Disclosure & Barring Service (DBS) Online Application System

Applicant's Guidance
Completing an Online Disclosure & Barring Application

Introduction

Babcock International Support Services Ltd acts as an 'umbrella body' in processing DBS (formerly CRB) applications for the school/organisation you will be working for. In order to process your DBS check you have been asked to use our online system. This system provides a more efficient, accurate and secure alternative to the completion of paper DBS application forms, however, if you are unable to complete your DBS application online, please speak to your appointing school/organisation to discuss other alternatives.

The following guide will help you to complete your online application. Please retain this information as you may need to refer to it later.

In order to complete an online application you will need to have **version 7 or higher of Internet Explorer** to be downloaded onto your computer. To check which version you have, click on 'Help' when in Internet Explorer and then click on 'About Internet Explorer'.

To update Internet Explorer click on Start button 🌐. In the search box, type Update, and then, in the list of results, click Windows Update.

All individuals requiring a DBS certificate must complete a DBS application form and contact the school/establishment to arrange a meeting in person so that your identity can be checked.

This guidance tells you about:

- How to complete the online DBS application
- What documents are required to check identity
- Who checks identity
- What happens next
- Data protection
- Further information

How to complete the online DBS application form

The school /organisation have requested that you apply for a DBS certificate by accessing the following website address using the unique reference and password details below:

Website Address:	**https://disclosure.capitarvs.co.uk/babcocksupportservices/**
School / Organisation Unique Reference:	
Applicant Password:	
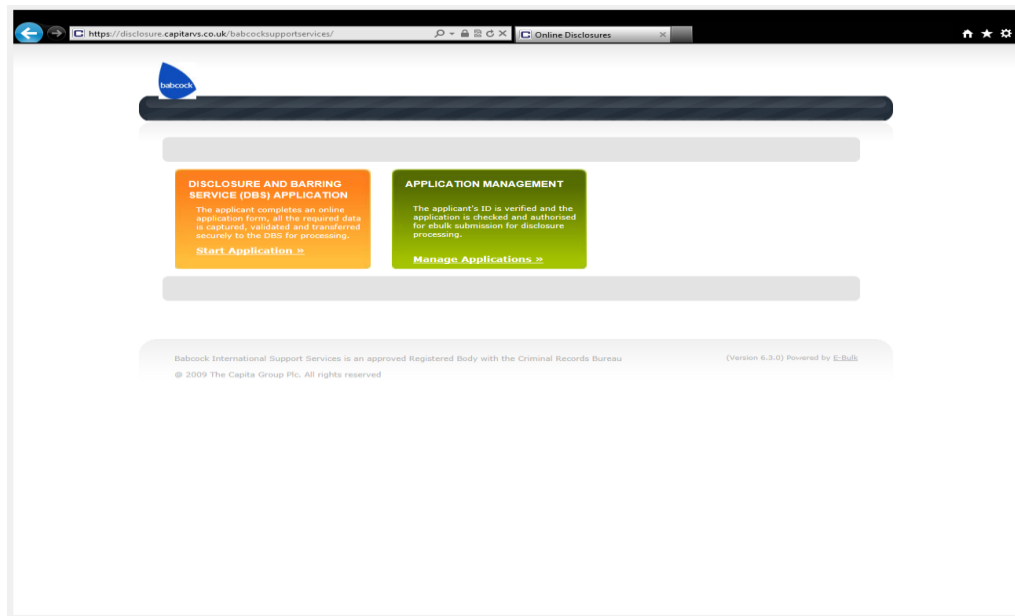
After you have accessed the online DBS application system using the above website address, move the cursor onto the **Start Application (Orange box – No 1)** and **click** to enter system.

The system will then require you to **Start New Application** –
Please enter the Organisation Reference and Password (if you have been provided with one) above.

Statement of Fair Processing

You will now be taken to the 'Statement of Fair Processing' outlining our terms and conditions.

Please read the statement and tick the box to confirm this has been read and agreed to and click 'Next'.

Application Pre-Entry Statement

You will now see the application pre-entry statement; this gives concise information regarding the DBS's acceptable identification requirements in support of your application.

