

DBS CHECKS

WEST SUSSEX



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).



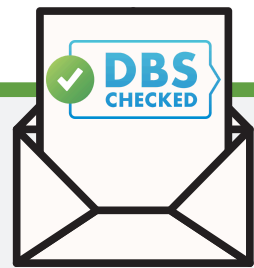
PAs **cannot** start work until a new DBS check has been completed, unless they are subscribed to the DBS update service.



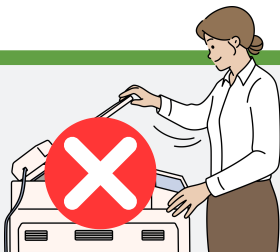
A new DBS check should be completed every 3 years.



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.

WWW.



PAs can keep their certificate updated and shareable online with the DBS update service.
<https://www.gov.uk/dbs-update-service>