

## **DBS PROCEDURE – 2016**

DBS applications are completed on-line. A brief summary of the system is set out below.

- Applicant provides school with three items of ID (**at least one of these MUST be from category 1**); an email address; a security question – usually mother's maiden name and your National Insurance number.
- Details from these ID documents will be entered by school staff onto the new online system. Following this the system generates an email to the applicant with a password and log-in name so that the application can be completed – this must be done within 24 hours of receiving the email. Please note school staff will process DBS's during the morning session which means the applicant will need to complete by the end of the morning the following day. Failure to do this will mean starting the procedure all over again!
- In order to complete the application you will need the ID documentation provided to the school. Therefore school staff will contact you as soon as they have uploaded your details to the system so that you can collect your documents and then complete your application at home.
- Once you have completed the application we are told that DBS Certificates should arrive within 14 days. This certificate must be brought into school so that we can confirm and update the records we are required to hold.
- We will do our best to process your documents on the day you bring them into school but there may be occasions when this is not possible so please be prepared to leave your ID in school overnight. Rest assured it will be kept in our school safe.
- If you have not been into school on a voluntary basis within three months from your last visit a new DBS must be completed. This is due to strict guidelines issued from Shropshire Council.

Please note that the ID documentation that an applicant must provide has also been reviewed and a full list is available overleaf.