Once you have read the statement and ticked the consent box please click 'Next'.

- The application form is a simple 5 step process.

On entering the site, the following **Personal Details** will need to be completed:

*If you have any **middle name(s)** ensure that you **enter** these details, particularly those that appear on your identity documents.*

- *Gender (male/female)
- *Title
- *Forename
- Middle name (Middle names **MUST** be declared)
- *Surname
- *Date of birth (In the format DDMMYYYY)
- Transgender applicants should contact the DBS Transgender Line on 0151 676 1452 or email sensitive@dbs.gsi.gov.uk for further advice.
- National Insurance Number (If you have one)

Mandatory fields are denoted by *

Contact details:
- *Select **English**.
- Insert your telephone/email address

Email Address:
- **Applicants should provide an email address as part of their contact details. This will enable you to receive an email directly from DBS confirming your Application Reference number. The email will also include links to the DBS website giving you the option to track the progress of your DBS application.**

Address History:

Enter addresses in chronological order starting with the most recent. Click on the **Add Address** button to add an address.

Please provide a 5-year continuous address history. There cannot be any gaps or overlaps in the address history. (If you are unable to provide the address for a **foreign country** then enter **'no fixed abode'** for address line 1 and town). **Please also be prepared to provide documentary evidence of your previous address history if requested by your school/establishment.**

- *Address
- *Town
- County
- *Country
- *Postcode (Refer to UK Postcode Finder if required)
- *Date from (Date moved into property in format MMYYYY)

Students who switch between their permanent residence and educational establishment must enter each address with dates consecutively e.g. Parents address Dec 09 – Jan 10, University address Jan 10 – March 10 etc. Do not run addresses/dates simultaneously as your form will be rejected by the DBS.

Place of Birth:

Please enter details of your place of birth.

- *Town   (please state where e.g. Camberwell)
- County (e.g. London)
- *Country (Please confirm e.g. United Kingdom)

Please enter your Nationality at birth and state YES or NO as to whether this has changed since you were born. If this has changed, you will be required to enter your current nationality.

- *Nationality at birth

- *Have you changed your nationality since birth?

If you have **changed your surname**, please provide your birth surname and the year you changed it. Please ensure that where names change they run in date order with no gaps.

- *Surname at birth (Please enter your surname at birth even if is the same as that already provided)

- *Used until date

Mandatory fields are denoted by *

Other Names:

Next, you must say if you have ever been known by any other names – this includes surnames and forenames. This could be through marriage, civil partnership, divorce, deed poll or for any other reason.

Please note that you will be asked to **provide documentation to support change of name i.e. Marriage Certificate/Civil Partnership Certificate etc.**

Applicants who were adopted before the age of 10 do not need to provide their surname at birth when completing an online application. **Applicants should give their adoptive name in this section**.

- Please provide details of any other names used and the dates during which the names were used.
- Enter each **forename** and **surname** separately including **Aliases** using the **'Add Name' button**.

Employment/Organisation Details:

- Complete the position applied for field (Job Title). For roles other than 'Teacher' or 'Teaching Assistant', it is advisable to include 'School' as part of the job title where space permits. E.g. 'School Receptionist' rather than simply 'Receptionist'.

- If you are undertaking **voluntary work** in a school, please use the title 'Volunteer School Helper' in the position applied for field. Do not just state 'Volunteer', as the system will not allow you to proceed.

- Employer Name (This is already pre-set to the school/establishment)

Conviction History:

'If you have <u>ever</u> been convicted of a criminal offence or received a caution, reprimand or final warning which would not be filtered in line with current guidance?'(*): you must select <u>Yes</u> in the required field.

IMPORTANT

Important changes to the law on the disclosure of criminal records information mean that your employer can only ask you to disclose any unspent cautions, convictions, warnings or bindovers, and new filtering rules have been introduced, although these rules will not apply for individuals who have two or more convictions. Guidance and criteria on the filtering rules can be found at the Disclosure and Barring Service website at: https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates. Also, positions in schools are considered to be 'excepted', which means that when your certificate is issued it may contain information on spent convictions that the DBS decides your employer needs to take into account in order to ensure the protection of vulnerable groups, including children. In addition, some specific offences will never be removed from a DBS certificate, such as serious sexual and violent offences. You can view this specified list of offences at: https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check.

