

DBS Application Process

All teachers and school support engaging in regulated activity; teaching, training, instructing, caring for or supervising children require an enhanced DBS certificate, which includes barred list information.

TimePlan can apply for a DBS certificate on your behalf. The application process has been outlined overleaf.

Alternatively, TimePlan can check the status of your DBS if you have registered with the Update Service. Before using the Update Service, TimePlan must:

- obtain your consent to run a check
- confirm the certificate matches the your identity
- examine the original certificate to ensure that it is for the appropriate workforce and level of check, e.g. enhanced certificate/enhanced including barred list information/child workforce

TimePlan can then subsequently carry out an online check. This would identify whether there has been any change to the information recorded, since the initial certificate was issued and advise whether you should apply for a new certificate.

Charges

If you are not registered with the DBS Update Service and require a new DBS certificate TimePlan will apply for one on your behalf; the cost of your application will be £50.

The DBS update service lets you keep your DBS certificates up to date online and allows employers to check online to see whether there are any changes to the certificate that you have shown them. The service costs £13 annually.

You have up to 19 days from the date of issue of your certificate in which to do this. You don't have to wait for your certificate though; you could register with your DBS reference number while your application is in progress. To register please go to <http://www.gov.uk/dbs-update-service>.

TimePlan is required to check whether there are any changes to your DBS certificate every 12 months. If you are not registered with the DBS update service and an annual check cannot be carried out you will be required to apply for a new DBS, which will cost an additional £50. It is therefore in your best interest to ensure that you are registered annually with the update service.

TimePlan highly recommends that all candidates register with the DBS Update Service on completion of their DBS Enhanced Disclosure.

Our Obligations

TimePlan Education Group Ltd adheres to the DBS Code of Practice which can be found at: www.gov.uk/government/publications/dbs-code-of-practice

Every candidate accepted for registration as a temporary worker with TimePlan Education Group must have a current and valid enhanced Disclosure and Barring Service certificate (DBS certificate) with children's barred list check. In addition, candidates arriving from overseas must also provide a valid and current overseas police check. All applicants are informed of the requirement for an enhanced disclosure certificate (DBS certificate) at the registration and vetting stage prior to interview.

At interview it is a requirement that TimePlan has in place a criminal record declaration form that all work seekers sign as part of the registration process. As TimePlan temporary workers carry out regulated activities, these are exempt from the Rehabilitation of Offenders Act and work seekers must declare all convictions, spent or unspent. However, since 2013 work seekers are no longer required to disclose information about any 'filtered' offences (certain old and minor cautions and convictions) and employment businesses and agencies are not entitled to request this information or take it into account when making their recruitment decision about an individual.

TimePlan reserves the right to refuse or dismiss any applicant that has not been totally truthful about any current or spent convictions, or who has supplied incorrect information to TimePlan and on the DBS application form.

DBS certificates obtained by TimePlan Education will be deemed to have expired one year from the date of issue on the certificate. At the end of this one year period, those candidates who remain working through TimePlan Education will be asked to obtain a new DBS certificate, unless the current status of the certificate can be verified by the applicant's current and valid subscription to the Update Service.

TimePlan Education will accept an enhanced DBS certificate which is valid for the child workforce and which has been obtained for the candidate by another agency or employer if the applicant has subscribed to the Update Service and the date of the disclosure certificate matches the date of issue stated on the Update Service check. The original of the DBS certificate must be presented at the interview stage.

DBS certificates become invalid if the candidate has a gap of three months or more in education based employment (excluding the 6 week summer break for schools). In these circumstances a new disclosure certificate must be obtained if the current certificate cannot be verified by the candidate's subscription to the Update Service.

TimePlan Education sights original DBS certificates, unless the DBS certificate has been obtained directly by TimePlan Education using the GBG OnlineDisclosures eBulk service and that the processed application confirms that the DBS certificate is clear.

Every candidate will be advised to carry the DBS certificate to each assignment. In addition every school/ educational establishment is provided with a security email (single central record) prior to commencement of assignment confirming that the temporary worker has a valid enhanced DBS certificate.

Your Rights

Disclosures are highly confidential; the code of practice requires that the information revealed is considered only for the purpose for which it was obtained. TimePlan Education uses the information for the purposes securing work with children and young adults. Copies of DBS certificates are stored securely in line with DBS storage policies, and may now be kept for up to 3 years. The date of issue and unique reference number for DBS certificates are recorded on our secure database.

A company risk assessment is conducted on all DBS certificates which contain information, to ascertain whether or not the candidate is suitable for placement in an education setting. The decision to decline an applicant will be made at senior level and will be handled with the utmost sensitivity. DBS certificates and the information they contain are shared only with those who need to have access to them in the course of their duties and not passed to any third party persons not authorised to receive them.

DBS Update Service

The update service is an online subscription service that lets you keep your DBS certificates up to date and allows employers to check a certificate online, with your consent. You can use your certificate again when you apply for a position in the same workforce, where the same type and level of check is required.

Registration lasts for one year and costs £13 a year and starts from the date your DBS certificate was issued. It is important to renew your subscription annually.

If you have not opted to automatically renew your subscription with the update service you will need to make a payment of £13 within 30 days before your subscription ends. You'll get a reminder email 30 calendar days before your subscription is due to expire.

Registering with the Update Service

You can join the Update Service with your e-reference whilst your check is being processed or by using your DBS certificate number within 19 calendar days from the date it was issued. You will need to register for the Update Service online at:

<https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>

When you join the update service, you need to make a note of your unique subscription ID number and keep it secure; it begins with the letter C and followed with 10 randomly selected numbers.

Once you are registered, employers will be able to carry out a status check with your consent.

TimePlan will ask you to sign a consent form before we carry out a status check.

Remember you must register with the update service within 19 days of the issue date on your certificate.

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