensure that DBS checks are submitted in accordance with legislative provisions and that the correct level of check has been applied.
6. Review and record Disclosure certificate details.
7. Control the use of, access to and security of Disclosure information.
8. Comply with the DBS Code of Practice (please see [DBS Code of Practice](#))

9. Inform the Lead Countersignatory of changes to personal details (e.g. change of name, leaving University) so that the DBS can be informed.
10. Attend internal update meetings and training sessions as directed by the Lead Countersignatory.
11. Ensure that staff within their department acting as checkers have attended University training on the DBS and adhere to the DBS Code of Practice.

Role of a Checker

1. Attend University training on the DBS.
2. Read the online guidance provided by the DBS for countersignatories and refer to this on a regular basis for updates: <https://www.gov.uk/government/publications/dbs-application-forms-countersignatories-guide>.
3. Carry out identity checks against applicants according to the DBS guidance and confirm that the correct documentary evidence has been seen.

Always check for signs of tampering when checking identity documents and always query if they display any signs of damage, especially in the areas of personal details such as the name and photograph. Please refer to the DBS' guidance for further information on checking validity of documentation which is available online at: <http://www.homeoffice.gov.uk/crb-id> (ID Checking Process).

Please remind applicants that if their address history will not fit onto the application form they must complete a DBS continuation sheet. [Please click here for a copy of the continuation sheet](#). The DBS will only accept applications with a full and complete 5 years worth of addresses.

4. Ensure that DBS checks are submitted in accordance with legislative provisions and that the correct level of check has been applied.
5. Review and record Disclosure certificate details on behalf of Countersignatory.
6. Control the use of, access to and security of Disclosure information.
7. Comply with the DBS Code of Practice (please see [DBS Code of Practice](#)).
8. Inform the Countersignatory of changes to personal details (e.g. change of name, leaving University).
9. Attend internal update meetings and training sessions as directed.