

DBS check online application form notes

Remember to Save each page using the icon in the top right hand corner as you go through the application process

Identification

Please fill in the Initial information form and bring in appropriate identification as detailed below (it only gets complicated if you don't have a passport or driving licence)

ROUTE 1 - One from Group 1

It can be ONLY passport OR ONLY UK photo card driving licence OR the routes below.

ROUTE 2 - 3 from Group 2 comprising 1 from Group 2A **AND** 2 further documents from Group 2A or 2B

If Route 2 is used, the organisation conducting the check needs to ensure an **ID validation** check is carried out on the system. This is used to check the applicant against external records to establish the applicant's name and living history footprint.

If the applicant fails the ID validation check, they will need to go for fingerprinting.

ROUTE 3 - If the applicant cannot meet the requirements of Route 1 or 2 they must produce:

A certified copy of a UK Birth Certificate **AND** 4 further documents from Group 2 Comprising 1 from Group 2a and 3 from Group 2a or 2b.

One of which must verify their current address.

If the applicant cannot meet the requirements of Route One or two, you should have a discussion with them to establish why they could not meet these requirements and whether there has been a previous name that has not been declared.

If the applicant fails to produce the required documents for Route 3, they will need to go for fingerprinting.

GROUP 1 (ROUTE 1)

Passport (UK, EEA or Non EEA)

OR

Driving Licence (UK photocard)

GROUP 2A

Certified copy of Birth Certificate (UK & Channel Islands) – issued within 12 months of date of birth

Firearms Licence (UK)

Adoption Certificate (UK)

HM Forces ID Card

Birth Certificate (UK & Channel Islands) – issued after the time of birth by the General Register Office/relevant authority i.e. registrars - Photocopies are not acceptable

- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Current UK Driving licence (old style paper version)
- Current Non-UK Driving licence (valid up to 12 months from date applicant entered the UK)
- Biometric Residence Permit (UK)

GROUP 2B

- Bank/Building Society Statement (UK or EEA only)*
- Bank/Building Society Account Opening Confirmation Letter (UK)*
- Utility Bill* - electricity, gas, water, telephone – NOT mobile phone contract/bill
- Credit Card Statement *
- Benefit Statement* - e.g. Child Allowance, Pension
- P45/P60 Statement (UK & Channel Islands)**
- Council Tax Statement (UK & Channel Islands) **
- Mortgage Statement (UK or EEA only)**
- Financial Statement –e.g. pension, endowment, ISA (UK **
- Work Permit/Visa (UK) (UK Residence Permit) - valid up to expiry date
- Certificate of British Nationality (UK)
- 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)
- Letter from Head Teacher/College Principal – (for 16-19 year olds and must be UK only)
- 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)

*documentation should be less than three months old, ** documentation should be issued within past 12 months
Not denoted – it can be more than 12 months old

Important help with part 4(Position)

- For **Disclosure Application type** choose **Enhanced**
 - For **Position Applied For** choose **Homestay Host (in own home) – children up to 18 years**
 - For **Job description** choose **Working with children in a care position (e.g. CARER/NANNY/HOST/ HOUSEKEEPER/FOSTER CARER etc) up to 18 years only**
 - For **Workforce type** choose **Child Workforce** if it doesn't choose itself automatically
 - Make sure the **ISA Children's list check** box is ticked if it doesn't tick automatically
 - For **Renewal Interval** choose **3 years**
-

The end of the form should look like this. Please don't untick anything.

Workforce Type	<input type="text" value="Child Workforce"/>	Only applies to England and Wales disclosures, not Scottish or Access NI.
Volunteer unpaid	<input type="checkbox"/>	Please ensure NO salary is received whatsoever, only travelling expenses, or the check will be illegal
Vetting	<input type="checkbox"/>	VETTING CHECKS PROFESSIONAL MEMBERSHIPS/HIGHEST EDUCATIONAL QUALIFICATION/5 YEAR ADDRESS HISTORY (up to 5 employments) - £ 95+VAT
ISA Adult First Check	<input type="checkbox"/>	FOR CARERS ONLY (NOTE:THERE IS AN ADDITIONAL FEE FOR THIS CHECK)
Working At Home Address	<input checked="" type="checkbox"/>	ONLY TICK IF YOU ARE WORKING AT YOUR HOME ADDRESS. ie, your current address. Tick this box if this position involve working with children or adults at the applicant's home address.
ISA Children's List Check	<input checked="" type="checkbox"/>	(INCORPORATES LIST 99 CHECK) Tick this box if you are entitled to know whether the applicant is barred from working with children. Click here for DBS Guidance
ISA Adults List Check	<input type="checkbox"/>	Tick this box if you are entitled to know whether the applicant is barred from working with adults. Click here for DBS Guidance
ISA Children's List Check and ISA Adults List Check should ONLY be checked where applicable		
List 99 Check	<input type="checkbox"/>	CHILDREN'S LIST PRE-EMPLOYMENT CHECK - FEE £1.50
Unspent Convictions	<input type="checkbox"/>	Tick this box if the applicant HAS any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance. Guidance Notes
Declaration By Applicant	<input checked="" type="checkbox"/>	Ensure the applicant has given written authority for the DBS disclosure to be carried out
Language Preference	<input type="text" value="english"/>	
Renewal Interval	<input type="radio"/> 1 Year <input checked="" type="radio"/> 3 Years	

Notes on the Rehabilitation of Offenders Act 1974 Exceptions Order

Are there any jobs or other activities for which I will have to disclose both spent and unspent convictions?

