

PROMOTING POSITIVE OPPORTUNITIES FOR ALL

BRIGHSTONE C.E.
PRIMARY SCHOOL



**Central Record of Recruitment
and Vetting Checks Policy**

Date Agreed: 12th January 2016

Review Date: January 2019

Signed: _____

Chair of the Board of Governors

BRIGHSTONE CE AIDED PRIMARY SCHOOL
Central Record of Recruitment and Vetting Checks Policy

Revision No.	Date Issued	Prepared By	Approved	Comments
1	25 th September 2012	KH	LMC	New Policy
2	12 th January 2016	KS	FGB	Minor adjustments.

Brighstone CE Aided Primary School is committed to safeguarding the welfare of children and as employers are responsible for ensuring that they have a written recruitment and selection policy in accordance with the “Safeguarding Children and Safer Recruitment in Education” guidance issued by the DfES in January 2007.

Purpose

Safeguarding and promoting the welfare of children is an integral factor of school management. Robust and rigorous recruitment and selection practices helps deter or reject unsuitable applicants from gaining positions within schools and helps to ensure that the workforce is fully committed to the safe welfare of children who contribute to a safe and secure school environment.

The purpose of this policy and associated guidance is to collate principles of good practice and to provide guidance that incorporates the nationally recommended approaches to safeguarding children.

THIS POLICY SHOULD BE READ IN CONJUNCTION WITH THE SAFER RECRUITMENT POLICY

Scope

The measures described in this policy and in the recruitment and selection toolkit are applied in school where adults work with children (including Governors) who are children under 18 years of age.

Roles and Responsibilities

The Head Teacher is responsible for the internal organisation, management and control of the school. However all staff, governors and volunteers have an integral responsibility in ensuring that the school environment is safe and secure for children and that appropriate procedures are followed.

The safer recruitment policy should be used by anyone who is involved with recruitment, selection and induction of staff.

The Head Teacher should ensure that at least one person in the school has completed safer recruitment training either via the NCSL online training website or by attending Hampshire “Safer Recruitment” training. This person should sit on all staff recruitment panels. At Brighstone, the School Bursar has completed this training in June 2015.

Equal Opportunities

This school is committed to securing genuine equality of opportunity. Our staff are encouraged to demonstrate their commitment to equality by taking action which eliminates discrimination and promotes equality of opportunity.

The recruitment and selection process will be applied fairly and consistently to all applying for positions within this school with due regard to the 9 protected characteristics (See Single Equalities Policy), trade union membership/non membership, status or number of hours worked.

Safeguarding Statement

“Brighstone CE (A) Primary School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.”

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates (and Governors) will be subject to an Enhanced Disclosure and Barring check along with other relevant employment checks.

The Recruitment Process

The main elements of the process are:

- Ensuring job descriptions/person specifications are up to date and make reference to the responsibility for safeguarding and promoting the welfare of children
- Ensuring that the person specification/reference request proforma includes specific reference to suitability to work with children.
- Advertising
- Using application forms to obtain and scrutinise comprehensive information about applicants
- Ensuring references are obtained that help assess applicants suitability for the post through specific focussed questions
- Conducting face to face interviews that ask appropriately robust questions
- Verification of applicants identity
- Verification of qualifications and skills.
- Verification of an applicant’s previous employment history and experience.
- Completion of mandatory employment checks, including Disclosure and Barring
- Verification that the applicant has the capacity for the job.
- Induction programmes that ensure a ‘safeguarding children’ culture is adopted and embedded into continuing practice
- Performance Management/Appraisal

Central Record of Pre-Employment Checks

In addition to the various staff records kept in schools and on individual personnel files, a single central record of recruitment and vetting checks will be kept in accordance with Ofsted requirements.

The record will contain details of checks on the following people:

- All staff who are employed to work at the school;
- All staff who are employed as supply staff to the school whether employed directly by the school or through an agency;
- All others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors who also work as volunteers within the school, and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members, e.g. a specialist sports coach, artist or university students.

