

HAZELDENE LOWER SCHOOL



DBS POLICY SEPTEMBER 2015

SIGNED DATE.....
HEADTEACHER

SIGNED DATE

CHAIR OF GOVERNORS

TO BE REVIEWED SEPTEMBER 2017

PROTECTION OF CHILDREN – DISCLOSURE AND BARRING

Policy of Hazeldene School

1. Introduction

The safety and wellbeing of children is paramount and Hazeldene School is fully committed to the rigorous implementation of the DBS Disclosure procedures and arrangements.

Guidelines

- Advertisements for jobs will always raise applicants' awareness to our commitment to safeguarding.
- There will always be a member of staff who has undertaken the Safe Recruitment training at interview. At Hazeldene our Child Protection Officers are : , Helen Ward, Victoria Kilroy and Joanne Sumner and three named Governors, Margaret Lambert, Kris Hughes and Nikki Godden have received Safer Recruitment Training.
- Successful applicants will always complete DBS paperwork before they begin working at Hazeldene Lower School
- Successful applicants will always complete a staff disqualification declaration form before they begin working at Hazeldene Lower School
- Supply teachers will have DBS clearance and complete a a staff disqualification declaration form.
- Volunteers at Hazeldene Lower School will always be DBS cleared before they undertake work with children.
- Mrs Norman (Office Manager) will update and maintain the single, central record of DBS cleared personnel
- Staff who have any concerns about adults working or volunteering in school should alert the Head Teacher.
- Hazeldene Lower School has a duty to refer to the DSCB information about individuals working with children who they consider to have caused harm, or pose a risk of harm to children (0300 123 1111)

2. Purpose and Scope of the Policy

- 2.1. This document provides the policy and guidance on how to manage the recruitment, repeat checks and other employment regulated safeguarding responsibilities of those in positions with access to children. The policy applies to all employees, prospective employees, casual workers and volunteers. The principles also apply to contractors and agency workers working at the School.
- 2.2. This document will be updated to reflect any changes made to the Disclosure and Barring Scheme at national level.

3. Equal Opportunities

- 3.1. The School is committed to equality for all and will treat all applicants and vacancies, existing employees and volunteers with a criminal record fairly and not discriminate unfairly

against them on the basis of convictions or other information revealed. Every member of staff has a responsibility to ensure that they do not incite, perpetrate or condone any form of unfair discrimination, harassment or bullying in relation to an individual's criminal record.

3.2. This policy incorporates a statement from the Borough Council with regard to the recruitment of ex-offenders (see Annexe 1).

4. Recruitment Procedure

DBS checking is a key element in the safer recruitment process but is only one aspect of ensuring that an applicant is the right person for the job role which involves being in a position of trust. The main elements of the process include:

- ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children (ensuring that the person specification includes specific reference to suitability to work with children obtaining and scrutinising comprehensive information from applicants, taking up and satisfactorily resolving any discrepancies or anomalies);
- obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns);
- a face-to-face interview that explores the candidate's suitability to work with children as well as his or her suitability for the post verifying the successful applicant's identity verifying that the successful applicant has any academic or vocational qualifications claimed *checking his or her previous employment* history and experience (and any gaps); verifying that s/he is able to work in the UK

the mandatory checking of information held under Section 142 of the Education Act 2002 (previously known as List 99) and an Enhanced Disclosure via the DBS

4.1. The Head teacher is responsible for determining the requirements of a DBS disclosure for a new post with advice and support from the Borough Council as appropriate.

4.2. Job applicants and volunteers will be made aware at the earliest possible opportunity of the requirement for the successful applicant to undergo a DBS disclosure check. This will usually be referred to in the vacancy advertisement as well as the person specification.

4.3. It will also be made clear whether the post is exempted for the purposes of the Rehabilitation of Offenders Act and if so, any conviction, reprimand, caution or warning must be disclosed even if these might otherwise be regarded as spent. (See Annexe 2 and Appendix 1, paragraphs 15-19)

4.4. Recruitment literature will also state that the School is an equal opportunities employer and as such will only consider criminal records for their relevance to the post in question and that a conviction is not necessarily a bar to employment. The School recognises the requirements of the Department for Education document entitled "Safeguarding and Safer Recruitment in Education" and the School Staffing (England) Regulations which states that all appointment panels must include at least one person who has undertaken safer recruitment training in accordance with the recommendations of the Local Safeguarding Children Board. At Hazeledene our Child Protection Officers: Helen Ward, Victoria Kilroy and Joanne Sumner and three named Governors, Margaret Lambert, Kris Hughes and Nikki Godden have received Safer Recruitment Training.

