North Yorkshire County Council

DBS Online applications Responsible Manager / Verifier's Guidance

For information the Criminal Records Bureau and Independent Safeguarding Authority are now known as the Disclosure Barring Service (DBS).

NYCC are now operating an online DBS process whereby all DBS applications must be completed via the online process.

It is recognised that some applicants/employees will require support to access and complete the online DBS form. Since the DBS check is only completed when commencing a new position or every 3-5 years as part of the re-check process, it is appropriate for the responsible manager to provide such support and access to their applicant/staff member.

In the event that you believe that a paper manual application is required to achieve the employer's requirement to provide reasonable adjustment to those applicants with a disability please contact recruitment and selection services. Only paper forms issued by the Recruitment Team directly with a unique identity number will be accepted and processed.

The following guide will assist you when verifying evidence that has been provided to you by either:

- A candidate who is attending interview and will require a DBS check to work in the post, or
- An existing employee within your service who is now required to carry out a DBS recheck, or
- An applicant who is not employed directly by NYCC, e.g. volunteer, foster carer, adopter, school governor. If you work in a Library and are verifying information for an applicant who does not work for NYCC - please ensure that when you complete the verification form section 'Responsible Manager', you record the name of the contractor/company who is using NYCC's online DBS service and not the name of the library.

The process for completing an online DBS check is a quick 3 step process:

Step 1 – Applicant applies online
The applicant will complete the application form via the current online recruitment process.
Important note:
If the applicant is applying for a DBS check that is part of their application to an NYCC vacancy, **it is essential that they apply via the link** that is detailed in correspondence sent to them by recruitment and selection services and not via the DBS web address below.

In the event that the applicant is applying for a DBS check that is a re-check or a DBS for a position which is not directly employed by NYCC, the applicant must apply via www.northyorks.gov.uk/dbs

Applicants are advised that they should complete step 1 prior to completing step 2 with their responsible manager. Please see applicant's guidance for further help and guidance regarding the applicant's process.

Step 2 – Responsible manager/verifier obtains proof of identity and completes the verification form:

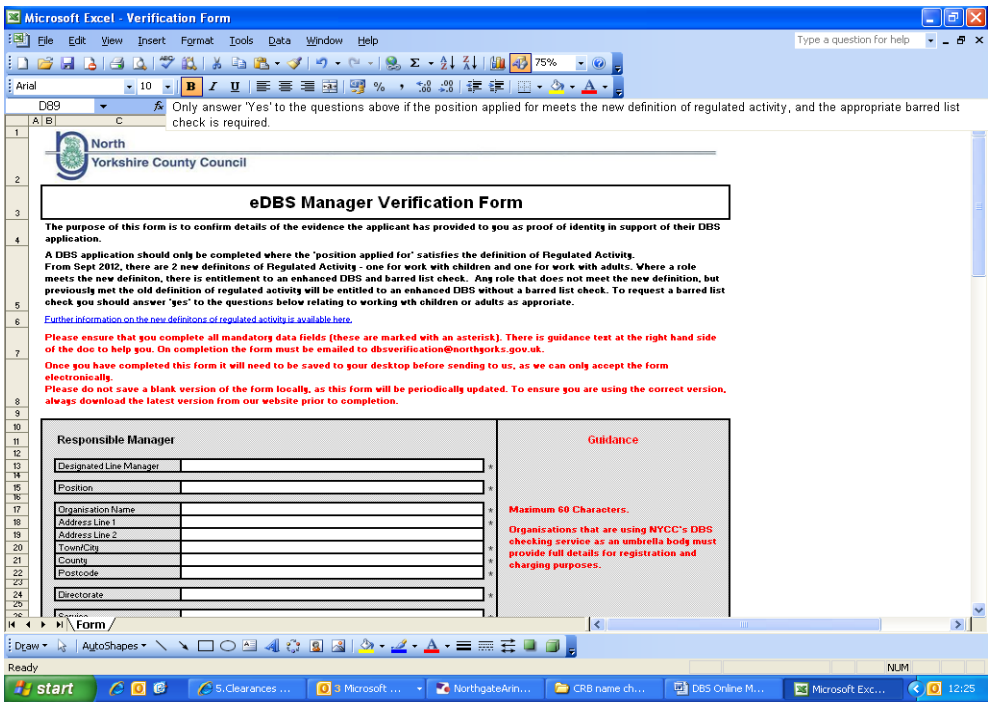
The applicant must produce sufficient evidence to enable you to confirm their identity. Only documentation detailed on the DBS Identity Check Guidance can be accepted. **The list was last updated in July 2014**. It is therefore essential that you familiarise yourself with the DBS Identify Check Guidance. Failure to satisfy route one will delay the checking process significantly. Where at all possible you should encourage the applicant to follow route one as this is the quickest and most efficient route. The DBS application will not progress until the verification of evidence is returned by you. It is therefore essential that you carry out the verification of evidence as quickly as possible to ensure there is no delay in completing the DBS check. Please complete the verification form which is available on www.northyorks.gov.uk/dbs or for internal managers, the document will be available on the Recruitment pages of Staff Information, under 'Attracting and Selecting employee'.

The applicant will contact you to arrange a convenient time to meet and check their documents. If the DBS application is for a job applicant, the verification would usually take place at interview and the applicant should come prepared with their documentary evidence. It is your responsibility to ensure that the verification is carried out in accordance with DBS requirements to ensure that the integrity of the check is not compromised. You must only accept original evidence that is included in DBS Identity Check Guidance. Evidence must be seen on a face to face basis. You must confirm current legal name, current address and date of birth.

Record evidence on validation form

Once you have confirmed identity, please complete the verification form which is available on www.northyorks.gov.uk/dbs.

An example of the verification form



It is essential that you complete all questions on the verification form.
You should then return the verification form by uploading it to the relevant e form which is available here. You must also check that the applicant has already submitted their application form and if not urge them to do so urgently. We will not be able to progress the application until we have received both the applicant's online DBS form and the responsible manager's verification form.

Step 3: Submitting the check to DBS and receipt of results

On receipt of the applicant's online DBS form and the Managers Verification form, recruitment and selection services will securely send the fully completed online form to the Disclosure and Barring Service to process.
On completion of the DBS check, an email will be sent to confirm clearance. In circumstances where a certificate contains information that needs to be considered, you will be required to obtain the original certificate from the applicant, and authenticate it by checking for security features which include

- A crown seal watermark repeated down the right hand side of the certificate, which is visible both on the surface and when holding the certificate up to a light source.
- A background design incorporating the word disclosure which appears in a wave-like pattern across both sides of the document the colour of this pattern is uniform across the front of the certificate but alternates between pink and green on the reverse side.
- Ink and paper will change in the presence of water or solvent-based liquid.

and send it to the Employment Support Service without delay (and no later than within 7 days). The certificate will then be considered by a designated decision maker. Note: the applicant must not be allowed to commence work prior to confirmation of the outcome.

Please note:

As part of safer recruitment, any foreign national or UK national who has lived outside of the UK in the past 5 years should provide a Certificate of Good Conduct from the country where they resided. The reason for this is the DBS check will only cover time spent in the UK.

You must therefore ask the applicant whether they have lived abroad at the point of verifying their evidence, and advise them where appropriate to gain a certificate. Further information on how to obtain a certificate of good conduct is available here.

IMPORTANT:
The DBS check is only one part of recruiting and working within safe and robust operating systems. You are advised to complete both the Recruitment and Selection and the Safer Recruitment online learning packages that will be available on the learning zone from April 2012. It is also important that you have familiarised yourself with NYCC's DBS Policy as detailed on Staff Information, recruitment, attracting and selection section.