The record of checks will be kept up to date by the Senior Administrator and be readily available for the Head Teacher, Governors, Ofsted and HM Inspections.

For the purposes of creating the record of checks for supply staff provided through a supply agency, the school will request written confirmation from the supply agency that it has satisfactorily completed all relevant checks. The school does not need to carry out or see the checks itself except where there is information contained in the DBS Disclosure.

Identity checks will be carried out by the school to confirm that the individual arriving at the school is the individual that the agency intends to refer to them. Information disclosed as part of a DBS Disclosure will be treated as confidential.

The central record will indicate whether or not the following have been completed:

- Identity checks;
- Qualification checks for any qualifications legally required for the job e.g. those posts where a person must have QTS, NPQH, PGCE, Cert Ed. Additionally, for those applying for teaching posts, registration checks where appropriate;
- Checks of permission to work in the United Kingdom;
- DBS Enhanced Disclosure;
- Further overseas criminal records checks where appropriate.

Where the governing body provides services or activities directly under the supervision or management of schools staff, the school's arrangements for staff appointments will apply. Governors will ensure that proper records are kept.

For further information and guidance see Pgs. 35-54 of "Safer Recruitment and Safeguarding Children in Education" DfES ref: 04217-2006BKT-EN

APPENDIX 1 - Important Changes to the Disclosure and Barring Service (prev CRB) and E-Bulk

One of the government's priorities is to give individuals greater control of their own information. In relation to the Disclosure and Barring Service, an independent government review of the criminal records regime included several recommendations for change to support this priority:

- 1) the criminal records certificate is only issued directly to the individual applicant (currently employers also get a copy)
- 2) that criminal records checks should be portable (transferable) between jobs and activities

At the same time as launching the above, the Home Office have taken the opportunity to:

- 3) change the way the job title is submitted on paper and E-Bulk applications
- 4) change legislation in order to filter certain old and minor offences from criminal records certificates, meaning that filtered offences will not appear.

The purpose of this communication is to let you know how this affects you and what you need to do next.

There are a number of amendments required to EPS, PCSS and Resourcing web-pages which we will affect as soon as practicable.

For E-Bulk users, there is an additional important notice on the last page. Please read it.

1) The criminal records certificate is only issued directly to the individual applicant

a) Background

From 17 June 2013, the DBS will only issue disclosure certificates to applicants and will no longer send a copy to the requestor. From this date, employers who do not use E-Bulk will need to ask applicants for sight of their DBS certificate when carrying out pre-employment checks.

b) How it will affect you

Within HCC, we process the majority of applications using the E-Bulk system, and so we will see no change for clear disclosures resulting from E-Bulk applications, as clearance emails will continue to be issued directly from the E-Bulk system as now. For HCC, the disclosure certificate will be issued to the applicant only when:

- a paper application is submitted to the DBS (i.e. E-Bulk is not used)
or
- the disclosure is Positive (regardless of whether E-Bulk or paper has been used)

c) Next steps

Outcome	School's E-bulk	School's Paper	Department's E-bulk	Department's Paper
Will we be informed when a negative (clear) disclosure is received?	Yes - the e-bulk system will automatically generate an email to Head Teacher	No - The Disclosure Support Team will not receive a certificate. The applicant will need to inform you when they have received their disclosure	Yes - the e-bulk system will automatically generate an email to the "manager" named at initiation stage	No - the counter signatory will not receive a certificate. The applicant will need to inform the requestor when they have received their disclosure
Will we be informed when a positive disclosure is received?	Yes - the e-bulk system will automatically generate an email to Head Teacher	No - The Disclosure Support Team will not receive a certificate. The applicant will need to inform you when they have received their disclosure	Yes - the e-bulk system will automatically generate an email to the "manager" named at initiation stage	No - the counter signatory will not receive a certificate. The applicant will need to inform the requestor when they have received their disclosure
Who is responsible for tracking applications using the DBS Tracking Service ?	School Admin Office / Applicant	School Admin Office / Applicant	In most cases, the initiator.	In most cases, the initiator.
Should the applicant be asked to provide their copy of the disclosure, regardless of clear or positive	Yes	Yes	Yes	Yes
Who should view the Disclosure Certificate	Head Teacher	Head Teacher	The Counter signatory, or designated person	The Counter signatory, or designated person