4.5. Reference must also be made to the fact that the School operates to the standards of the DBS Code of Practice.

4.6. Shortlisted applicants for posts requiring a disclosure check will be required to provide proof of identity at the job interview. The documentation will be verified and the proof of

identity form completed. Information for all other candidates should be destroyed in a confidential manner.

- 4.7. Offers of employment should not be confirmed for posts requiring a DBS check until the relevant disclosure has been obtained. The successful candidate will be informed that they are the preferred candidate and that the School intends to make an offer of employment upon the satisfactory completion of pre-employment checks.
- 4.8. In exceptional circumstances it is possible that the School may, for reasons of service delivery, make an offer of conditional employment in order to allow a key employee to commence work prior to the completion of the DBS disclosure process. In these circumstances the Head teacher will arrange for the completion of the risk assessment form at Annexe 3.
- 4.9. Where approval is granted arrangements will be put in place to monitor and supervise the individual. Such arrangements will be in place for as short a period as possible.
- 4.10. It is a criminal offence for an individual to apply for employment for which they know they are barred or disqualified by virtue of their criminal record. It is also a criminal offence to knowingly offer employment in a regulated position to such a person.

5. Disclosure and Barring Service

- 5.1. The DBS was launched on 1 December 2012 and aims to prevent unsuitable people from undertaking certain paid or voluntary work with children. This will be achieved by vetting all those who wish to do such work and barring those where the information shows that they pose a risk of harm.
- 5.2. The previous 'barred' lists in England, Wales and Northern Ireland have been repealed and replaced with two new lists; the Children's Barred List and the Adult's Barred List.
- 5.3. Regulated activity is the statutory term used to describe specific activities which involve working or volunteering with children (or vulnerable adults) and certain situations where individuals have the opportunity to have contact with children (or vulnerable adults). It covers any such work, either paid or unpaid which is carried out on a frequent, intensive or overnight (2.00am-6.00am) basis but does not include family or personal arrangements.
- 5.4. 'Frequent' is defined as once a week or more and 'intensive' as four days or more in a single month. Work in any of the specified settings is considered to be regulated activity if it is done frequently or intensively. Regulated activity includes (but is not limited to) the following:-
 - Specified activities such as teaching, instructing, supervising, caring for or providing children with guidance or treatment;
 - Specific positions such as school governor or director of children's or adults social services;
 - All activity undertaken within specified settings where there is an opportunity for contact with children such as schools;
 - Roles that involve managing or supervising, on a regular basis, the day to day work of those carrying out specified activities or working in specified settings.
- 5.5. The School recognises that the safeguarding regulations introduced in October 2009 continue to apply including:-

- A person who is barred from working with children or vulnerable adults will be breaking the law if they work or volunteer, or try to work or volunteer, with those groups.
 - An organisation which knowingly employs someone who is barred from work with those groups will also be breaking the law.
 - The duty to inform the Disclosure and Barring Service of dismissals because a member of staff has harmed a child or vulnerable adult remains. (Teachers may also be referred to the Teaching Agency).
- 5.6. In October 2009 the right to ask for an enhanced DBS Disclosure was extended to all those who employ or use volunteers in regulated activity. Accordingly, all school based staff must undergo an enhanced DBS Disclosure clearance.
- 5.7. The DBS will maintain the barred lists and deal with all referrals.
- 5.8. The Borough Council and schools have a legal responsibility to refer information to the DBS when removing an individual from regulated (or controlled) activity or if an employee leaves while under investigation for allegedly causing harm or posing a risk of further harm. Managers throughout the School who have a cause for concern and who consider a referral is relevant should seek advice from the Head teacher and from the Borough Council. Immediate contact should be made with the Local Authority Designated Officer (LADO) for cases involving children. Should the decision be to make a referral then the referral form should be completed by the Head teacher. As the DBS will take into account any findings of fact in disciplinary proceedings against the individual all relevant information relating to such proceedings should be forwarded to the DBS with the referral.
- 5.9. The DBS will inform the Borough Council if an individual is placed on a barred list. Anyone on a barred list cannot undertake regulated activity. Each case must be considered according to its specific circumstances and advice should be sought from the Borough Council to ensure compliance with legislation. Where there is no option of redeployment into an alternative post this will result in dismissal on the grounds of a statutory bar.
- 5.10. Advice must also be sought if DBS is considering placing an individual on a barred list and hearing representations from the member of staff. At this stage consideration must be given to removal from regulated activity. A full risk assessment would be required.