Failure to declare unspent convictions, cautions, reprimands or warnings may result in your offer of employment being withdrawn or your employment being terminated.

The organisation complies with Babcock International Support Services Ltd policy on the recruitment of ex-offenders and a copy of this policy can be obtained from the organisation.

A summary of the Filtering Rules is in the attached Babcock 4S document 'Filtering of Criminal Record Information Guidance for Applicants', which you can obtain from your school.

Applicant Consent:

- Please review the details entered and click the **edit** button if you wish to change any of the information.
- Now Tick the **consent box** at the bottom of this page.
  (By ticking this box you are giving your authorisation/consent for a DBS check to be undertaken).
- Click on the **complete** button.

Application Complete:

- Make a note of the reference number which you will see in the green box.
- **Now contact the school/organisation to arrange for your identification to be verified following the ID rules below on the next page;**

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4. Providing Identity Documentation

The complete list of documents that may be accepted as proof of your identity, along with information on the number and types required can be found below. There are **three routes as outlined on next page;** however the registered body **strongly advises** that applicants should where possible produce documents which adhere to **Route 1** of the ID Checking process to avoid delays in the ID checking process.

*ID Document Rules

- You must provide **original** documentation only; photocopies or documentation printed from the internet e.g. internet bank statements **will not** be accepted.
- At least one document **must** confirm your **current name -** remember to also provide documentation to support any name changes e.g. Marriage/Civil Partnership Certificate
- At least one document **must** confirm your **date of birth**
- At least one document **must** confirm your **current address** and documentation covering your previous five year address history may also be requested.

ROUTE ONE - All applicants must initially be considered via Route One (see page 7).

Do you have a document from Group 1?

If yes, then you must produce 3 documents:

- o 1 document from Group 1 (**refer to list of Valid Identity Documents**); **and**
- o 2 further documents from Group 1, 2a or 2b; one of which must verify your current address.

If you are unable to produce a document from Group 1, please go to Route Two.

For EEA Nationals (Non-UK):

Where an EEA National has been resident in the UK **for five years or less**, school/organisation should validate identity via route one through the checking of a current Passport or current UK Driving Licence (Valid photo card and counterpart only) plus 2 further documents to confirm identity.
In the absence of a group 1 document school/organisation must satisfy themselves of a valid reason for using route two.

Non-EEA Nationals:

All Non-EEA Nationals should be validated via **Route One only**.

ROUTE TWO

For Route Two, the applicant **must** produce:

- 3 documents from Group 2 comprising of;

  - 1 document from Group 2a; **and**
  - 2 further documents from Group 2a or 2b; one of which must verify their current address.
  and the organisation conducting the ID check will request an external ID validation check to be undertaken with your consent.

Note that if you are unable to provide a Group 1 document the organisation conducting the ID check will request that an external ID validation check is carried out to establish your name and living history footprint to meet DBS ID validation requirements via their registered body.

If you are unable to produce ID documentation to meet Group 2 requirements you will need to explain clearly the reasons for this to your school/organisation. You will then need to proceed to Route 3.

ROUTE THREE

For Route Three, the applicant **must** produce:

- Birth certificate (UK and Channel Islands) – (**issued after the time of birth** by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable) **and**
- 4 further documents from Group 2 comprising of:
- 1 document from Group 2a;
  and 3 further documents from Group 2a or 2b; one of which must verify your current address.

Applicants who fail to produce documents for Route 3 will be required to complete a paper application and will be asked to give their consent to have their **fingerprints taken** by attending a Police Station at an appointed time. This may result in a delay to the overall application process.

