

DBS ID CHECKING TOOL INSTRUCTIONS

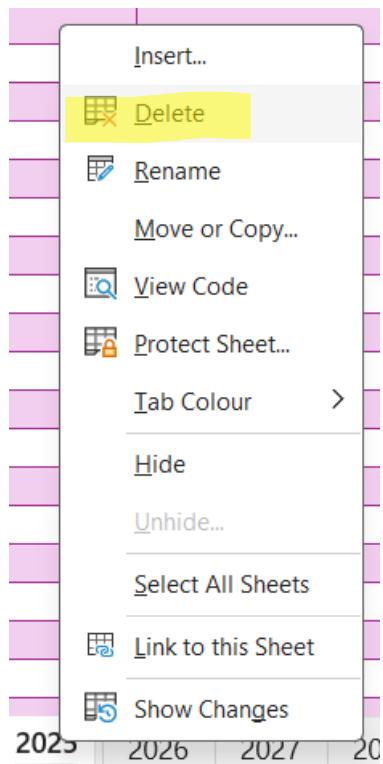
1. Open the tool on the correct year (the section along the bottom of the spreadsheet, as pictured below).



2. Enter the details of ID documents as required; see example below.

Name of Applicant	Date ID Received	Document Used - Group 1	Country of Issue
Safeguarding Team	20/07/2025	Passport	United Kingdom

3. Once 2 years has passed, you can delete that year's spreadsheet by right clicking on the correct tab and selecting delete (highlighted in yellow).



THINGS TO REMEMBER:

- Always ensure this is saved securely on a parish PC or laptop that is password protected.
- You are more than welcome to enter older data from this year into this toolkit; once completed, you can delete/remove any photo's, photocopies and notes you may have stored elsewhere.
- If you find/work out a better way of storing this information, then please do not hesitate in using your own method.