6. Disclosure and Barring and Umbrella Body Services

- 6.1. The DBS undertakes all vetting and barring checks. The DBS also provides a disclosure service to enable employers and others to obtain access to an applicant's criminal record details when assessing their suitability for employment. The School recognises that the Borough Council is registered with the DBS as an umbrella registered body and can process DBS registration applications and receive DBS disclosure information on behalf of other employers or organisations. The School notes that the Council will undertake the disclosure process in accordance with the following principles:-
- The level of check will be appropriate for the type of work being undertaken;
 - The Council will abide by the DBS code of conduct at all stages of the process;
 - The Council will not use information contained on disclosure certificates to unfairly discriminate against those individuals with a criminal record in accordance with the Rehabilitation of Offenders Act 1974;

- The Council will undertake all reasonable efforts to ensure that contractors, partners and voluntary organisations that it commissions comply with these principles;
 - All disclosure information received by the Council will be handled, stored, retained and disposed of in line with the DBS's Code of Practice (see Annexe 4).
- 6.2. It is recognised that enhanced checks are for posts involving work in a regulated activity for a regulated activity provider with children. In general, the type of work will involve regularly caring for, supervising, training or being the sole charge of such people. Enhanced checks contain the same information as standard checks but with the addition of a check of the new barred lists if requested and any locally held police information considered to be relevant to the job by the Chief Police Officer.
- 6.3. In a small number of circumstances (typically to protect the integrity of current police investigations) additional information may be sent under separate cover to a counter signatory. The applicant's copy of the disclosure would not refer to this information and the information must not be shared with the applicant. Where the police issue such a separate letter the counter signatory's copy of the enhanced disclosure will contain the wording 'please refer to letter sent under separate cover' printed under the 'date of issue' on the disclosure.
- 6.4. The suitability of an individual for employment will vary according to the nature of the post and the details and circumstances of any convictions revealed. As an equal opportunities employer the School will ensure that recruitment decisions are based on the relevant facts and criteria and that the requirements of the Rehabilitation of Offenders Act are taken into account.
- 6.5. An individual's criminal record should be assessed in relation to the tasks and responsibilities that they are required to perform and the environment in which the work is to be carried out. It is also necessary to consider the element of risk that might be present when making the recruitment decision.
- 6.6. The following are some of the factors that should be taken into consideration when making the decision:-
- Whether the conviction or other matters revealed is relevant to the position in question;
 - The level of supervision that the postholder will receive;
 - The seriousness of the offences or other matters revealed;
 - The length of time since the offences or other matters revealed occurred;
 - Whether there is a pattern of offending behaviour or other relevant matters;
 - Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters and
 - The circumstances surrounding the offences and the explanations offered by the individual concerned.
- 6.7. Where a disclosure reveals convictions which might have a bearing on the post which has been offered, the candidate will be given the opportunity to discuss the matter with the Head teacher. Any decision on whether or not to employ the applicant will be made objectively. Failure to disclose offences which subsequently appear on a DBS disclosure

may in itself indicate the unsuitability of the applicant. Decisions should be recorded using the risk assessment form (Annexe 3).