List of Valid Identity Documents

Group 1 – Primary Trusted Identity Credentials

Current Valid Passport	Biometric Residence Permit (UK)
Current Valid Driving Licence – **Photo card - UK/Isle of Man/Channel Islands and EU (Full or provisional)** All licences must be valid in line with current DVLA requirements	Birth Certificate (**UK & Channel Islands**) - **issued at time of birth** – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
Adoption Certificate (UK & Channel Islands)	

Group 2a – Trusted Government/State Issued Documents

Current Valid Driving Licence – **photo card (full or provisional) All countries outside the EU (excluding Isle of Man/Channel Islands** All licences must be valid in line with current DVLA requirements	Birth Certificate (**issued after time of birth)** UK & Channel Islands
Current Valid Driving Licence - **paper version (if issued before 1998)** UK/Isle of Man/Channel Islands and EU (full or provisional) All licences must be valid in line with current DVLA requirements	Marriage/Civil Partnership Certificate (UK & Channel Islands)
HM Forces ID Card (UK)	Fire Arms Licence (UK, Channel Islands & Isle of Man)

Group 2b – Financial/Social History Documents

Credit Card Statement * (UK or EEA)	Bank/Building Society Statement * (UK or EEA)
Utility Bill* (UK) Not Mobile Telephone	Benefit Statement* - e.g. Child Allowance, Pension
Document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK)*: e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security	Bank/Building Society Account Opening Confirmation Letter (UK)*
Mortgage Statement **	Council Tax Statement (UK & Channel Islands)**
P45/P60 Statement (UK) **	Financial Statement ** - e.g. pension, endowment, ISA (UK)
Work Permit/Visa UK (valid up to the expiry date)	EU National ID Card (must still be valid)
Cards carrying the PASS accreditation logo (UK & Channel Islands) – Must still be valid	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 a Head Teacher or College Principal (UK) - 16/19 year olds in full time education (Only to be used in exceptional circumstances when all other documents have been exhausted).	

Please note:
If a document in the List of Valid Identity Documents is:
- **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**.

What happens next?

After the school/establishment has checked your documents they will send the form electronically to be processed via Babcock International Support Service. Once DBS have completed the check they will issue a certificate which will be posted to your address.

Please note that requests for reprints can only be made to the DBS within 93 days of the issue date of the certificate.

Where information is provided on the DBS certificate, you will be required to present your copy within 28 days of the issue date to your school/organisation.

The school/organisation process will be as follows:

- They will be required to take a photocopy of your certificate
- Undertake an initial risk assessment
- You will be contacted by the designated person within the school/organisation, e.g. Headteacher/manager to arrange an appointment to discuss the content on your certificate.

On the basis of a full risk assessment, the school/establishment will determine whether you are suitable to work/volunteer within their school/establishment and will inform you of their decision.

Disputing Information on a DBS Certificate

If you believe the information on your DBS certificate is incorrect, you must resolve this before the school/establishment can make a decision about your suitability. This can only be done by telephoning the DBS directly within **three months of the issue date** of the certificate using the telephone number listed on the back of the certificate under 'disputes'.

If it should prove impossible to resolve matters by other means, the DBS may seek a fingerprint check in order to determine whether the record in question relates to you.

DBS Update Service

Users of the online DBS application service will be given the opportunity to subscribe for the DBS update service when their new certificate is issued. **You will have 19 days from the date of issue of your certificate in which to subscribe at https://www.gov.uk/dbs-update-service, using your application form reference number to complete the process.** Subscribing to this service could mean that when you next change employer, and assuming that your new role is within the same workforce, where the same level and type of check are required, you will be able to give your new employer access to check online whether there has been any update to your DBS Certificate. This part of the pre-employment screening process will become quicker because the new employer will not have to complete a new DBS application for you, although the process will still enable them to comply with safeguarding rules. **Subscription is for 12 months, renewable annually at a cost of £13 per annum; for voluntary roles subscription is free.**

There is no statutory requirement for you to subscribe, and some organisations may decide that they wish their employees, volunteers or associates to subscribe, either on a voluntary or contractual basis. For individuals working in roles requiring more flexibility however, this service will prove to be extremely valuable.

Data Protection:

Babcock International Support Services Ltd has a Statement of Fair Processing and a policy on handling disclosure information which is followed by your school/establishment. Copies of these can be obtained from your school/establishment.

Further Information

If you require support in completing your Online DBS Application, please contact the school/establishment in the first instance for further advice.