



# **DBS Disclosures**

## **Frequently Asked Questions**

6 November 2020

## Frequently asked questions

The Disclosure and Barring Service (DBS) provides wider access to criminal record information through its Disclosure service. This service enables schools to make safer recruitment decisions by identifying candidates who may be unsuitable.

This document answers the following DBS FAQs:

- [Who do I contact if I have a query regarding my DBS application?](#)
- [What level of DBS disclosure is required?](#)
- [What evidence does an applicant need to verify their identity?](#)
- [What if the applicant lived overseas?](#)
- [For how long is a DBS Disclosure valid?](#)
- [How can I fast-track the DBS process so my new member of staff can start as soon as possible?](#)
- [Are DBS checks portable?](#)
- [What are the DBS requirements for agency staff?](#)

### 1. Who do I contact if I have a query regarding my DBS application?

School staff should speak to their DBS Administrator; Hackney Education staff can contact the DBS Operational Lead ([hackneyeducation.dbs@hackney.gov.uk](mailto:hackneyeducation.dbs@hackney.gov.uk)).

### 2. What level of DBS disclosure is required?

The DBS has strict guidance on eligibility. As an organisation, we can only apply for DBS checks if a position is included in a published list of eligible categories, as these represent the professions/types of work that are known as the exceptions to the Rehabilitation of Offenders Act 1974.

All the positions at Hackney Education that meet the definitions of 'regulated activity' must have an Enhanced check. It is Hackney Education policy that all staff who require a DBS Disclosure must be re-checked on a 3-yearly basis. The entire schools workforce, including support staff also require an Enhanced check.

### 3. What evidence does an applicant need to verify their identity?

The documents that an applicant needs to provide to verify their identity will depend on their nationality and how long they have resided in the United Kingdom. The applicant will receive an e-mail explaining which documents are required.

Additionally, the DBS Operational Lead has produced a [Documentary Evidence Sheet](#). This provides guidance notes and details of the documents that can be accepted as proof of identity. It should be read by the person responsible for checking an applicant's identity and also by the applicant, so that they know what documents they need to provide.

### 4. What if the applicant lived overseas?

Safeguarding guidance and Ofsted inspections have highlighted the requirement for us to obtain criminal record checks on employees who have lived overseas.

When an applicant completes their address history as part of an online application the Online DBS system will identify applicants who have lived abroad and sends them a separate e-mail explaining how to obtain a Certificate of Good Conduct from each relevant country.

Click [here](#) for a document that lists the frequently asked questions about overseas criminal records checks.

### 5. For how long is a DBS Disclosure valid?

It is Hackney Education policy that all staff who require a DBS Disclosure must be re-checked on a 3-yearly basis.

Pending vetting, any person convicted of a criminal offence, bound over or cautioned must report details of the matter to their Headteacher/Chair of Governors/manager, as appropriate.

#### Schools renewals

Although the DBS Operational Lead sends periodic DBS Status Reports to schools warning them of staff whose DBS clearance is due to expire, it is the school's responsibility to maintain DBS information on their Single Central Record and track applicants approaching expiry.

The school's DBS Administrator will create renewal details on the Online DBS system, so the applicant is e-mailed for them to complete the online renewal application

## Hackney Education renewals

For Hackney Education, the renewal applicant's details are automatically loaded onto the Online DBS system and e-mailed for them to complete the online renewal application. This is done 60 to 90 days in advance of the current Disclosure's expiry date.

## 6. How can I fast-track the DBS process so my new member of staff can start as soon as possible?

This, unfortunately, is not an option.

The DBS process is not completed by us but by the [Disclosure and Barring Service](#) themselves. Therefore Hackney Education do not have any control over how quickly checks are processed.

## 7. Are DBS checks portable?

We comply with the DBS guidance on portability and do not accept portability of DBS Disclosures, unless the applicant is subscribed to the DBS Update Service. **All** other applicants for jobs at Hackney Education (which require a DBS Disclosure) or in a community or voluntary-aided school in Hackney must obtain a DBS Disclosure through us.

### Note:

For information on using the Update Service schools should refer to this [guidance document](#) on the Services for Schools website; Hackney Education staff should contact the DBS Operational Lead ([hackneyeducation.dbs@hackney.gov.uk](mailto:hackneyeducation.dbs@hackney.gov.uk)).

### Examples:

Type	Action
New candidate to be employed at Hackney Education or a community or voluntary-aided school in Hackney.	A new DBS check is required through Hackney Education's Online DBS system.
Transfer from a community or voluntary-aided school in Hackney to Hackney Education	A new check is not required if the applicant is in a similar job role, the DBS check was within the past three years, and if they have not had a break in employment of over three months.
Transfer from Hackney Education to a community or voluntary-aided school in Hackney	Otherwise, a new DBS check is required through Hackney Education's Online DBS

Type	Action
Internal transfer within Hackney Education	system.
Transfer from a community or voluntary-aided school in Hackney to another community or voluntary-aided school in Hackney	
Governors	Governors who wish to be Governors at other Hackney Education schools will only need to be checked through Hackney Education once. If a school/Hackney Education employee is becoming a Governor, they will need to complete another DBS check.

## 8. What are the DBS requirements for agency staff?

Heads of department/schools must ensure that agency/contract staff have a valid DBS Disclosure if it is required for their role; the agency is responsible for obtaining the necessary check.

Employees who are employed by the agency must bring a headed and signed letter from the agency confirming that the employee has a recent (within the past 3 years) DBS for a similar role. Please note that the same rules apply to those volunteers who come through an agency.

### Further information

Please refer to the DBS Policy or e-mail the contact the DBS Operational Lead ([hackneyeducation.dbs@hackney.gov.uk](mailto:hackneyeducation.dbs@hackney.gov.uk)).