- To determine whether a disclosure certificate has been issued for paper applications, the application will have to be tracked on-line using the [DBS Tracking Service](#). The Disclosure Support Team (for

schools) and the Resourcing Centre (for HCC departments) will have no trigger to know whether the disclosure has been issued.

- Schools should let the applicants know that it is essential they contact the person who is coordinating their check as soon as they receive their certificate, to arrange for the certificate to be viewed. This is regardless of whether the application has been submitted through E-Bulk or on paper and regardless of whether the disclosure is clear or positive.

2) The introduction of the Update Service

a) Background

The Update Service is a new national subscription service requested by the Home Office and launched by the DBS. It allows individuals to choose to keep their DBS Certificate(s) up-to-date so that they can take it with them when they move jobs or roles.

In future, this could mean fewer application forms to complete and no waiting for the checks / re-checks to come back. This could save time and money.

Please note:

- the applicant can choose whether to subscribe to the service - it is not compulsory.
- the applicant must keep their subscription up-to-date if they wish to maintain portability (i.e. Pay an annual fee)
- the service is not retrospective - it will only apply to new DBS applications made from Monday 17 June.

If the applicant wishes to subscribe, the annual subscription has been set at £13 per year (free of charge for Volunteers) and the individual, not the employer, is responsible for paying the annual subscription.

Once an individual has joined the Update Service prospective employers can carry out free, online, instant checks to see if any new information has come to light since the certificate was issued. This is called a Status Check.

More information about the Update Service can be found in the [April 2013 issue of DBS News](#)

b) How it will affect you

When the Update Service is launched, you may like to share its advantages with the applicant. If they take up other roles, paid or voluntary, in the same sector e.g. Child Workforce / Adult Workforce, then they can keep one certificate and carry it round with them.

When going on-line to do a Status Check, employers will always need to view the applicant's original DBS disclosure certificate, along with their proof of identity to prevent fraudulent use of the certificate. Employers are only entitled to do a Status Check if they:

- have the applicant's consent (verbally or in writing)
- see the original certificate to check it is the same type (e.g. Child Workforce / Adult Workforce) and level (e.g. Standard / Enhanced) required for their new role
- check the person's identity to ensure they are who they say they are
- check the person's identity then matches the name on the certificate

When checking the person's identity, it is important to view ID with a photograph on it wherever possible.

c) Next steps

If you are a School you will be able to carry out your own Status Checks, but you must comply with the DBS Code of Practice which includes having a policy on the recruitment of ex-offenders and make this available to the person. HCC has a small [policy statement](#) on the recruitment of ex-offenders that you may share with the applicant.

If you are in a HCC Department, and your criminal record checks are carried out by the Resourcing Centre as part of the recruitment process, the Resourcing Centre will use the Update Service wherever possible to speed up pre-employment checks.

If you are not covered by the above, please contact your relevant DBS team using the 'contact us' section of [this intranet page](#).

How to access the Update Service (live from 17th June)

If you are entitled to carry out a Status check, after viewing the original DBS Certificate, you will be able carry out a Status check at <http://www.gov.uk/dbs>

You will need to enter the name of your organisation, your forename and surname and then the following details of the DBS Certificate being checked:

- DBS Certificate number
- current surname of the DBS Certificate holder - as specified on their DBS Certificate and verified against ID
- date of birth of the DBS Certificate holder - as recorded on the DBS Certificate and verified against ID

3) Changes to the way DBS application forms must be completed

a) Background

When considering whether to release non-conviction information about an individual, the police need to apply a "relevancy test" to a workforce rather than a single position or role title.

b) How it will affect you

This is good news as it means that when we use the Update Service to carry out a Status Check, we will know the information released is relevant to the workforce described on the certificate.

c) Next steps

PAPER APPLICATIONS

With immediate effect when completing a paper application, you should complete the field as follows:

- **x61 line 1:** You must now include the relevant workforce(s). Choose the appropriate:
 - Child Workforce
 - Adult Workforce
 - Child and Adult Workforce
 - Other Workforce (use this when the person is not working with children or adults).
- **x61 line 2:** Enter a description of the:
 - 'position applied for' up to 30 characters.

