

DBS Checks

Newly registering provision:

Ofsted DBS Application Portal for individuals that Ofsted have a legal duty to carry out suitability checks on: <http://ofsteddbapplication.co.uk/Step-One>

As of 1 February 2014, an applicant must have a completed DBS check before applying to Ofsted.

*If you are employed **within** a childcare setting, for example as a nursery worker, please speak to your employer as you **cannot** apply for your DBS check via this website.*

How to get a DBS check (employers):

(<https://www.gov.uk/disclosure-barring-service-check>)

Guidance for employers: <https://www.gov.uk/db-check-requests-guidance-for-employers>

1. The employer gets an application form from DBS or an umbrella body (a registered body that gives access to DBS checks).
2. The employer gives the applicant (job candidate) the form to fill in and return to them along with [documents proving their identity](#).
3. The employer sends the completed application form to DBS or their umbrella body.
4. DBS sends a certificate to the applicant. The employer will have to ask the applicant to [see the certificate](#).

If the applicant has subscribed to the [DBS update service](#) the employer can check their certificate online.

Costs: Enhanced with list checks - £44 - This is like the enhanced check, but includes a check of the DBS [barred lists](#) (Jobs that involve caring for, supervising or being in sole charge of children or adults require an enhanced DBS check (previously called an enhanced CRB check)), and takes about 4 weeks.

Costs: Update Service £13 per year - Individuals can now join the [Update Service](#) putting them in greater control of their information; allowing them to reuse their DBS certificates when applying for similar jobs.

This will reduce bureaucracy and save them time and money. If an individual subscribes to the Update Service their employer can go online, with their consent, and carry out a free, instant check to find out if the information released on the DBS certificate is current and up-to-date.

Eligible volunteers:

Checks for [eligible volunteers](#) are free of charge (although an administration fee is charged – maximum of £16). This includes anyone who spends time helping people and is:

- not being paid (apart from for travel and other approved out of pocket expenses)
- not only looking after a close relative

An employer must not apply for a check unless the job or role is eligible for one. They must tell the applicant why they're being checked, and where they can get independent advice.

A DBS check has no official expiry date. Any information included will be accurate at the time the check was carried out. It is up to an employer to decide if and when a new check is needed.

Applicants and employers can use the [DBS update service](#) to keep a certificate up to date or carry out checks on a potential employee's certificate.

Fewer than 100 checks a year - use an umbrella body - You can't register directly with DBS but you can use an [umbrella body](#).

More than 100 checks a year - register with DBS You can deal with your own applications by [registering with DBS](#). This costs £300, plus £5 for each additional 'countersignatory' (people within an organisation who are allowed to handle DBS applications).

Information taken from <https://www.gov.uk/disclosure-barring-service-check>

Storing information:

(see https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/143669/handling-dbs-cert.pdf)

The correct storage of information from a DBS certificate is important. The code of practice requires that the information revealed is considered only for the purpose for which it was obtained (It should be destroyed after a suitable period has passed - usually not more than 6 months to allow for the consideration and resolution of disputes/complaints.)

Certificate information should be kept securely in lockable, non portable storage containers, with access strictly controlled and limited to those who are entitled to see it as part of their duties (date of certificate issue, the name of the subject, type of certificate requested, position for which certificate was requested, the unique reference number, who obtained it, details of the recruitment decision taken).