



ST. MICHAEL'S CE SCHOOL



A GUIDE TO THE DISCLOSURE AND BARRING SERVICE (DBS)

1.	<p>An individual requests an application form to seek clearance.</p> <p>This form contains the information needed to start the process: Applicant's forename and surname. Applicant's email address. This is inputted by the Office to the Wandsworth Employment Check website.</p> <p>Applicants must also complete a Confidential Declaration form. This is attached to the application form.</p>
2.	<p>The applicant will receive an email with a link to the Wandsworth Employment Check website.</p>
3.	<p>Using that link, the applicant should complete the form on line.</p>
4.	<p>The applicant must bring into school <u>original documents</u> to prove their identity and address.</p> <p>If you can produce a document from group 1, three documents must be seen in total - one document from group 1 plus two from groups 1, 2a or 2b. One of which must verify your current address.</p> <p>If you cannot produce a group 1 document, three documents from group 2 comprising 1 document from group 2a and two further documents from group 2a or 2b. One of which must verify your current address. The school will carry out a further check to establish your name and living history footprint.</p> <p>Group 1 Documents:</p> <ul style="list-style-type: none">- Current Driving License Photo card (UK/Isle of Man/Channel Islands & EU)- Valid passport- Original birth certificate (UK)- Biometric residence permit (UK)- Adoption Certificate (UK and Channel Islands) <p>Group 2a Documents:</p> <ul style="list-style-type: none">- Old Style Paper Driving Licence (UK/Isle of Man/Channel Islands& EU)- Current Driving Licence Photo card (All other countries)- Certified copy of a Birth certificate (UK and Channel Islands)- Marriage/Civil Partnership certificate (UK and Channel Islands)

	<ul style="list-style-type: none"> - HM Forces ID card (UK) - Firearms Licence (UK; Channel Islands and Isle of Man) <p>Group 2b Documents:</p> <ul style="list-style-type: none"> - Bank or Building Society statement* (UK or EEA) - Bank/Building Society Account Opening Confirmation Letter (UK) - Mortgage Statement** (UK or EEA) - Credit card statement* (UK or EEA) - Financial statement**, eg pension, endowment, ISA - P45/P60 statement** (UK) - Council tax statement** (UK) - Work permit/Visa (UK) - Letter of sponsorship from future employment provider (Non-UK/Non-EEA) - Utility bill* (Electricity, gas, water, telephone) - Benefit statement*, eg child allowance, pension - A document from Central/Local Government/Government Agency/Local Authority giving entitlement* - EU National ID Card - Cards carrying the PASS accreditation logo (UK) <p>Denoted with * - it should be less than three months old Denoted with ** - it should be issued within the past 12 months Not denoted - it can be more than 12 months old</p>
5.	School will receive email confirmation that the applicant has been cleared. The applicant will receive a certificate giving the result of the DBS check.
6.	School inputs the reference clearance on the Single Central Register and notifies applicant that they can come in to support in school.
7.	<p>Renewal: A DBS certificate does not expire. However, there is a full DBS check carried out annually on 10% of staff and volunteers whose DBS certificate is more than 3 years old. In addition, volunteers are asked to sign a Confidential Declaration form every 3 years.</p> <p>A Confidential Declaration form can be completed at any time, should the original information given no longer apply.</p>