An example is below:



The image shows a screenshot of a form field. On the left, there is a label '61 position applied for'. To the right of the label is a grid of 30 cells. The first row contains the text 'CHILD WORKFORCE' followed by 10 empty cells. The second row contains the text 'TEACHER IN PRIMARY SCHOOL' followed by 10 empty cells.

E-BULK APPLICATIONS

From 17th June, a mandatory drop-down list of Workforces will appear before "Position Applied for" at Initiation Stage.

You must select the relevant workforce for the application.

You will then have approx. 30 characters to enter the position applied for.

Note: For those applications already initiated but not yet sent to the DBS, the IT department will be assigning the appropriate workforce based on certain rules provided to them. This is very welcome, as otherwise, each application would have to be cancelled and re-initiated.

4) Changes to legislation in order to filter certain old and minor offences from criminal records certificates.

On 29th May, the DBS announced that they are removing certain specified old and minor offences from criminal record certificates with immediate effect.

The filtering rules for criminal record certificates will be as follows:

Providing that a conviction / caution does not appear on the list of offences relevant to safeguarding:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

then filtering will take place based on the following basis:

(A) For those 18 or over at the time of the offence:

An adult conviction will be removed from a DBS criminal record certificate if:

- 11 years have elapsed since the date of conviction; and
- it is the person's only offence, and
- it did not result in a custodial sentence.

An adult caution will be removed after 6 years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.

(B) For those under 18 at the time of the offence:

- The rules above apply as for adult convictions, except that the elapsed time period is 5.5 years
- The rules above apply as for adult cautions, except that the elapsed time period is 2 years.

Note: If a child or adult has more than one offence, then details of all their convictions will always be included.

We understand that the DBS have amended question e55 on their DBS application forms, however current stocks will still ask:

- 'have you ever been convicted of a criminal offence or received a caution, reprimand or warning?'

Applicants should now treat this question as if they were being asked:

- 'do you have any UNSPENT convictions, cautions, reprimands or warnings?'

To follow the law correctly, we need you to bring this change to the applicants' attention when asking them to complete a paper DBS application form. The E-Bulk system is being updated to reflect the change in wording and this should be live from Monday 17th June.

5) UPDATES TO THE E-BULK SYSTEM

As a result of the changes above, and other DBS changes over the last few months, E-Bulk has been updated as follows and will go live from Monday 17th June:

- If an applicant states that their gender is Female and they select a title other than "Miss", then the applicant must provide a Birth Surname even if it the same as their current surname. A concise error message will come up if the applicant does not do this.
- Some of the error messages have been updated to make it clearer to the applicant as to what they have input incorrectly.

- Emails have been updated for clarity, with a new link to an [E-Bulk web page](#) for customers, including a list of acceptable ID documents (the previous government web link for ID documents was out of date)
- References to the CRB have been removed and now read DBS
- The word "Vulnerable" has been removed from "Vulnerable Adults"
- The minimum age for a DBS check is now 16 years and validation has been put in place to prevent applicants under the age of 16 from applying

Appendix 2 - Admin Officer Instructions for Completion of new CRB forms

All new CRB application forms **MUST** have a [Checklist](#) attached, if an application is received without this information the form will be returned to the school without being processed.

Please ensure that you read through the information on page one of the application thoroughly before completing the form.

Clear instructions for applicant's completion have been added to the front page of the CRB application form, this replaces the purple booklets entitled 'An applicants guide to completing the CRB application form'.

