

DBS Form Guidance / Advice

If you are wanting to become a Personal Assistant / or are a Personal Assistant and need a DBS check – here is some advice around doing this.....

As a self-employed individual you would have to organise the DBS yourself and pay for the DBS yourself.

The way you can do this is to complete the attached form and return it to db@kirklees.gov.uk where a member of the team can support you with this.

Before submitting the form, you will need to have your ID and documents checked by an 'evidence checker'. This person / organisation will need to sign your form as having done this.

Already in employment, you could get the schools/organisations you are working at to check your ID documents for you (passport, driving licence etc.) as per the checklist.

To be self-employed you can access an Evidence Checker via the Post Office Services (Check on-line as not all post offices offer this service). *Please note for the Post Office, there is a fee attached to this of approx. £12.75 for this service.*

On the form explains how you how to make the payment for the DBS check itself before emailing it through to db@kirklees.gov.uk

Completing the 'Disclosure form'

Organisation Name (which is your name for example or if you have a 'company' name),

Name of the evidence checker (for example this is the person that has checked your documents / school or professional organisation – this person must not be related to you),

Name of the applicant (yourself),

Email address of the applicant - this is where the on-line application form will be sent for you to complete online, (this is your name, addresses, DOB, all your personal details),

Printed proof of payment (from yourself via BACS) / Bank Transfer)

Job title of the applicant (yourself – Educational Psychologist / Personal Assistant),

Workforce (for example 'Child or Adults 18+ Workforce'),

Type of Disclosure (e.g. Enhanced), and

- Whether you need to be checked against barred from working with children or adults or both.

Evidence / ID checked – and signed by the Evidence Checker.

Once the form is completed, return it to (dbs@kirklees.gov.uk) so that they can action and ensure the link to the application form is sent to the applicants email address. Kirklees Council will start the process instantly meaning no hold-ups with processing. They can (upon request) send you the reference number by email and finally the applicant will receive the Certificate via Royal Mail directly to their home address.

Further information

DBS applications are done electronically on-line. The process is designed to be as quick and easy as possible, so it is simple and compliant with current legislations. This means organisations/individuals can benefit from immediate fast, paperless and error free applications.

It usually takes anywhere between 3 – 14 days to get your certificate, however certificates are issued by The Disclosure and Barring Service and therefore the issue time is out of our hands. Due to the nature of the searches carried out on police records some of these searches can take time to complete. The length of time taken does not indicate the existence of relevant information. You can escalate the application only after 60 days have lapsed.

If you (the applicant) wish to find out whether you require a DBS check, please go to <https://www.gov.uk/find-out-dbs-check>.

If you (the applicant) are self-employed, you can obtain on yourself only a Basic-level check. Or if you (the applicant) are self-employed and intending to work in certain roles, you can obtain a Standard or Enhanced level check. Self-employed individuals cannot do an ID check on themselves but if there are co-owners who are not related, you (the applicant) can request ID checks for each other. If not you (the applicant) would need to allow a 3rd party, such as a professional association, (not a family member) to request the ID check.

There are 3 types of criminal record checks available, Basic, Standard and Enhanced. Standard and Enhanced checks are more thorough, searching for cautions, warnings, reprimands or convictions and are needed for roles that involve contact with children or adults in vulnerable positions. In addition to this information, all Enhanced DBS checks involve an extra level of checking with your local police force records in addition to checks with the Police National Computer (PNC) and government department lists held by the Department for Education and Skills. A basic check only checks Unspent Criminal Convictions.

DBS Update service

You (the applicant) can register for the Update Service by logging into

<https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>.

Especially vital if you are self-employed or if you are likely to change employers.

The cost is £13.00 per annum (or Free of Charge for Volunteers) which you can join when you get your DBS certificate and number.

You must join within 30 calendar days of the Certificate issue date. The Update Service is an on-line subscription that allows you (the applicant) to keep your Enhanced or Standard DBS certificate up to date and allows employers to check your certificate on-line. Application guide

link:- <https://www.gov.uk/government/publications/dbs-update-service-applicant-guide/dbs-update-service-applicant-guide>

Kirklees Councils' DBS Team are a knowledgeable, approachable, friendly and professional team, with years of DBS experience.

The team at Kirklees Council are always available to help you with any part of your DBS process, from application questions to legislation advice we will always email you back promptly and you will never have to wait forever to speak to us on the telephone. Ask us anything! We're always happy to help!