

# DBS CHECKS

## WEST SUSSEX (CHILDREN'S SERVICES)



A DBS check is a record of a person's criminal convictions and cautions.



**ALL** Direct Payment employers should complete DBS checks on their Personal Assistants (PAs).



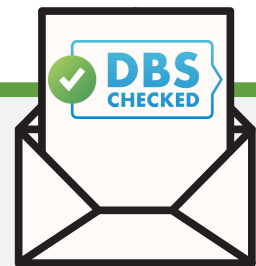
New PAs must have a DBS check that is less than 3 months old. A new DBS check should be completed every 3 years.



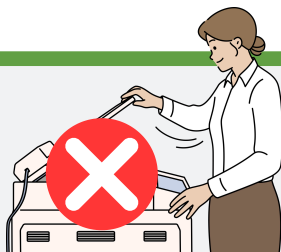
PAs working with children **must never** be left unsupervised until they are DBS checked.



PAs must complete an online application and submit the correct ID to Independent Lives.



Once the DBS check is completed, the PA will receive their certificate in the post.



You need to see the PA's original certificate, and are not allowed to make copies of this.



Contact Independent Lives if the certificate shows **ANY** convictions, cautions or reprimands, as the PA's suitability will need to be assessed.



**01903 219482 (option 3)**



**DBS@independentlives.org**