Below is guidance on how to complete all of the sections shown on the form

[section A](#) – Applicants details (applicant completes this section)

[section B](#) – Applicants current address (applicant completes this section)

[section C](#) – Other Addresses (applicant completes this section)

[Section D](#) – Apply for registration with ISA (This section should not be completed)

[Section E](#) – Declaration by applicant (applicant completes this section)

[Section W](#) – Evidence of identity (school completes this section)

[Section X](#) – Apply for a CRB check (school completes this section)

[Section Y](#) – Statement by registered person (PCSS complete this section)

Section A– Applicants Details

- The applicant is responsible for completing this section, and it is mandatory that all the fields highlighted in yellow should be completed.
- If the applicant requires more space to complete those details they should use a continuation sheet. The CRB have a new continuation sheet which can be found at <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/CRB/crb-application-form-guidance/crb-application-guidance/contin-sheet>
- A28 – A29 As the Vetting part of the Vetting & Barring scheme is not going ahead, these fields do not need to be completed.
- A30 – A31 As the Scottish Vetting & Barring Scheme has now started question A30 now needs to be answered and if applicable the number entered in A31.

Section B – Applicants Details

- The applicant is responsible for completing this section, and it is mandatory that all the fields highlighted in yellow should be completed.
- If the applicant requires more space to complete those details they should use a continuation sheet. The CRB have a new continuation sheet which can be found at <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/CRB/crb-application-form-guidance/crb-application-guidance/contin-sheet>
- The applicant must complete full current address details including town/city, country and postcode along with the relevant dates. The CRB will accept UK, or England as the country.

Section C – Applicants Details

- The applicant is responsible for completing this section.
- If the applicant requires more space to complete those details they should use a continuation sheet. The CRB have a new continuation sheet which can be found at <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/CRB/crb-application-form-guidance/crb-application-guidance/contin-sheet>
- The applicant must complete full current address details including town/city, country and postcode alone with the relevant dates. The CRB will accept UK, or England as the country.

Section D – Applying for registration with ISA

This section should not be completed, applicants cannot apply for ISA registration and any information entered into this section will be ignored by the CRB.

Section E – Declaration by the applicant

- The applicant is responsible for completing this section, and it is mandatory that all the fields highlighted in yellow should be completed.
- The CRB will reject an application if the date shown in E57 is more than 90 days old when the application is received by the CRB

Section W – Evidence of Identity

This section should be completed by the person viewing the documents to verify the applicants identity, and should be filled out in tandem with the verification boxes contained in sections a and b, all of which relate to the identity of the applicant.

W58 – Name of evidence checker

- Please enter the full name of the person who has seen the documents presented to support the identity of the applicant.
- Someone with authority in the school (the Head Teacher or Admin Officer) will act as the Registered Body's approved ID evidence checker.
- It is their duty to vigorously check the identity of the applicant from the list of approved documents.
- This is vital to the application process and the integrity of the checks carried out by the CRB, so please ensure extreme diligence throughout this process.
- Only original documentation should be provided by the applicant, do not accept photocopies.

- You will need to see a **minimum** of three documents to verify the applicant's identity. The full list of acceptable ID documents is available from <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/CRB/crb-application-form-guidance/crb-application-guidance/id-checking-guide>
- At least one document must confirm the applicant's full current name as recorded in section A.
- At least one document must confirm the applicant's date of birth as recorded in section A.
- At least one document must confirm the applicant's current address as recorded in section B.
- Wherever possible you should see a document containing a photograph.
- To assist you, or the person carrying out the ID checks on your behalf, there are a number of verification boxes in section 'A' of the form and a further verification box in section 'B'. These are labelled 'registered body use only'.
- The person named in w58 must place an X in the relevant verification boxes to indicate that they have seen an original ID document which matches exactly the information provided by the applicant, if the field relating to that document has been completed.
- These verification boxes cover the applicant's: Title, Full Name, Date of Birth, Driving Licence number, National Insurance number, Passport number and Current Address.
- If this information is not checked and verified it will affect the information released by the CRB and may result in the release of an inaccurate CRB certificate.

