

Prices

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.

The DBS fees are:

Enhanced DBS check	£44
Standard DBS check	£26
Volunteer DBS check	£0

Administration fees are:

CAD Members	£15
Other community and volun-	£20

For commercial groups and £25

Administration fees include a processing fee from uCheck. Fees will be reviewed on an annual basis every April.

Code of Practice

There are very strict security rules about DBS checks. You should not make a copy of your member of staff or volunteers disclosure. The result sheet from DBS should be stored in a locked cabinet which only authorized staff will have access to. Once DBS checks have been processed they will be destroyed after a 6 month period.

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.

COMMUNITY ACTION DACORUM



Volunteer Centre

The Roundhouse, Marlowes,
Hemel Hempstead, HPI IDT

kerry@communityactiondacorum.org.uk

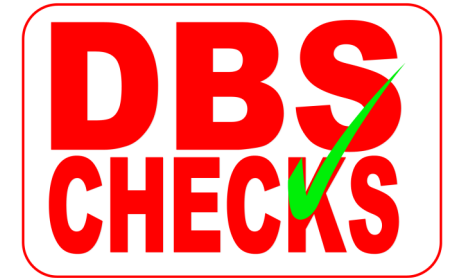
01442 247209

www.communityactiondacorum.org.uk

Registered Charity Number: 288080

Company Limited by Guarantee: 01745182

CommunityActionDacorum



Disclosure and
Barring Service
(used to be CRB)

Guidance for
Organisations



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 which is currently at 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:

Tel: 0870 909 0811

Email: customerservices@dbs.gsi.gov.uk

Types of Checks

There are two levels of checks: Standard and Enhanced.

Information on who can apply for which level can be found on the DBS website.

What do I need to do?

Email us a completed DBS request form. To obtain a copy either give us a call or download a copy from our website. Our contact details are overleaf.

All applications are processed using an online Disclosure system via uCheck a DBS registered umbrella body. The applicant will be issued with log on details and information to request a disclosure. The process is very simple and takes a short time to complete. Once they have completed an application they will then need to arrange for their documents to be checked to confirm their identity.

Alternatively we can help your staff member or volunteer to complete the online application and do the identity checks at the same time.

What Documents?

Three documents in total must be seen, and can include current valid passport, a current UK driving licence comprising photo-card and counterpart, an original birth certificate issued at birth, financial statement, P45/P60, utility bill etc. For more information about suitable identification please visit our website or the DBS website.

What happens next?

The applicant will receive their disclosure once all the DBS checks have been completed. This usually takes 2-3 weeks from submission. You should ask the applicant to show you their Disclosure as soon as they receive it. They should not start the eligible work until you have checked their form. We will send confirmation for 'clear' results.