

## Appendix 17 - Guidance to Assist Managers in the Disclosure and Barring Service Application Process

This document has been produced to assist in obtaining a more efficient turnaround on the DBS applications.

Successful applicants must obtain DBS Disclosure relevant to the post offered. Please see Appendix 17 for advice on whether an enhanced or standard DBS will be required.

The applicant must provide three pieces of ID in order to proceed with a DBS application. This must contain:

### **EITHER:**

One document from Group 1 **and** two further documents from either Group 1, 2a or 2b; one of which must verify the current address (see below for Groups of Documents).

### **OR:**

Three documents from Group 2 comprising of; One document from Group 2a; **and** two further documents from Group 2a or 2b ; one of which must verify the current address.

### **Group 1 - Primary Trusted Identity Credentials**

- Current valid UK Passport - UK or EEA
- Current valid Non-EEA Passport in combination with UK Biometric Residence Permit or current UK Work Permit / Visa)
- Current Photocard Driving License from either the UK / Isle of Man or the Channel Islands - a photo card is only valid if the individual presents it with the associated counterpart license, except Jersey.
- Birth Certificate (UK & Channel Islands – issued at time of birth. Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. Photocopies are not acceptable

### **Group 2a – Trusted Government / State Issued documents**

- Current UK Driving License (Paper style version)
- Current Non UK Driving License (valid only for residents residing outside the UK at the time of application)
- Birth Certificate (UK & Channel Islands) - issued after time of birth by the General Registrar (Photocopies are not acceptable)
- Certified copy of Birth Certificate (UK or Channel Islands) - issued after 12 months of date of birth
- Adoption Certificate (UK & Channel Islands)
- Marriage / Civil Partnership Certificate (UK & Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms License (UK)

### **Group 2b – Financial / Social History Documents**

- Mortgage Statement (UK or EEA) \*\* (Non-EEA statements must not be accepted)
- Bank / Building Society Statement (UK or EEA) \* (Non-EEA statements must not be accepted)
- Bank / Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA) \* (Non-EEA statements must not be accepted)
- Financial Statement \*\* - e.g. pension, endowment, ISA (UK)
- P45 / P60 Statement \*\* (UK & Channel Islands)
- Council Tax Statement \*\* (UK & Channel Islands)
- Work Permit / Visa (UK Residence Permit) \*\*
- Letter of Sponsorship from future employment provider (Non-UK / Non-EEA only – valid only for applicants residing outside of the UK at time of application)
- Utility Bill (UK) \* – not Mobile Telephone
- Benefit Statement \* - e.g. Child Allowance, Pension
- A document from Central / Local Government / Government Agency / Local Authority giving entitlement \* (UK & Channel Islands) - 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 (UK & Channel Islands)
- Letter from Head Teacher or College Principal (16 / 17 year olds in full time education – only to be used in exceptional circumstances when all other documents have been exhausted)

**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**

The Trust now has an online system through Atlantic Data for processing Disclosures and Barring Service applications; this means the majority of applications can be processed within 4 days. You will be able to track and view your applications online. The Trust is no longer using paper application forms.

In order to process a DBS application for your candidate, you will need to register with the online service. Please contact the recruitment team on x38604 / 38599 / 38729 or email [jobs@worcsacute.nhs.uk](mailto:jobs@worcsacute.nhs.uk), and your account will be created with the relevant access. You will receive an email asking you to register with the site, once registered you will be taken through a short training session.

To initiate an application, perform an 'Applicant Search' on the home page - this will highlight if the applicant already has a check in process. If no check is in progress, you will be presented with two options:

- Option 1 – Use this option if the applicant has provided sufficient ID for a DBS check
- Option 2 – Use this option if no ID has been presented, or if the ID given is not sufficient

## **If Proceeding with Option 1**

- The system will ask you what ID you have seen - this is done via a checklist, any items that are not on this list are not suitable forms of ID for a DBS check
- Once sufficient ID has been selected, you are then required to enter the applicants staff group, band, job function, and also whether the applicant will work with Children and / or Vulnerable Adults
- You will then be prompted to enter basic information about the applicant (name, DOB, current address). You will also need to enter the information about the applicant from their ID (Passport Number, Driving Licence Number, Birth Certificate Issue Date etc.)
- Once the ID information has been entered, click 'Submit' and a confirmation screen will be displayed. Please review all details entered and ensure everything has been submitted accurately. You can make amendments to the information if required. At this point you are required to confirm (by ticking the box) that you have fulfilled your obligations and checked the ID provided to you
- The applicant is now required to complete their part of the application, and you are presented with 2 options. The 'Here and Now' option should only be used if the applicant is with you and has been issued with a Trust login account - you should not allow anyone to logon to your computer under your name as this breaches the Trust's Information Governance Policy. Select the option 'Later' if the applicant does not have a Trust login account, or if the applicant is not with you.
- Selecting the 'Later' option will ask you for the email address of the candidate and will then create an email to be sent to the applicant. Once the applicant has completed their part, the application will automatically be forwarded to the DBS for processing.

## **If proceeding with Option 2**

- Enter the applicant's name, and email address. This will then send an email to the candidate asking them to confirm what ID documents they are able to supply
- Once the applicant has done this, they should contact you to make an appointment to present these documents
- Once you have seen the documents, perform an applicant search on the home page - the name should display in blue below the search area
- Click on the name, and you will be presented with an option to 'Carry out ID check'
- You will then need to follow the instructions from 'Option 1' – from step 2 onwards

The DBS clearance certificate will only be issued to the applicant and not the employer. You are not able to view the DBS result in the electronic system or receive notification that clearance has been received; you will only see the date the certificate was sent to the applicant. You will need to contact the applicant and ask that they arrange an appointment to present you with their original certificate.

Once the Certificate has been presented and verified, the DBS portal needs to be updated to state that the Certificate has been seen. From here you are also able to print a DBS confirmation summary which must be kept on the Personal File. To do this, follow these steps:

- Enter the applicants name into the applicant search area on the home page
- The name should pop up in blue below the search box
- Click on the name, this will then bring up some green boxes – select ‘View Result’
- For security purposes you will then be required to re-enter your username and password
- The DBS clearance details will then appear, at the bottom of this screen is the option to ‘Update Certificate Seen’
- Follow Steps 1 – 5 again, but select ‘Print’ (rather than ‘Update Certificate Seen’) – this will then give you a printout of the clearance details which should be kept on the Personal File. You can sign and date this if required

**Please contact your HR Team if a Candidate provides a Certificate that contains disclosures.**

A full guidance for completing DBS checks is available at:

<http://www.homeoffice.gov.uk/publications/agencies-public-bodies/CRB/crb-application-form-guidance/id-checking-guide?view=Binary>