W59 – Have you established true identity

- Once all the identity checks have been completed, the person who carried them out must place an X in the relevant box to indicate whether they have established the applicant's true identity by examining original and valid versions of documents and completing the verification check boxes.
- Every effort must be made to establish the applicant's true identity in line with the full list of acceptable ID documents, which is available from <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/CRB/crb-application-form-guidance/crb-application-guidance/id-checking-guide>
- In the exceptional circumstances that you are unable to do so, you must provide a full explanation of why that is the case.
- The person checking the identity should check the following:

A1 – A3 verified - Applicants Name

- If the applicant has been known by other names for any reason, whether in an official or unofficial capacity, all of their 'other name' combinations must be provided.
- You must first ensure the applicant has crossed the 'yes' box in section A4.
- You must then check that each name combination has been supplied in the correct format with the surname, forenames and the dates between which the combinations were used being provided each time.
- The dates should be provided using the month and full year (MM/YYYY) format.
- Once you are happy you have verified the applicants name, place a cross in the box entitled A1- A3 verified (marked registered body use only).

A14 verified - Applicants Date of Birth

- The applicant must provide at least one document for you to be able to validate their date of birth.

- When checking this field, please ensure that it has been completed using the correct format – with the day followed by the month and then the year in full.
- Be particularly careful to check that the American format has not been used, as this would switch the day and the month around.
- Once you are happy you have verified the applicants date of birth, place a cross in the box entitled A14 verified (marked registered body use only).

A21 verified – Applicants National Insurance number

- If the applicant has a national insurance number, they should complete the details in box A21.
- If the applicant does not have a National Insurance number, please ensure the ‘no’ box has been crossed at A20, and no further action is required
- If the applicant has crossed the ‘yes’ box at A20 to indicate they have a National Insurance number, you must ensure that the number supplied on the application form matches the NI number on the identification document if they have supplied one.
- The NI Number should be in the form of two letters followed by six digits and ending in a letter.
- Once you are happy you have verified the applicants National Insurance Number place a cross in the box entitled A21 verified, if applicable (marked registered body use only).

A23 verified – Applicants Driving Licence.

- If the applicant holds a current **UK** driving licence, they should complete the details in box A23.
- The CRB will only accept UK driving licences, they do not want to know about foreign driving licences.
- Acceptable driving licences for this section will be from England, Wales, Scotland, Northern Ireland, the Isle of Man or the Channel Islands.
- If the applicant brings in a driving licence you must ensure that the driving licence number matches the number they have written on the form.
- Remember, the photo card element of a UK driving licence is only valid with the paper counterpart – you must see **both parts** to be able to validate the applicant’s identity.
- Ensure the photograph and the name on the licence match the applicant..
- Please be aware that a Northern Ireland, Isle of Man or Jersey driving licence number does not follow the same format as other UK driving licences and has fewer characters.
- If, when carrying out your checks, you find that the information provided on the form does not match that on the driving licence, the applicant must put a line through the incorrect data and provide the correct information underneath.
- Once you are happy you have verified the applicants driving licence place a cross in the box entitled A23 verified, if applicable (marked registered body use only).
- If the applicant does not hold a valid UK driving licence, please ensure the ‘no’ box has been crossed at A22.

A25 verified – Passport Number

- If the applicant has brought in a passport you must check that the passport number matches the number they have put on the form.
- Although the verification check box only refers to this field, please also check that the applicant has correctly filled in all the fields relating to their passport.

- Once you are happy you have verified the applicants passport place a cross in the box entitled A25 verified, if applicable (marked registered body use only).
- If, when carrying out your checks, you find that the information provided on the form does not match that on the passport, the applicant must put a line through the incorrect data and provide the correct information to the right.

