**Once preferred candidate is selected**

* Successful applicant informs school that they are registered with the Update service
* Applicant brings their DBS certificate (original only – not photocopies) and identity docs to the Head or chair of panel as soon as possible
* Applicant signs a consent slip for school to check their status on-line
* Head / chair verifies applicant’s identity (check that the name & DOB is an exact match to that on the certificate) and records what evidence was seen

**At application stage**

* Applicants are reminded that appointment is subject to enhanced DBS certificate (and registration with the update service if that is your policy)

**Applicant can commence in post**

* Ask applicant to sign a consent slip giving permission for the school to undertake periodic checks via the online update service

**If disclosed information is significant, or the applicant failed to share relevant information during the recruitment process**

* Applicant is invited to attend a meeting to discuss the disclosed information. They should not be permitted to start work until the meeting has taken place and information risk-assessed.
* Determine whether the disclosed information makes applicant unsuitable for the role
* Consider whether it would be appropriate to withdraw offer of employment based on their failure to disclose during application process

**This means there is criminal information disclosed on the certificate**

* HT / chair of panel considers whether the disclosed information matches what was disclosed by the applicant during the recruitment process and discussed at interview
* If all is in order, place print out in personnel file and proceed as shown left

You **must** undertake a new DBS certificate

* Check that you have inputted the correct information.
* If unsuccessful, seek advice from your registered body

**This means there is no criminal information disclosed on the certificate**

* Place status check print out in personnel file
* HT / chair of panel provides the certificate number and date of issue to the person managing the SCR for inclusion in the record.

“This DBS Certificate remains current as no further information has been identified since its issue.”

“This DBS Certificate did not reveal any information and remains current as no further

information has been identified since its issue.”

“This DBS Certificate is no longer current. Please apply for a new DBS check to get the most up-to-date information.”

“The details entered do not match those held on our system. Please check and try again.”

**DBS Update service screen is viewed**

* You will see one of **these four** messages
* Print out the Status Check result screen – this is the school’s evidence that the check has been undertaken

**If certificate is at the correct level**

* HT / chair of panel notes the certificate number / date of issue
* HT / chair goes to DBS update service website and inputs this information. You will be asked to confirm that you have a legal right to do the check (you do as long as the applicant has given their consent)

**NB If certificate is not at correct level, a new DBS certificate must be undertaken**

**Head / chair of panel checks the certificate**

* Does the certificate relate to the children's workforce?
* Is it an enhanced certificate?
* For paid posts in school (regulated activity) does the certificate indicate that the Barred list had been checked?

**NB if ‘No’ to any of the above, a new DBS certificate must be undertaken**