

## **Manage disclosure checks on GO – commissioner guide**

This helpfile is aimed at commissioners managing disclosure checks on GO. It explains how to assign an ID verifier and monitor the progress of disclosure applications on GO.

More information on the disclosure process can be found on our [checking IDs for disclosure checks](#) and [safer guiding training and criminal disclosure checks](#) webpages.

The disclosure process varies between different disclosure bodies, but in all cases commissioners can use GO to assign an ID verifier and monitor disclosure progress:

### **England and Wales – DBS**

The DBS process is completed in the Girlguiding disclosure system by the volunteer themselves (and an ID verifier if they need support). Information for ID verifiers about how to view an application on GO can be found in the [manage DBS disclosure checks on GO – ID verifier guide helpfile](#).

### **Ulster – Access NI**

The Access NI application is done through the Northern Ireland government website by the volunteer themselves. Information for ID verifiers about how to view an application on GO can be found in the [manage AccessNI disclosure checks on GO – ID verifier guide helpfile](#).

### **Scotland – PVG**

The PVG application process is done through both GO and the Disclosure Scotland PVG website by the volunteer and the ID verifier. Information for ID verifiers about how to do this can be found in the [processing PVG ID checks \(Scotland\) – ID verifier guide helpfile](#).

### **British Overseas Territories – Police checks**

The disclosure application process varies in each island. Volunteers must follow the application requirements set by their island's police force. Information on how to record a volunteer's police check application on GO can be found in the [Recording police check applications for British Overseas Territories – ID verifier guide helpfile](#).

## How to view disclosures and assign an ID verifier on GO

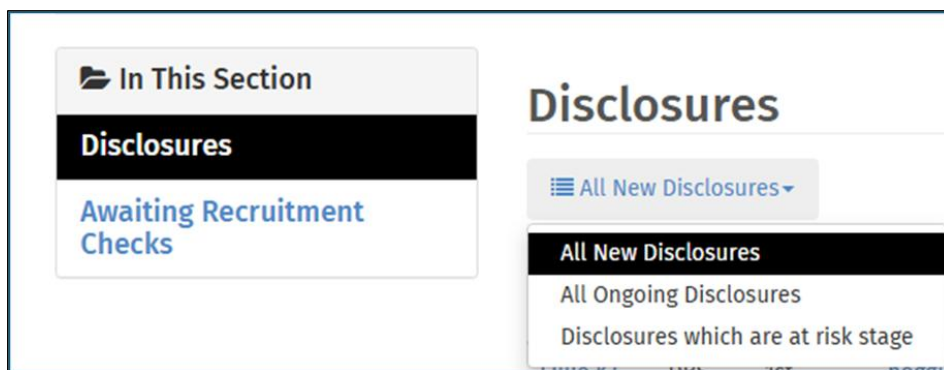
Commissioners can record which ID verifier can provide support to a volunteer during their disclosure check process so the volunteer can easily contact them through GO if they need help.

An ID verifier can only be assigned volunteers in the division or district or county where they hold that role.

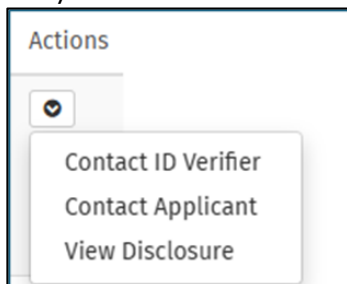
### 1. Select **Safe Practice**.



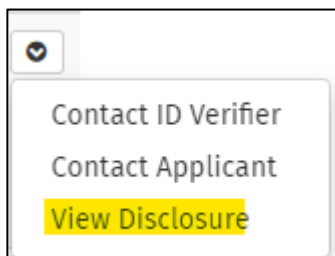
2. Select **Disclosures** and **All New Disclosures**. You'll see a list of volunteers in your area that need to do their disclosure check.



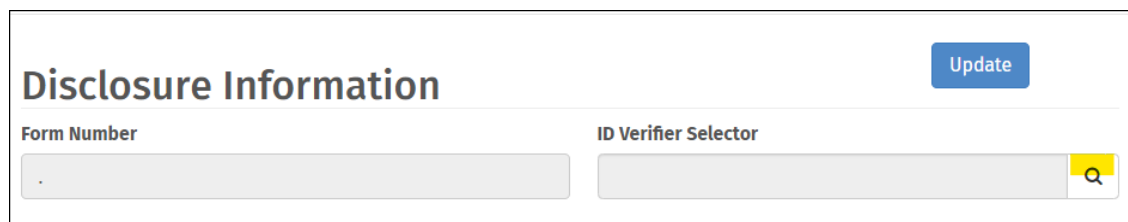
3. If you need to contact the volunteer, click on the **Actions** arrow and **Contact Applicant**.



4. To record an ID verifier to a volunteer, select **View Disclosure**.



5. Use the magnifying glass and select the ID verifier. Click **Update** to save.



The screenshot shows a web form titled "Disclosure Information". In the top right corner, there is a blue button labeled "Update". Below the title, there are two input fields: "Form Number" on the left and "ID Verifier Selector" on the right. The "ID Verifier Selector" field includes a magnifying glass icon on its right side, indicating a search function.

The volunteer will now be able to contact their assigned ID verifier if they need help with their disclosure. The assigned ID verifier will see the volunteer in their 'ID verifier disclosures' list and can monitor application progress.

### **DBS**

For volunteers in England and Wales, their disclosure record will move to the **All Ongoing Disclosures** list when they've submitted their application on the Girlguiding disclosure system.

### **AccessNI**

For volunteers in Northern Ireland, their disclosure record will move to the **All Ongoing Disclosures** list when their application is reviewed by Girlguiding on the Northern Ireland government website.

### **PVG**

For volunteers in Scotland, their disclosure record will move to the **All Ongoing Disclosures** list when their ID check done date has been entered by their ID verifier. Please allow up to 48 hours for the disclosure application status to update on GO.

### **International**

For volunteers in British overseas territories their disclosure record will move to the **All Ongoing Disclosures** list when their **ID check done** date has been entered by their ID verifier.