

# Parish Safeguarding Hub & Thirtyone:eight Registration Guide

## How to Register

Please download and complete both forms listed below, then return them either:

- By email to: [safeguardingforms@salisbury.anglican.org](mailto:safeguardingforms@salisbury.anglican.org)
- Or by post to:  
Safeguarding Team  
Emmaus House  
The Avenue  
Wilton  
Salisbury SP2 0FG

## Registration Forms:

- [Parish Safeguarding Hub Registration](#)
- [Thirtyone:eight \(31:8\) Disclosure Registration Form](#)

Before completing the forms, please read the instructions below carefully to ensure everything is filled out correctly.

## 1. Dashboard and Hub – One Login, One System

The Safeguarding Hub is accessed using the same login as your existing Safeguarding Dashboard account. If your PCC already uses the Dashboard, please ensure you provide accurate details during registration, as your Hub will be created to match your current Dashboard setup.

## 2. Hub Owner, Administrator, and Viewer Roles

As part of setting up your Safeguarding Hub, you'll need to decide who will take on the roles of Hub Owner, Hub Administrator, and Hub Viewer. You only need to nominate owner details in the form as an owner can invite others to become either an administrator or viewer.

A helpful starting point is to match your current Dashboard Owner to the Hub Owner, although this is not required. Multiple individuals can be assigned to each role based on your parish's needs. To help you choose the right people for each role, please refer to the descriptions below:

[What are the different types of hub users? - Safeguarding Hubs](#)

## 3. Change in Terminology: 'DBS verifier' role no longer used

As part of our transition to Thirtyone:eight, we will no longer use the term '**DBS Verifier**'. Moving forward, anyone involved in processing DBS checks will be referred to as a '**Recruiter**'. Individuals

currently serving as DBS administrator or DBS verifier may now be registered as either a 'Recruiter', or a 'Lead Recruiter'.

Please note: **ID checks**, which were previously carried out by a DBS Verifier, will now be the responsibility of the **Recruiter**.

In the **Thirtyone:eight registration form**, you will be asked to nominate:

- A **Lead Recruiter**
- Any **Additional Recruiters**

All registered recruiters will have access to the Thirtyone:eight platform (E-bulk) to initiate DBS checks. However, there can be **only one Lead Recruiter**, who will receive DBS results and any associated information relevant to safer recruitment decisions.

#### **4. Setting Up Your Thirtyone:eight Account with the Safeguarding Hub (in relation to Section 5 in Safeguarding Hub Registration Form)**

When you register with Thirtyone:eight, each Safeguarding Hub will be assigned a single account, known as a 'subunit'. Along with this, a 'subunit organisation name' will be created, which will be matched to your parish name. As part of the Parish Safeguarding Hub Registration, you'll be asked to select how your Hub will manage DBS checks:

- **Section 5 - Option B:**  
By selecting this option, your Hub is choosing to partner with another Hub for DBS processing. The nominated partner Hub's owner will be granted *Hub Administrator* access to your Safeguarding Hub, enabling them to manage DBS checks on your behalf.  
→ You **do not** need to complete Thirtyone:eight disclosure registration form. However, the nominated partner Hub must complete Section 5C listing your Hub's name.
- **Section 5 - Option C:**  
Selecting this option means your Hub will take responsibility for managing DBS checks for itself and for the specified partner Hub(s). Your Hub owner will be registered as the **Lead Recruiter** for those Hub(s) and will take direct responsibility for all DBS processing.  
→ You must complete the Thirtyone:eight Disclosure Registration Form.

#### **5. Thirtyone:eight Disclosure Registration Form**

When completing the Thirtyone:eight Disclosure Registration Form, please note:

Your **Subunit Name** should be entered as your **parish name**, unless you have discussed an alternative option with us.

For any enquires regarding completing the forms, please contact us at [safeguardingforms@salisbury.anglican.org](mailto:safeguardingforms@salisbury.anglican.org).