- 6.8. An applicant may wish to refute the information provided on the disclosure certificate and has the right to query the accuracy of the information provided directly with the DBS through the appeals process. In the event that this occurs it will be necessary to consider suspending the appointment process until the appeals procedure is resolved.
- 6.9. In Circular BBSIC/09/24 schools were recommended to give consideration to a three year rolling programme of DBS checks with regard to all staff employed in the school. A 3 year rolling check on staff employed in schools, in line with other areas of the Children's Services workforce, will help to give reassurance that children are being appropriately protected. (It should be noted that this is not current Government policy).
- 6.10. In the event that such a disclosure reveals information relating to a criminal conviction that was not previously known an objective assessment must take place and the decision recorded as to whether the individual can remain employed in that post. The employee may also be subject to the school's disciplinary procedures. The DBS disclosure review and risk assessment form (Annexe 3) should be completed in these circumstances. If it is felt that the individual can no longer remain in post consideration must be given to redeployment or dismissal. It is strongly recommended that in these circumstances the matter should be discussed with the Borough Council.
- 6.11. The School recognises that applicants can register with the DBS update service. This enables DBS certificates to be portable from one job to another. As part of the recruitment process the applicant will be required to share the DBS certificate with a member of the recruitment panel and provide their up to date details so that a status check can be carried out to ensure the certificate is valid. In the event that the DBS certificate is not valid a full application will be completed.
- 6.12. The DBS cannot currently access criminal records held overseas. In a small number of cases, however, overseas criminal records are also held on the Police National Computer and these would be revealed as part of a DBS Disclosure check. Some countries have arrangements whereby either the applicant or the Borough Council is able to obtain a certificate of good conduct or a criminal record extract. This document should be considered along with an internal risk assessment and all other employment checks before taking a decision regarding appointment.

7. Authorised Counter Signatories

- 7.1. Bedford Borough Council as an umbrella registered body has authorised counter signatories who
- Oversee the operation of the check in procedure
 - Ensure requests fall within the terms of the DBS
 - Ensure that requests are made at the right time
 - Ensure that information received from the DBS is released only to those who are designated to receive it
 - Ensure that the values, requirements and principles of this policy are adhered to at all times.

8. Complaints

- 8.1. Allegations of unfair treatment brought by employees against the school for failure to comply with the policy will be dealt with under the appropriate complaints procedure. (This may be the school's grievance procedure). If a preferred candidate or employee believes the information on their DBS disclosure is inaccurate it is their responsibility to verify their DBS disclosure directly with the DBS.

9. Work Experience Placements under the age of 18 years

- 9.1. Young people who engage in regulated activity with children and vulnerable adults as part of their continuing education, including work experience, who are under the age of 18 and where contact is likely to be unsupervised, on a 1:1 basis and is frequent or intensive it is strongly recommended that an enhanced DBS disclosure check should be conducted.

10. Contractors and Agencies

- 10.1. The School will ensure that contractors and agencies supplying employees and services to the School have a similar policy and guidelines in place that complies with, the DBS Code of Practice and safer recruitment procedures. Where necessary the School will require evidence that contractors and other agencies meet the requirements of this policy.

11. Disclosure Certificates

A copy of the Disclosure will be sent out to the applicant who is required to share this with Hazeldene Lower School

12. SCHOOL RECORD KEEPING OF RECRUITMENT AND VETTING CHECKS

12.1 Single central record

The DCSF requires all schools to be able to demonstrate that they have robust and accurate records of all pre-employment and vetting checks carried out. This information must be compiled into a single central record of completed checks in each school.

12.2 People to be included on the central record

all staff who are employed to work at the school providing education;
all staff who are employed as supply staff to the school, whether employed directly by the school or through an agency;
all others who have been chosen by the school to work in regular contact with children (volunteers and governors who also work as volunteers);
people brought into the school to provide additional teaching or instruction for pupils but who are not staff members, such as specialist sports coaches, music tutors or artists.

12.3 Checks to be included on the central record

The central record must indicate whether or not the following have been completed:
identity checks;
qualification checks for any qualifications legally required for the job e.g. those posts where a person must have QTS or NPQH;
additionally, for those applying for teaching posts, registration check with the GTC where appropriate;
checks of right to work in the United Kingdom;
checks on information held under Section 142 of the Education Act 2002 [previously known as List 99]; DBS Enhanced Disclosure;

further overseas records checks where appropriate.

The record must also show the date on which each check was completed or the relevant certificate obtained, and who carried out the check.

**POLICY STATEMENT
RECRUITMENT OF EX-OFFENDERS**

1. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Bedford Borough Council complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. Bedford Borough Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. The Council actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. All candidates are selected for interview based on their skills, qualifications, and experience.
4. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
5. All candidates are asked to complete a 'Declaration of Criminal Records Form' and bring it along with them to interview. Any information declared is discussed at interview and the Council guarantees that this information is only to be seen by those who need to see it as part of the recruitment process.
6. Unless the nature of the position allows Bedford Borough Council to ask questions about an individual's entire criminal record the Council will only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
7. The Council will ensure that all those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. They would also have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
8. At interview, or in a separate discussion, the Council will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
9. The Council make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and a copy is available on request.
10. The Council undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

11. Having a criminal record will not necessarily bar an individual from working with Bedford Borough Council. This will depend on the nature of the position and the circumstances and background of their offences.
12. This policy is made available to all applicants subject to a DBS Disclosure at the outset of the recruitment process.

