

1) Accounts on DDC

- **District Ministers Account** – District Chairs and DSOs should have access to this account, which will only show superintendent ministers within the district.
- **Circuit Ministers Account** – Superintendents and DSOs should have access to this account, which will only show ministers within the circuit. *(If document checkers are to have access to this account superintendents will need to request this by email).*
- **Circuit Account** –Superintendents, DSOs and document checkers will have access to this account - which will be for lay roles (volunteer and paid non-ordained roles).

Superintendents and DSOs can add Document checkers to the circuit account (*NB: use the radio button if you also want them to be able to initiate applications*)

Please note all document checkers will only have access to the **circuit account** and if they are to have access to either the **District Ministers** account or **Circuit Ministers** account this will need to be requested by the District Chair or the Superintendent (*see form and Access levels below*)

2) Who can start and verify applications and on which account?

- **District Chairs** – The DSO can start the DBS application and only the DSO can verify it.
- **Superintendent Ministers** – The District Chair or DSO can start the application under the **District Ministers account** and either the District Chair or DSO can verify it. (NB) *This also applies for a minister when they are the Superintendent's spouse in the same circuit.*
- **Circuit Ministers and Supernumerary Ministers** - The Superintendent or DSO can start the application under the **Circuit ministers account** and either the Superintendent Minister or the DSO can verify it.
- **Lay people in the circuits (volunteers and paid non-ordained roles)** - The Superintendent, Local Church Minister, Document Checker or DSO can start the application under the standard **circuit account** and any minister or lay document checker in the Circuit can verify it.

3) What if an application was made on a different account?

If an application needs to be moved then the superintendent who currently 'has' the application needs to request this. For example, if an application being processed through the **circuit account** now needs to be processed through the **circuit ministers** account then the superintendent for the **circuit account** needs to request the move. Superintendent should email DDC contact@ddc.uk.net and copy in safeguarding@methodistchurch.org.uk

4) What are the different levels of Access on DDC?

- **Document checker:** Can check/verify documents only
- **Manager:** Can add applicants and check documents and *will be notified when clear disclosures are issued*

5) How should DDC access amendments be requested?

DDC have recently introduced a form: To ensure that changes can be made as quickly as possible, the person requesting the change should include the details below in the email to safeguarding@methodistchurch.org.uk who will confirm this to DDC. For changes to the district account, this will need to be authorised by the District Chair, and for changes to the circuit or circuit ministers account, this will need to be authorised by the Circuit Superintendent.

DDC Amendment request	
Name of user	
Email Address	
Phone Number	
Level of Access (see below)	
Account Name/s (please include full circuit name)	

If a 'user' requires access to a new or different account - i.e. a superintendent needs to have their access for one circuit removed and to be given access to another circuit - then this request needs to be made by the Connexional Team – Superintendent should email safeguarding@methodistchurch.org.uk

Account Managers can see a list of document checkers on the DBS system portal, and tick a box to allow the document checker to be able to add applicants.