

KEY FEATURES

- ✓ Remote 24/7 access
- ✓ Fully electronic application and submission process
- ✓ Automatic online validation of applicant information ensures error-free applications
- ✓ Applications countersigned and sent to the DBS within one working day
- ✓ Automated email reminders throughout
- ✓ Online application tracking
- ✓ Integrated external ID verification facility
- ✓ Automatic notification when DBS result is received
- ✓ Comprehensive suite of reports
- ✓ Training for your staff – provided at no additional cost
- ✓ Professional support throughout, from our qualified team of experts
- ✓ No minimum number of applications – just pay for what you need!

Find out more

For further information, please call our DBS team on **020 8820 7301**, email db@learningtrust.co.uk or visit us at www.hackneyservicesforschools.co.uk/db.

services for schools

www.hackneyservicesforschools.co.uk/db

online disclosure and barring service

MAKE **SAFER**
RECRUITMENT
DECISIONS
FASTER

 Hackney

 hackney
learning trust

WHY US?

Our online DBS service as well as our dedicated DBS professionals help employers to make safer recruitment decisions faster, saving you time and money.

We have extensive experience of the DBS process and have operated as a registered body with the DBS since the introduction of CRB checks in 2002, processing disclosure applications for Hackney schools.

We are not an anonymous IT company and understand your needs because we are in the education sector and are extremely experienced as our staff and schools also require DBS disclosures.

Who should use us?

Any organisation which requires their staff to hold a Standard or Enhanced DBS disclosure can use our service. We specialise in checks on behalf of schools, voluntary and charitable organisations, and our online DBS is a valuable facility for any public sector organisation.

We also work with charities, care homes, employment agencies and other companies in the private sector.

Our three-step process

1. SET UP

You create the account online for the applicant; we e-mail details of how to apply.

2. APPLY

Applicant completes the simple, easy-to-follow online DBS disclosure application form.

3. VERIFY

You verify the applicant's identity and confirm online. We check and countersign the application form. The form is automatically sent electronically to the DBS for processing and you will receive immediate notification once the check is complete.

THE BENEFITS

Not only are we safe, reliable, we are also competitively priced.

- A speedier end-to-end DBS process, with significantly improved turnaround times, means you make quicker safer recruitment decisions. 56% of disclosure results are received back from the DBS within 2 days, with 83% received within two weeks.
- No more paper forms. Just follow our simple three-step process:
 - Set up – apply – verify. Our DBS team then check, countersign and submit the application to the DBS.
- Our online form is automatically validated, meaning errors and returned forms are a thing of the past, saving time and frustration.
- Automated tracking of applications throughout and e-mail reminders at each stage of the application streamline the process.
- Your trained users can track the progress and status of applications on the system and have access to a suite of tracking reports.
- Online notification direct from the DBS when the check is completed, reduces manual chasing of the disclosure certificate as you only need to see the small percentage which are not clear.
- No need for your organisation to have the additional staff or systems to operate as a registered body. Use our service and just **pay for what you need.**
- No more paper; no more postage; no more frustration. Access anywhere by PC, laptop, tablet or phone.

Prices

All checks include free advice on your DBS application outcomes.

DBS Standard	£26 + £10 admin fee
DBS Enhanced	£44 + £10 admin fee