

# DBS checks and what you need to know

## What is a DBS check?

A CRB is a Criminal Record Bureau Check and is designed for employers to run on employees or potential employees. It changed its name to DBS check which stands for Disclosure and Barring Service. The check is still exactly the same - the only thing that's changed is the name

## Independent Lives can carry out DBS checks for all Personal Assistants who are eligible.

A PA is able to sign up to the DBS update service which will ensure they have an ongoing up to date DBS. Please contact Independent Lives if you require more information on the update service.

## Why are they important?

- Along with references and interviews they help employers make safe recruitment choices.
- They help identify those who are unsuitable for certain roles.
- We recommend that all employers offer the job subject to satisfactory references and DBS check.

Social Services state that all new PAs have a DBS in place that is less than 3 months old and those working with children to have a DBS in place before they can work unsupervised. If employers are unsure about this they can talk to Independent Lives.

## What we do:

- Email details of how the PA can apply for a DBS check
- Check the ID of applicants and submit the application for processing
- Track the progress of the application
- Provide advice and guidance to the employer on anything that comes up on the DBS form
- Advise Social Services or NHS of any issues

## Who is eligible for a DBS check?

These are for posts that involve a far greater degree of contact with children or vulnerable adults. In general the type of work will involve regularly caring for, supervising, training or being in sole charge of such people.

Please note that you are only able to request a DBS check for a young worker aged 16 and over.

Independent Lives recommend that ALL employers carry out a DBS check - if the role is eligible

**Please contact Independent Lives on 01903 219482 if, when your PA shows you their disclosure certificate and it contains any convictions.**

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## How can a PA get a DBS check?

- Employers can request an email be sent to them or the PA, with details and a link to Carecheck where the PA applies online for the check.
- The PA must submit the correct ID along with their completed online application form. They can either bring it into the Independent Lives office to show us or they can post it together with the reference number from Carecheck. Independent lives will send the ID back to them by special delivery. Certified copies of ID are also accepted
- The DBS check will not be processed if full and correct ID has not been provided.

The PA will receive the DBS certificate not Independent Lives

The employer must ask to see it!

If when you see your PA's DBS certificate, it shows any cautions, convictions or reprimands you should contact Independent Lives immediately. They will have to advise East Sussex County Council who will then assess the suitability of a PA to be employed.

**Call us to find out more!**

**on 01903 219482**

## What is the cost of a DBS check?

- If an employer has a DP (Personal Budget) from the council then the DBS check cost will be invoiced directly to the council...it's free!

## Additional information

All PA's should be DBS checked. You can accept an existing DBS check that your new PA may have, as long as it's not more than 3 months old. If it is a new one should be done. Technically a DBS certificate is out of date on the day it is issued. Please also note that a new check should also be done every 3 years for existing PAs.

Any unchecked person **must never be left** unsupervised with children. Any PA who is working with a child unsupervised, must have a DBS completed check prior to them commencing work alone, which isn't more than 3 months old.

You should only see the original DBS certificate as photocopies are not acceptable. Also you are not permitted to make a copy for your own records.

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