



About Your DBS Check

November, 2015 (rev 1.2)

Got a question ? Contact the office on 01372 231007 or e-mail admin@Care101.co.uk

All nurses, healthcare assistants and other healthcare professionals working for us within the UK are required to have a valid DBS (Disclosure and Barring Service) certificate - formerly known as a CRB check.

Our “Enhanced” DBS checks are valid for both “adult & child workforce” and can normally be completed on-line. The notes below outline the options available, how a new check is performed and the associated costs.

Work requirement

To work with us as a healthcare professional, you must have a valid DBS certificate.

When joining Care101

In most cases we will ask for a new DBS check to be performed when you apply to join us. However, at our discretion, if you have a recent DBS certificate, we may be able to use that.

i *If you subscribe to the DBS Update Service, we can re-check your status through that and there is usually no need to request a new certificate in this case. See below.*

Validity

DBS certificates have an issue date but don't technically expire. It is down to the employer to determine how often these need to be re-checked.

- For Care101, we require a re-check every 3 years unless there is a large gap in your employment history with us.
- For some clients (e.g. local authority), a re-check may be requested every year.

i *If you subscribe to the DBS Update Service, re-checks can usually be performed through that.*

The DBS Update Service can save you money!

When you receive a new DBS certificate, *we strongly recommend you subscribe to the government's DBS Update Service*. This service allows you to pay an annual subscription (currently £13 – compared with £50 for a new certificate) which then means your current DBS can be rechecked or validated at any time without needing to request a new certificate.



*To use this service, you must subscribe **within 19 DAYS of your new certificate from being issued**. You must also remember to maintain your subscription annually thereafter.*

With the DBS Update service, any current or future employer - with your permission, can verify this data without the need for you to pay for another full DBS. More information on this service is available on-line at <https://www.gov.uk/dbs-update-service>.

Costs for a new DBS certificate

When a DBS check or re-check is needed, the following costs apply ...

- **If you already subscribe to the update service**, simply indicate this on your application form and include your original DBS certificate number – the number of the DBS certificate you subscribed to the service with.
 - Subscription currently costs £13/year which you pay directly to the service.
 - Subsequent re-checks whilst you continue your subscription are then free of charge.
- **If you don't subscribe to the update service**, we will need to request a new DBS certificate for you.
 - At the time of writing, an enhanced DBS check costs £50. This will be deducted from future wages and so there's nothing to pay up front.

i *The processing of a new request by DBS can take some time – anywhere from one day to several months. If yours is about to expire or you need a new one, please complete the application as soon as possible.*

When you receive your new certificate, we recommend using it to subscribe to the update service, so you don't need to request a new certificate each year (see above).

You cannot work without a valid DBS certificate.

To request a new DBS certificate

In order to complete a new DBS check, there are a number of steps you and we need to take. The entire process can usually be performed on-line but if you are not able to do this, please contact the office for further assistance.

Step 1. Start your application ...

- Simply complete the on-line application form at uCheck ...
 - Contact the office for the password for this service.
 - Access <https://www.dbsassist.co.uk/ucheck>.
 - Click “Start Application” in the left hand orange box.
 - When prompted enter “Care47” for the user and the password given above.
 - Complete the on-line application form and submit it.
- Your completed application will be sent to us automatically for ID verification.

Step 2. Verification of your ID ...

- We must now validate your identification, using the proof of ID specified in the application form (see “Required Information” below). We are authorised to do this by uCheck on their behalf.
- We do this electronically*, including details of the documents provided, where applicable.
- Completed details are sent by us to uCheck along with payment.

* During your interview, we will need to see any original copies of your ID papers.

Step 3. Countersign & complete DBS verification ...

- uCheck will now counter-sign the request and send it to DBS for processing.
- Processing can take anything from 24 hours to several months, depending on how busy DBS is so it pays to submit your application sooner rather than later.

Step 4. You will receive a copy of your new DBS ...

- Once processed, you will receive a copy of your DBS certificate.
- Please forward an image of this, including certificate number & results.

i *We recommend registering this with the DBS Update Service to avoid the need to request new certificates each year. Remember any employer can normally use a DBS certificate verified by the Update Service, even if the original certificate was requested by another organisation.*

Required information

As part of a DBS check, we are required by law to verify your identity. To do this, we need to see a selection of specific documents as shown below. Documents required are as follows (*route 1 is the recommended option if at all possible*) ...

Route 1: One from group 1. Two from Group 1, 2a or 2b, one which must verify current address.

Route 2: One from group 2a. Two from Group 2a or 2b, one which must verify current address, and an external ID validation. Only EEA citizens.

Route 3: Original Birth Certificate (UK & Channel Islands), issued at time of birth by relevant authority. One document from Group 2a and Three further documents from Group 2a or 2b, one that must verify current address.

Please note that the documents submitted must be taken from the lists shown below. Other documents cannot be accepted.

Group 1

- Current and valid passport, any nationality.
- Biometric Residence Permit (UK).
- UK birth certificate issued within 43 days of date of birth – full or short form acceptable, but must be an original document.
- UK issued driving licence (England/Wales/Scotland/Northern Ireland/Isle of Man / Channel Islands). Either photo-card or paper is acceptable.

Group 2a

- UK birth certificate issued after 43 days of date of birth. Must be an original document.
- Adoption certificate (UK and Channel Islands).
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- Current UK driving license (old style paper version)
- Current non-UK photo driving license (valid for 12 months from arrival in the UK).
- HM Forces ID Card (UK).
- Fire arms licence (UK and Channel Islands).

Group 2b

- Mortgage Statement** (UK or EEA).
- Financial Statement** e.g. pension, endowment, ISA (UK).
- UK P45/P60 Statement** (UK / Channel Islands).
- Bank/Building Society statement* (UK / Channel Islands or EEA).
- Bank/Building Society statement account opening confirmation letter* (UK).
- Utility bill* (UK), mobile phones not accepted.
- Credit Card Statement* (UK or EEA).
- Council tax statement** (UK / Channel Islands).
- Benefit statement*.
- Work permit/Visa** (valid up to expiry date).
- EU national ID card.
- Cards carrying the PASS accreditation logo (UK and Channel Islands).
- A document from UK Central/Local Government/Government Agency/Local Authority giving entitlement, for example, from the Benefits Agency, the Employment Service or the Inland Revenue*.
- 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 or College Principal (16/19 year olds in full time education, UK).

* Must be dated within 3 months

** Must be dated within 12 months

External checks

External ID validation checks are an alternative method to verify identity. They involve comparing data against a range of independent and external sources. *This service carries a separate charge. For more information on this, please contact Care101 – admin@Care101.co.uk.*