Annexe 2

BEDFORD BOROUGH COUNCIL GUIDANCE ON REHABILITATION OF OFFENDERS ACT (ROA) 1974

1. The Rehabilitation of Offenders Act (ROA) 1974 applies to England, Scotland and Wales, and is aimed at helping people who have been convicted of a criminal offence and who have not re-offended since.
2. Anyone who has been convicted of a criminal offence, and received a sentence of not more than 2.5 years in prison, benefits as a result of the Act, if he or she is not convicted again during a specified period otherwise known as the 'rehabilitation period'. The length of this period depends on the sentence given for the original offence and runs from the date of the conviction. If the person does not re-offend during this rehabilitation period, they become a 'rehabilitated person', and their conviction becomes 'spent'.
3. Once a conviction is 'spent', the convicted person does not have to reveal it or admit its existence in most circumstances. However, there are some exceptions relating to employment and these are listed in the Exceptions order to the ROA (www.opsi.gov.uk/si/si2001/20013816.htm). The two main exceptions relate to working with children or working with the elderly or sick people. If an individual applies for a position that involves working with children or working with the elderly or sick people they are required to reveal all convictions, both spent and unspent.

Note: The case of R (T and others) versus the Chief Constable of Greater Manchester and Others is currently subject to appeal and consideration by the Supreme Court. (See Circular BBSIC/13/05).

Risk Assessment and Recruitment Checklist for an employee/volunteer for whom a valid Bedford Borough Council DBS certificate has not been received at the time (s)he is due to commence duties

This form should be used only in exceptional circumstances – it is not an alternative to submitting a DBS application at the earliest possible date. It should be retained on the employee's file indefinitely.

Following completion of Section 1 a copy should be sent to Schools HR Team with the appointment paperwork (TS4). Failure to do so may result in salary payments being delayed.

Name of school:	
Name of employee/volunteer:	
Post:	
Intended start date:	

Section 1 – to be completed by school

Tick to confirm that the following have been complied with:

Satisfactory references have been obtained from at least one referee with recent and relevant knowledge of the employee and which confirm that the referee has no reservations about the applicant's suitability to work with children. <i>(NB Where the employee has previously worked in a school the referee must be the headteacher of the current or most recent school in which the person has worked)</i>	
Appropriate levels of supervision and/or monitoring will be maintained at all times, for example by unannounced visits to the employee's work area by senior staff and by ensuring the employee/volunteer does not work alone with individual children.	
The employee/volunteer will not be given responsibility for high-risk activities e.g. residential trips, until DBS clearance arrives.	
The employee/volunteer will receive clear induction in which the school's standards and expectations in respect of safeguarding will be made clear <i>(NB It is Borough policy that reference to the document "Safer Working Practice for the Protection of Children & Staff in education Settings" should form part of induction training)</i>	
The employee has been made aware that the offer of employment is subject to satisfactory DBS clearance and that the offer will be withdrawn/employment terminated if the DBS check discloses information which is not regarded as satisfactory.	

Signed Date.....
(Headteacher)

Section 2 – to be completed by HR

Tick to confirm that the following have been complied with:

Satisfactory Barred List/List 99 check	
Medical clearance received	
<i>For teachers only</i> Teaching Agency check confirms registration is current and there are no restrictions on employment	

Signed Date

HR Team – Bedford Borough Council

If any of the requirements within Section 2 cannot be confirmed the HR team will contact the school as soon as possible.

BEDFORD BOROUGH COUNCIL POLICY STATEMENT HANDLING, SECURITY AND RETENTION OF DISCLOSURE INFORMATION

1. General

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust the Council complies fully with the DBS Code of Practice regarding the correct handling, use, retention and disposal of Disclosures and Disclosure information.

2. Storage, Access and Usage

Disclosure information will be kept securely in locked storage. Access to such information will be restricted to those persons authorised to receive it and who require access in the course of their duties. Unauthorised Disclosure of such information is an offence under section 124 of the Police Act 1997. Disclosure information is only used for the purpose for which it was requested and for which the applicant's full consent has been given.

