

INFORMATION PACK FOR ORGANISATIONS REQUESTING A DBS CHECK

Thank you for your interest in registering to use Community Action Dacorum's DBS service. This pack is intended to provide you with information about the service, as well as guidance to ensure that your organisation is acting according to the law in how it seeks, processes and acts upon DBS disclosures.

DBS checks are required by any person who works with children or vulnerable adults. We are registered with a DBS umbrella body which means that we can process DBS checks for you, your staff and volunteers.

I hope this service proves to be of use to you. Feedback on how we can improve upon it is always welcome – please feel free to contact me using the details below.

Regards,

Mark Mitchell
Chief Executive
Community Action Dacorum

What are DBS Checks

The Disclosure and Barring Service is the new name for what used to be called the Criminal Records Bureau. Many people are familiar with the term CRB, and DBS has now replaced this.

These checks can be done by organisations on staff and volunteers whose work involves close and (regular) contact with children and vulnerable adults.

It is very important that employers are certain about eligibility before requesting a DBS check, as it is an offence to ask for a check on someone who isn't eligible. Eligibility information can be found on the DBS website www.gov.uk/dbs. If you are still unsure after reading this you can email or telephone us or DBS for clarification. You can contact DBS customer services on Tel: 0870 909 0811/Email: customerservices@dbs.gsi.gov.uk.

Process

Community Action Dacorum uses an umbrella body, North Herts CVS, to process DBS applications.

If you would like us to do your DBS check, you will need to complete a DBS request form. Please contact us for a copy or download a copy from our website.

All checks are done face to face at our Volunteer Centre office in Hemel Hempstead and usually take 15 minutes. We may be able to visit your organisation to undertake the checks if you have a large number to be completed. To arrange an appointment please [contact](#) us.

For more information about the Disclosure and Barring Service, the application process or tracking please take a look at their [website](#).

ID Documents

The person requiring the check will need to bring along original identification documents to the appointment. Three documents in total must be seen; one document must come from Group 1 and a further two documents from Group 1, 2a or 2b. One document must verify the applicant's current address. If the applicant has not got any Group 1 documents they must produce three documents from Group 2, of which at least one must be from Group 2a.

We suggest:

- Passport, Driving Licence or Birth Certificate
- National Insurance number (on either a p45 or p60)
- Bank statement or utility bill with your current name and address which is less than 3 months old

The full list of accepted documents is:

Group 1 - Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (a photo card is only valid if the individual presents it with the associated counterpart licence)
- Birth Certificate - issued at the time of birth (Photocopies are not acceptable)

Group 2a - Trusted Government/State Issued Documents

- Current UK Driving licence (old style paper version)
- Birth Certificate
- Marriage/Civil Partnership Certificate
- Adoption Certificate
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

Group 2b - Financial/Social History Documents

- Mortgage Statement **
- Bank/Building Society Statement *
- Credit Card Statement *
- Financial Statement ** - e.g. pension, endowment, ISA
- P45/P60 Statement **
- Council Tax Statement **
- Work Permit/Visa (UK Residence Permit)(valid upto expiry date) **
- Utility Bill * - Gas/ Electricity/ Water/Phone (landline only)
- Benefit Statement* - e.g. Child Allowance, Pension
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement *- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation logo

Please Note:

If a document in the List of Valid Identity Documents is:

- Denoted with * - it should be less than three months old
- Denoted with ** - it should be issued within the past 12 months
- Not denoted - it can be more than 12 months old

What Happens Next?

The DBS no longer send copies of the Disclosure certificate to organisations. There is only one copy issued which will go to the applicant at their current address as stated on the application. You will need to see the applicant's copy of the Disclosure. You may request an update on the status of the application.

DBS Update Service

The DBS update service has been introduced to stop people having to carry out multiple DBS checks. The applicant, upon receipt of their disclosure, is able to register with the update service. The cost of the update service is free for volunteers and £13 per year for employed staff.

FEES

Organisations using this service will be charged the standard or enhanced rate as appropriate and as set by the DBS, plus the administrative fee for the services provided by Community Action Dacorum. Checks that require further external I.D. verification will incur a further fee – we will provide Guidance notes with more details.

DBS charges a fee to process applications for criminal record checks. The fees are:

Enhanced DBS check	£44
Standard DBS check	£26
Volunteer DBS check (Standard or Enhanced)	£0

Administration fees are as below and are exclusive of VAT.

	CAD Members	Other community and voluntary groups and individuals	For commercial groups and users
Admin Fee	£15.00	£20.00	£25.00

Community Action Dacorum's administration fees also include a processing fee from North Herts CVS. Fees will be reviewed on an annual basis every April.

Organisations using this service will be informed as soon as possible of any changes to the charges levied by the Disclosure and Barring Service, and we will give at least 1 month's notice to any changes to the administrative fees.

Recruitment of Ex Offenders Policy

All organisations using this service are required to abide by a recruitment of Ex Offenders policy. Community Action Dacorum can support organisations with a model policy at an extra cost. Please contact us for further information.

Code of Practice

All organisations using this service are required to comply with the DBS Code of Practice. The code is there to ensure organisations are aware of their obligations that the information released will be used fairly. It also ensures that sensitive personal information, disclosed by the DBS is handled and stored appropriately and is kept for only as long as necessary. Therefore employers should not make a copy of their member of staff or volunteers disclosure. The result sheet from DBS should be stored in a locked cabinet which only authorised staff will have access to and once DBS checks have been processed they will be destroyed after a 6 month period. For further information on the DBS Code of Practice please go to www.gov.uk/dbs.

Contacts for DBS checks at Community Action Dacorum

The administrative contacts for matters relating to the DBS service are:

Kerry Armorgie

Karina Larson

Tel No : 01442 247209

Email: <mailto:kerry@communityactiondacorum.org.uk>