

DBS Guidance

Do I need a DBS check for a role in HFL Education?

At HFL Education, DBS checks are indeed required for certain roles, particularly those involving regular contact with children or vulnerable adults. This measure is implemented to ensure the safety and well-being of all individuals within the educational environment. If you're considering a position at HFL Education, it's essential to be prepared for the possibility of undergoing a DBS check as part of the hiring process.

What is a DBS? (Disclosure and Barring Service Check)

Checks on an individual's criminal record to highlight convictions or prior offences including spent convictions. The types of convictions that show on a DBS will depend on the level of DBS carried out:

Basic – reveals unspent convictions only and dates

Standard – reveals unspent convictions, spent convictions, cautions, warnings and reprimands and dates – the caution or conviction will be removed after required period of time dependant on caution or conviction was given. Please refer to the following website for more details: [DBS filtering guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db filtering guide)

Enhanced – same as standard, also any notes recorded by the police and can also include a barred list check.

Why do I need a DBS check?

DBS checks are a vital part of safeguarding for an organisation – especially in organisation where the core purpose is to support schools and school settings. The key purposes include:

1. Preventing unsuitable individuals from working with children and vulnerable groups.
2. Check if there are any reasons an individual is unsuitable for the role that they've applied for.

How do I get a DBS check with HFL Education?

- HFL Education will carry out right to work and ID document checks, which will enable us to start the process of applying for a DBS check on your behalf.
- You will receive a link to the system in an email from dbs@hertfordshire.disclosures.co.uk to complete your DBS application. Please ensure you check your junk or spam folder.
- DBS complete checks, which include searching the Police National Computer Database. An enhanced DBS check will also include a search with local police records. If the job involves caring for, supervising or being in sole charge of children or vulnerable adults, the DBS may also search children's and adults' barred lists. These are lists of people who are

barred from working with children or vulnerable adults.

- The DBS certificate will be printed and posted directly to you. (You will only receive a physical copy – they do not email the DBS certificate to you).
- Once you receive your DBS certificate, please contact hfl.recruitment@hfleducation.org to arrange a mutually convenient time for a MS Teams meeting to enable us to verify we have sighted the DBS certificate as part of our safer recruitment process.

Below is a flowchart showing the DBS application process described above:



Documents required to complete DBS check application.

- Your passport
- Your driving licence
- Birth certificate or paper bank statement/ utility bill issued in last 3 months

If you are unable to provide the documents above, you must be able to show one document from Group 1 in the table below, and 2 further documents from either Group 1, or Group 2a or 2b.

You must also provide:

- A list of all of your addresses for the last 5 years and the dates you lived at these addresses.
- A list of any name changes and the dates you changed your name – i.e by deed poll, marriage or divorce/separation

Group 1

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard (full or provisional)	UK, Isle of Man, Channel Islands and EEA
Birth Certificate – issues within 12 months of birth	UK, Isle of Man and Channel Islands – including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a

Document	Notes
Current driving licence photocard (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
Birth certificate – issued after time of birth	UK, Isle of Man, and Channel Islands
Marriage or civil partnership certificate	UK and Channel Islands
Immigration document, visa or work permit	All countries outside the EEA – valid only if you're living and working in the country that issued the document
HM Forces ID card	UK
Firearms license	UK, Isle of Man, Channel Islands

**All driving licences must be valid.*

Group 2b

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement – paper copy.	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society statement – paper copy	Countries outside the EEA	Issued in last 3 months – branch must be in the country where you live and work
Bank or building society account opening confirmation letter – paper copy	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, e.g. pension or endowment	UK	Issued in last 12 months
P45 or P60	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Utility bill	UK – not mobile or telephone bill	Issued in last 3 months
Benefit statement, e.g. Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency or local council document giving entitlement e.g. department for work and pensions, Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID Card		Must still be valid
Irish Passport Card	You cannot use this with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK – for 16-19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided	Must still be valid

How long does a DBS check take?

Once you have completed the online DBS application, it usually takes 2-3 weeks to process the checks and for you to receive the DBS certificate through the post.

The timing can take longer if incorrect details are submitted, the level of the check being carried out and if there are backlogs in the police forces involved.

Once you receive your DBS certificate it is your responsibility to look after and keep the certificate safe, as you may be asked to provide this on occasions when visiting educational settings. You cannot apply for a duplicate should your copy get lost.

Upon receipt of your DBS certificate we will require you to present us with the original certificate so that we can verify the details. Please contact the recruitment team as soon as you receive your certificate in order for your application and pre-employment checks to be process before starting you can start your role.

How much does a DBS check cost?

If you are or going to be employed by HFL Education then the cost will be covered by HFL.

Following your DBS clearance, you are required to register with the DBS Update Service, enabling us to check your certificate online on a regular basis. You will need to register for this service within 30 calendar days from the date the certificate is issued. The cost of registration will need to paid up front but you will be entitled to claim this back on expenses once you commence employment. To register please visit: www.gov.uk/dbs-update-service. You will be required to maintain your subscription to the Update Service during your employment in this role.

If you require any assistance throughout completing the DBS check, please contact hfl.recruitment@hfleducation.org who will be able to help and offer guidance.