3. Retention

The Council adheres to the DBS's recommendation and destroys Disclosure certificates within a maximum retention period of six months from receipt. This applies to Satisfactory or Unsatisfactory Disclosures.

If, in exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, the Council will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time the usual conditions regarding safe storage and strictly controlled access will apply.

4. Disposal

Once the retention period has elapsed, the Council will ensure that any Disclosure information is immediately destroyed by secure means. Documents awaiting destruction will be kept in secure storage.

Confirmation of the outcome of a Disclosure will be kept on the personal file (satisfactory disclosures) and on the Council's DBS database. This will include the name of the subject, the date of the Disclosure, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of any associated recruitment decision taken e.g. employed or not employed.

CRB/ISA - Evidence of Proof of Identity for Schools

for completion by ID Evidence Checker

DBS Registered Body Number: 20651900009



BEDFORD BOROUGH COUNCIL

Name of Applicant	
Application Form Reference	FOO
Applicant's Address and Postcode	
Post applied for	
Organisation/Place of Work	
Volunteer:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Contact Point Authorised User	<input type="checkbox"/>

Declaration

- I confirm that I have seen the originals of the documents indicated overleaf which confirm the identity of the above named person and I have completed the relevant ID sections of the DBS Disclosure form.
- This DBS Disclosure application has been issued in accordance with the DBS Code of Practice
- I authorise the applicable charge(s) to be made to our organisation
 - DBS Application fee £44.00 (Not applicable to volunteers)
 - Admin charge for all applications £15.00

Signed:	
Name (please print):	
Position held:	
Date:	
Organisation/place of work:	
Contact Tel No	
<ul style="list-style-type: none"> Please do NOT attach photocopies of documentation to this form. This form must be enclosed with the DBS Application Form and sent to: HR Business Team, Borough Hall, Cauldwell Street, Bedford MK42 9AP 	

DBS Disclosure – Evidence of Proof of Identity

Please tick in the below the documents verified and complete the DBS Disclosure application accordingly

Route 1 Can the applicant produce a document from Group 1? If yes, please tick as appropriate

GROUP 1

- Current Valid Passport (*UK or EEA*) (Note 1)
- Biometric Residence Permit (*UK*)
- Current Driving Licence (*UK*) (*or Isle of Man or Channel Islands*)
- Birth Certificate (*UK and Channel Islands*) (Note 2)

Plus two further documents from Group 1 or Group 2

GROUP 2a

- Current Valid Passport (*as Group 1*)
- Current UK driving licence (*photocard or old style paper version*)
- Biometric Residence Permit (*UK*)
- Birth Certificate (*UK or Channel Islands*)
- Certified copy of Birth Certificate (*UK or Channel Islands*) issued after 12 months of date of birth
- Marriage or civil partnership certificate (*UK*)
- Adoption Certificate (*UK*)
- HM Forces ID card (*UK*)
- Fire Arms Licence (*UK*)

GROUP 2b

- Mortgage Statement (*UK*)**
- Bank Building Society Statement (*UK*)*
- Credit Card Statement (*UK*)*
- Financial Statement (*UK*) eg pension, endowment**
- P45/P60 Statement (*UK/Channel Islands*)**
- Council Tax Statement (*UK/Channel Islands*)**
- Work permit/Visa (*UK Residence Permit*)**
- Utility Bill (*UK*)*
- Benefit Statement*
- A document from central or local government conferring entitlement (*UK/Channel Islands*)*
- EU National ID Card
- Cards carrying the PASS accreditation logo (*UK*)

Route 2 Can the applicant produce one document from Group 2a and two further documents from Groups 2a or 2b? If yes tick as appropriate.

In the case of Route 2 it is also necessary to seek external validation or finger printing. Schools might wish to seek assistance from their HR provider.

Route 3 See the advice at paragraph 9 of Appendix 2.

Note 1 The passport can be non EEA in combination with a Biometric Residence Permit or a current work permit

Note 2 Birth Certificate must be issued within 12 months of date of birth. The full or short form is acceptable including those issued by UK authorities overseas such as Embassies, High Commissions and HM Forces.

Denoted * - should be less than 3 months old

Denoted ** - should be issued within the last 12 months

Not denoted - can be more than 12 months old