Yes. There are certain exceptions where you may be asked to disclose your caution or conviction even if it is spent. These are set out in the Rehabilitation of Offenders Act (Exceptions) Order 1975 (the "Exceptions Order") which lists exceptions to the 1974 Act in recognition that there are certain activities for which fuller disclosure of a person's criminal record history is relevant.

Inclusions in the Exceptions Order are made following careful consideration of the risks associated with a particular job or activity. There must be compelling evidence that there exists a particular opportunity for employees or people involved within that activity to cause harm to the public, for example through the abuse of trust, or that there is a real risk to children, other people in vulnerable circumstances or some other particularly sensitive area of work.

Where an exception to 1974 Act exists and you are asked to disclose your cautions and convictions then you must list all cautions and convictions, even if they are spent, other than protected cautions and convictions (see further below). Where an exception exists, the employer or licensing body will be eligible for a standard and in some cases an enhanced criminal records disclosure certificate from the Disclosure and Barring Service ("DBS") (formerly the Criminal Records Bureau (CRB)) containing details of all your unprotected cautions and convictions.

What occupations are listed on the Exceptions Order?

The positions listed in the Exceptions Order mainly **relate to particularly sensitive areas such as work with children** or other people in vulnerable circumstances, work in law enforcement and the legal system, and high level financial positions. Exceptions also apply to certain licences (such as a Security Industry Authority licence) and to certain proceedings.

Are there circumstances under which I do not have to disclose all my cautions and convictions under the Exceptions Order?

Yes. On 29 May 2013, amendments were made to the Exceptions Order so that certain old and minor cautions and spent convictions are 'protected' and are not subject to disclosure under the Exceptions Order, nor will they appear on a standard or enhanced disclosure certificate issued by the DBS. In addition employers will not be able to take these protected cautions and convictions into account when making decisions about any individual.

There are a small number of circumstances in which protected cautions and convictions do still need to be disclosed and can be taken into account, for example in relation to national security related positions.

What does 'filtering' mean?

Filtering is the term that the DBS uses to describe the process which will identify protected convictions and cautions and ensure that they are not disclosed on DBS certificates.

What information can be filtered from a Disclosure and Barring Service criminal record certificate (and is therefore not 'protected')?

The rules as to when a conviction or caution will be filtered are set out in legislation. This states that a standard or enhanced disclosure certificate must include the following:

- All cautions given for a specified list of offences– see below
- Cautions given less than 6 years ago (where the person was 18 or over at the time of caution)
- Cautions given less than 2 years ago (where the person was under 18 at the time of caution)
- All convictions for a specified list of offences - see below
- All convictions that result in a custodial sentence
- Convictions given less than 11 years ago (where the person was 18 or over at the time of conviction)
- Convictions given less than 5½ years ago (where the person was under 18 at the time of conviction)
- Where the person has more than one conviction then all convictions will be included on the certificate (no conviction will be filtered)
- Where a person is convicted of multiple offences, then the conviction will be included on the certificate, as each offence is treated as if it was a separate conviction

The specified list of offences includes a range of offences which are serious and which relate to sexual offending, violent offending and/or are relevant to safeguarding people in vulnerable circumstances. Cautions and convictions given for these offences will always be subject to disclosure.

The specified list of offences which will never be filtered from a criminal record certificate is available on the DBS website www.gov.uk/government/organisations/disclosure-and-barring-service

Important Note: This is intended as general guidance only. It is not legal advice and must not be regarded as a definitive interpretation of the 1974 Act. Anyone in doubt should seek their own legal advice.

Initial information form: DBS check

This is not a DBS application form.

Dear Homestay parent,

Please provide us with your consent for us to carry out a DBS check.

We also require the information below so that we can start the DBS check process. We will input this online, and you will then receive a link by email to complete the rest of the required information online.

When you return this form you will also need to bring in your passport or driving licence to the school to prove your identity before we can finally submit the application. Please put everything in an envelope with your name on and give it to Andrea by March 4th. If you don't have a passport or photocard driving licence, please read the notes on identification to find out what alternative ID you will need to bring in. It also contains other useful info that will help you to fill in the form - so don't lose it.

Thank you for your cooperation

Andrea d' Essen
Homestay Manager
The English Language Centre, Bristol

USE BLOCK CAPITALS ONLY

Title: Mr Mrs Miss Ms Other (specify) (Please underline as appropriate)

Male Female Please underline as appropriate)

First Name:

Middle Name(s):

Surname:

Date of Birth:

Mobile Number:

Landline no:

Email:

I consent to the English Language Centre carrying out a DBS check in my name:

Signed: _____

Date: _____

