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Issue Date 18/05/2020

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1. Temporary Changes to ID Checking - Reminder

As of 19th March 2020, the DBS made **temporary** changes to the ID checking guidance during this Coronavirus epidemic which allowed:

- ID documents to be viewed over video link.
- Scanned images to be used in advance of the DBS check being submitted.

Following the initial ID check, the applicant will be required to present the original documents when they first attend their employment or volunteering role.

2. Positive Disclosures (certificates with content)

School/establishments **must** continue to **view original certificates with content** and undertake a risk assessment to evidence that the applicant is cleared or not cleared to work/volunteer in your school/ organisation.

The DBS system enables you to record the outcome of your risk assessment, which can be accessed on the dashboard by selecting 'Certificate Review Required' and then selecting the relevant application.

Applicant's Certificate:  Seen  Not required

Once completed and if cleared to work the system will appear as follows:

Risk Assessment: Clear to work ✓

Applicant's Certificate:  Seen  Not required

This process will also provide evidence for any potential audit by Ofsted/DBS.

### 3. Volunteers/Governors

In light of the current situation Volunteers/Governors potentially may not have any on-site visits/interaction with their school/organisation for 3 months or more. To avoid having to redo their checks, keep in contact with them remotely and where possible encourage them to register for the update service within thirty days of their certificate issue date if they have recently had a check undertaken by you or any other organisation.

Full guidance on the Update Service is available from our website <https://www.strictlyeducation4s-hr.co.uk/> together with template forms and further advice is available from the DBS Team.

### 4. Leavers and New Users

#### Leavers

In order to comply with GDPR, please ensure that the DBS Team is notified of any users who are leaving your school/establishment e.g. ID Checkers/Applicant or Primary Managers.

It is important that we remove leavers from the DBS system and any associated access rights. To avoid any breach to data protection regulations under no circumstances should a leaver's login details be used to access the DBS system by someone else.

#### New Users

We will require the following information to set up new users:

- Name:
- Email Address:
- Level of Access: ID Checker/Applicant Manager or Primary Applicant Manager
- Job Title:
- Telephone Contact No.

Please note that it is the responsibility of the **Primary Applicant Manager** to inform the DBS team of any leavers or new users.

### 5. DBS Team Availability

Term Time: Mon-Thurs: 08:00 - 17:30 & Fri: 08:00 - 16:00  
School Holidays: Mon-Fri: 09.30 - 16:00  
DBS Helpdesk: 0800 073 4444 option 4  
Email: [dbs@strictlyeducation4s.co.uk](mailto:dbs@strictlyeducation4s.co.uk)