

HR MANUALS & GUIDES			UKSA
MANUAL/GUIDE:	DBS Checks at UKSA	DOC REF:	QMG-003
		REV:	1
ASPECT:	HR MANAGEMENT SYSTEM	Date:	01/06/17

Key information

DBS checks are critical to ensure we maintain our Safe Recruitment and Safeguarding commitments. DBS checks are required for employment, freelance or volunteering roles where staff are managing, supervising or working directly with our key customers. We carry out DBS checks at least every 2 years. Please refer to our Recruitment and Safeguarding Policies for further information or for an overview on the DBS itself, via <https://www.gov.uk/disclosure-barring-service-check/overview>

Getting your DBS check

If you are required to have a standard or enhanced DBS check **you must provide this on or before your first day at work** otherwise you may be unable to start work or be very limited with what you can do. You can organise your own DBS check and provide your valid in-date certificate for us to verify directly – **OR**, together we can get the process moving in time for your first day.

If you have had a DBS check before and it is over 2 years old, you will need a new check. If you haven't previously registered with the DBS directly for the 'annual update service', you will need a new check. 'uCheck' are our current umbrella organisation for processing new DBS checks.

There is a fee for DBS checks and the cost of this is met by employees, contractors and freelancers. This is because the certificate is owned by the applicant and it may also be portable to other organisations, depending on their requirements. For volunteers DBS checks are free of charge. As at 1 June 2017, uCheck charge £53.20 for an enhanced DBS check which includes an administration fee of £9.20. If you apply directly for your DBS check using an alternative umbrella organisation, please be aware that administrative charges may be set higher or lower.

How does the uCheck process work?

Step 1	Applicant	Provide UKSA with your legal name and preferred email address. Alternatively use this link to initiate the process directly with uCheck: https://www.hr-platform.co.uk/individual/application-login/?RlFrFkjdNVqmG1okUoKcyIvobU3H40iExoMdeOxg50%3D
Step 2	Applicant	Pay the full fee directly online to uCheck. Only for employees in exceptional circumstances will arrangements be made for UKSA to meet the cost initially and then deduct the cost from your first months' salary via payroll.
Step 3	HR at UKSA	Set up and send the applicant's profile on uCheck.
Step 4	Applicant	Receive uCheck link and complete the online form (approx. 5 mins)
Step 5	Applicant	By prior arrangement, take x3 original ID docs from the groups listed to HR at UKSA (or the Post Office ID verification service). Check the list carefully as if your ID is incorrect, the delay may prevent you from starting work
Step 6	HR at UKSA	Check and verify the correct original ID documents; approve the online form
Step 7	uCheck	Countersign and process with the DBS (takes approx. 48 hours)
Step 8	uCheck	Notify HR at UKSA of the status of the DBS check.
Step 9	DBS	Post the DBS certificate to the applicant, giving information about the annual DBS update service (19-day deadline if you wish to sign-up)
Step 10	Applicant	Keep it safe – it belongs to you and UKSA doesn't keep a copy of it. Decide whether to register for the annual update service. This is optional yet is cost and time effective at £13 per year, which helps you, UKSA and potentially other organisations. Show your original DBS certificate to HR at UKSA.

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ID checking – what do I need?

Three original documents in total must be verified:

- **One document** must come from Group 1
- **Two documents** from Group 1, 2a or 2b.
- One document must verify the applicant's **current address**.

The DBS have requested that if an Applicant indicates they have a Passport and/or Driving Licence, then the information must be provided.

<p style="text-align: center;">Group 1</p> <p>Primary Trusted Identity Credentials</p>	<ul style="list-style-type: none"> • Current valid Passport • Biometric Residence Permit (UK) • Current Photocard Driving Licence (UK, EU, Isle of Man / Channel Islands) (Full or Provisional) • Birth Certificate (UK and Channel Islands) - issued at the time of birth; <ul style="list-style-type: none"> ○ or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable) • Adoption Certificate (UK and Channel Islands)
<p style="text-align: center;">Group 2a</p> <p>Trusted Government/State Issued Documents</p>	<ul style="list-style-type: none"> • Current UK Driving licence (old style paper version) • 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) • Marriage/Civil Partnership Certificate (UK and Channel Islands) • HM Forces ID Card (UK) • Fire Arms Licence (UK and Channel Islands)
<p style="text-align: center;">Group 2b</p> <p>Financial/Social History Documents</p>	<ul style="list-style-type: none"> • Mortgage Statement (UK or EEA)** (Non-EEA statements must not be accepted) • Bank/Building Society Statement (UK or EEA)* (Non-EEA statements must not be accepted) • Bank/Building Society Account Opening Confirmation Letter (UK) * • Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted) • Financial Statement (UK) ** - e.g. pension, endowment, ISA (UK). • P45/P60 Statement **(UK & Channel Islands) • Council Tax Statement (UK & Channel Islands) ** • Work Permit/Visa (UK Residence Permit)(valid up to expiry date) ** • Utility Bill (UK)* - Gas • Utility Bill (UK)* - Electricity • Utility Bill (UK)* - Water • Utility Bill (UK)* - Phone (landline only) • Benefit Statement (UK)* - e.g. Child Allowance, Pension • A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security • EU National ID Card • Cards carrying the PASS accreditation logo (UK and Channel Islands) • Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK (only used in exceptional circumstances when all other documents have been exhausted)) • Letter of sponsorship from future employment provider - NON-UK/NON-EEA Only

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

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