B32 – 37 Applications current address verified

- It is important to carefully check the current address supplied in Section B, as it is the address to which the certificate containing the outcome of the CRB check will be sent to the applicant.
- The county field is the only one that is not mandatory in this section.
- All other fields must be completed or the application will be delayed.
- Once you are happy you have verified the applicants current address, place a cross in the box entitled 'current address verified' (marked registered body use only)
- If the applicant has not lived at their current address for a period of 5 years or more, ensure they have completed section C.

Section X – Apply for a CRB check

- Section x of the application form relates to applications for a CRB check.

X60 Apply for a CRB check.

- You must cross the 'yes' box and complete the remainder of the fields in this section as appropriate.

X61 Position applied for

- Enter the details of the position for which the CRB check is required. Only the first 30 characters of the position applied for field will be used by the CRB, even though the form allows for 60. Therefore it is important that you provide the principal role details in those first 30 characters. Use this space to give a clear definition of the applicant's role, making it very clear what the applicant will be doing, and where they will be doing it.

X62 Organisation Name

- Enter the school name. and DfE number.

X63 Level of CRB check

- Individuals working in a school require an Enhanced CRB check
- The enhanced box should be crossed.
- Boxes X64 – X67 should now be completed
- if you make a mistake when choosing one of the X boxes, place a cross in the correct box and circle it. Don't use correction fluid.

X64 – X65 Registered to work with children / Vulnerable Adults

- Box X64 - As applicants will be working in a school with children the yes box should be crossed

- Box X65 – Unless your applicant will be working with vulnerable adults (see definition of vulnerable adults outlined in the VBS guidance of March 2010 <http://www.isa-gov.org.uk/Default.aspx?page=402>) the no box should be crossed

X66 Working at home address

- Place a cross in the relevant box to indicate if the applicant will be working with children or vulnerable adults or both in the applicant’s home address as listed in section B. If the position is home based, additional checks need to be conducted for the safeguarding of the vulnerable people involved.

X67 Application Type

Place a cross against **one** of the options at X67 to indicate the reason why you are applying for the CRB check. This could be an application for:

- **a new post holder** – if the applicant is new to the position recorded in Section X.
- **an existing post holder** – if the applicant is already working in the position recorded in Section x, but has never been CRB checked
- **a re-check of an existing post holder** – if the applicant is already working in the position recorded in Section x, has been CRB checked for this position in the past and is being re-checked.

X68 Volunteer

- Cross the relevant box to indicate if the CRB check is for a **voluntary post** and should be issued free of charge.
- A volunteer is defined as someone who:
“performs any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than, or in addition to, close relatives.”
- If the ‘yes’ box in box X68 is marked in error and the post does not meet the CRB definition for a free of charge volunteer, the CRB may recover the application fee

Section Y – Statement by the registered person

- Please do not complete this section.
- This section should be completed by the countersignatures at PCSS only.

Before sending the application form to PCSS, it is good practice to check the applicant has correctly filled in **all** the fields that apply to them in sections a to e of the form so that any errors can be corrected at this point and unnecessary delays can be avoided at a later stage.

Appendix 3 - Checklist to accompany paper DBS Forms

Applicant's Name	
Form reference number	
School Name & DfE No.	
Applicant's Start Date	
Please list all documents seen to verify the applicant's identity ID Checking Guidance and Document List - http://www3.hants.gov.uk/ebulk_for_customers	YOU MUST SEE A MINIMUM OF 3 DOCUMENTS Photo ID is preferred Any documents from group 2b must state the name of the issuer e.g. Utility Bill – Southern Electric
Document seen to verify current name	
Document seen to verify date of birth	
Document seen to verify current address	
Document seen to verify national insurance number (if available)	
All other documents seen	
External Validation Check Was an External Validation Check carried out because the applicant could not meet the requirements of Route 1, and as a result you have had to follow Route 2.	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="text"/> Date check carried out
<i>Remember to fill in the relevant tick boxes on the form in sections 'A' and 'B' called 'Registered Body Use Only' to verify whether you have seen proof of name, date of birth, national insurance number, driving licence, passport and current address.</i>	
Your signature	Your name in full