**DBS ID CHECKING TOOL INSTRUCTIONS**

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



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



1. 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.

