

## DEALING WITH DBS CHECKS

1. Please issue a copy of the following files to each person needing a DBS check:
  - Guidance for Applicants
  - Right to Work in the UK
  - Privacy Policy GP Systems
  - Privacy Policy DBS
  - Privacy Declaration
2. Ask them to read them carefully and return to you with the required information, original documents of identity and a completed Privacy Declaration.
  - If they have any questions, they should contact GP Systems.
  - Please ask them to bring as many documents as they can lay their hands on, not just the minimum of three required by the DBS. We often find that documents turn out to be invalid for what might seem to be obscure or trivial reasons. The DBS allows no discretion or flexibility.
  - Please check that the documents conform to DBS requirements as specified in “Guidance for Applicants” and take photocopies.
  - Please sign and date each photocopy.
  - If you, as the employer, have a p45 less than 12 months old, or can provide a P60 for the last tax year, that will count as one valid document.
3. The applicant completes an application form in your presence. N.B. the back page must be left blank for the Registered Body (GP Systems) to complete.
4. Please send the application form, photocopies (including evidence of the right to work in the UK), privacy declaration and a completed Return Slip to GP Systems.
  - N.B. The privacy declaration must be an original paper document bearing the applicant’s original signature.
5. Do not send any original documents of identification to GP Systems.
6. GP Systems checks the application, countersigns it and sends it to the DBS.
7. We email you information that enables you to track the application on the DBS website. We email you when the DBS issues the certificate.

The DBS sends the result to the applicant and they show it to you. N.B. the certificate is the property of the applicant and must be returned to them as soon as possible. See our website <http://www.gpsystems.org/questions.html> ‘Handling the Certificate’ for details.

If the certificate does not reach the applicant within fourteen days of being dispatched a reprint can be requested by the applicant emailing the DBS:

<https://www.gov.uk/government/publications/dbs-certificate-reprint-guide>

If the applicant leaves this too long, they may lose the right to a duplicate.

### RIGHT TO WORK IN THE UK

Alongside the ID checking process explained below, you must establish that the applicant has the right to work in the UK. This is explained in the document “Right to Work in the UK”. Photocopy documents showing evidence of the right to work in the UK must be included with the application for a DBS check.

There is no need for evidence of the right to work in the UK if the applicant is a volunteer within the DBS meaning, or if the applicant will be working outside the UK.

## ID CHECKING PROCESS

Please take care with the following steps. The DBS says that if we do not follow these instructions robustly, we risk getting a 'clear' result on someone who actually has convictions, or is barred from working with children or vulnerable adults.

- You must only accept valid, current and original documentation.
- All documents must be in the applicant's current name as recorded in section A.
- You must not accept photocopies.
- You must not accept anything printed from the internet.
- Identity information for the applicant's name, date of birth and address recorded in section A and section B on the DBS application form must be validated by means of the documents of identity.
- You should, in the first instance, seek documents with photographic identity (e.g. passport, photo card driving licence, etc.) and compare these against the applicant's likeness.
- You must ensure (by asking) that the applicant declares all previous name changes, and provides documentary proof to support the change of name. If the applicant is unable to provide proof to support the change of name, you should hold a probing discussion with the applicant about the reasons why before considering to validate their identity.
- You must see at least one document to confirm the applicant's current address as recorded in section B of the application form, in accordance with the guidance.
- The applicant must provide a full and continuous address history covering the last five years. Where possible you should seek documentation to confirm this address history.
- You should cross-match the applicant's address history with any other information you have been provided with as part of the recruitment, such as their Curriculum Vitae (CV). This can highlight if an address has not been given e.g. if the applicant's CV shows that they have worked in Liverpool in the last five years, but the application form only shows London addresses, you may wish to question the applicant further about this.
- A document from each of the groups should be included only once in the document count e.g. don't accept two bank statements as two of the required documents, if they are from the same bank.

You should not accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents.