



# Online Disclosure & Barring Service (DBS) Application System


## Applicant's Guidance on Completing an Online Disclosure & Barring Application

### Introduction

Babcock International Support Services Ltd acts as an 'umbrella body' in processing DBS (formally CRB) applications for the school/organisation that you will be working at. In order to process your DBS check you have been requested to use our online system. This system provides a more efficient, accurate and secure alternative to the completion of paper DBS forms, however, if you are unable to complete your DBS application online, please speak to your appointing school/organisation to discuss other alternatives.

**The following guide will help you to complete your online application. Please retain this information as you may need to refer to it later.**

In order to complete an online application you will need to have **version 7 or higher of Internet Explorer** to be downloaded onto your computer. To check which version you have, click on 'Help' when in Internet Explorer and then click on 'About Internet Explorer'.

To update Internet Explorer click on Start button . In the search box, type Update, and then, in the list of results, click Windows Update.

All people requiring a disclosure must complete a disclosure application form and contact the school/establishment to arrange a meeting in person to confirm your identity.

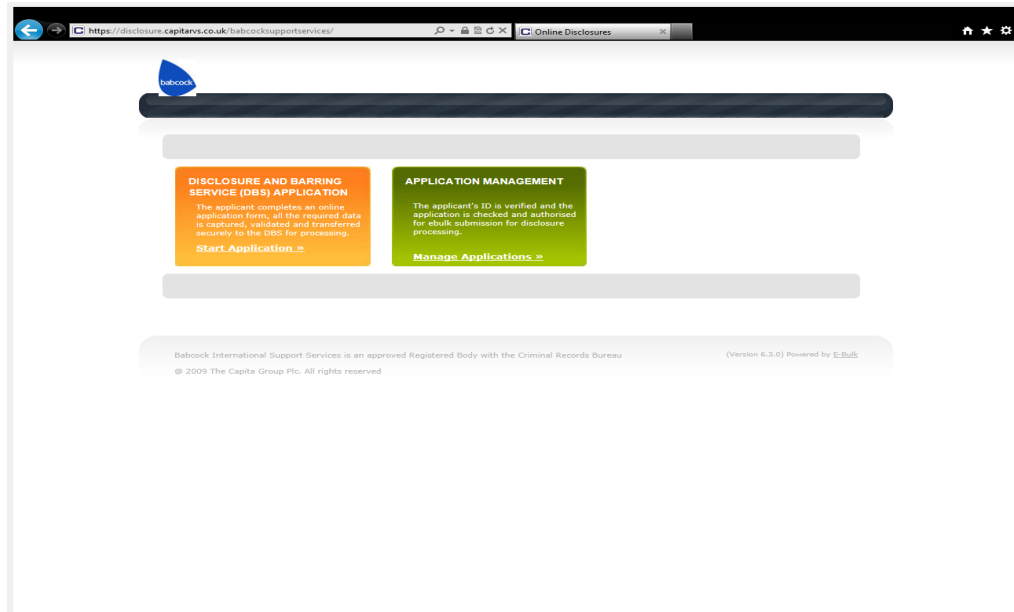
This guidance tells you about:

- How to complete the online disclosure application
- What documents are required to check identity
- Who checks identity
- What happens next
- Data protection
- Further information

### How to complete the online disclosure application form

The school /organisation have requested that you apply for a DBS application by accessing the following website address using the unique reference and password details below:

<b>Website Address:</b>	<b><a href="https://disclosure.capitarvs.co.uk/babcocksupportservices/">https://disclosure.capitarvs.co.uk/babcocksupportservices/</a></b>
<b>School / Organisation Unique Reference:</b>	<b>9365214</b>
<b>Applicant Password:</b>	<b>tadworthps</b>



After you have accessed the online DBS application system using the above website address, move the cursor onto the **Start Application (Orange box – No 1)** and **click** to enter system.

The system will then require you to **Start New Application** –

Please enter the Organisation Reference and Password (if you have been provided with one) above.

### Statement of Fair Processing

You will now be taken to the 'Statement of Fair Processing' outlining our terms and conditions.

Please read the statement and tick the box to confirm this has been read and agreed to and click 'Next'.

### Application Pre-Entry Statement

You will now see the application pre-entry statement; this gives concise information regarding the DBS's acceptable identification requirements in support of your application.

Once you have read the statement and ticked the consent box please click 'Next'.

- The application form is a simple 5 step process.

On entering the site, the following **Personal Details** will need to be completed:

*If you have any **middle name(s)** ensure that you **enter** these details, particularly those that appear on your identity documents.*

- \*Title
  - \*Forename
  - Middle name (Middle names **MUST** be declared)
  - \*Surname
  - \*Date of birth (In the format DDMMYYYY)
  - \*Gender (male/female)
- Transgender applicants should contact the DBS Transgender Line on 0151 676 1452 or email [sensitive@db.sgsi.gov.uk](mailto:sensitive@db.sgsi.gov.uk) for further advice.
- National Insurance Number (If you have one)

Mandatory fields are denoted by \*



## Contact details:

- \*Select **English**.
- Insert your telephone/email address

## Email Address:

- Applicants who have provided an email address as part of their contact details will receive an email directly from DBS confirming their Application Reference number once the application has been received by them. The email will also include links to the DBS website to enable applicants to track the progress of their own DBS application.

## Address History:

Enter addresses in chronological order starting with the most recent. Click on the **Add Address** button to add an address.

Please provide a 5-year continuous address history. There cannot be any gaps or overlaps in the address history. (If you are unable to provide the address for a **foreign country** then enter '**no fixed abode**' for address line 1 and town). **Please also be prepared to provide documentary evidence of your previous address history if requested by your school/establishment.**

- \*Address
- \*Town
- County
- \*Country
- \*Postcode (Refer to UK Postcode Finder if required)
- \*Date from (Date moved into property in format MMYYYY)

Students who switch between their permanent residence and educational establishment must enter each address with dates consecutively e.g. Parents address Dec 09 – Jan 10, University address Jan 10 – March 10 etc. Do not run addresses/dates simultaneously as your form will be rejected by the DBS.

## Place of Birth:

Please enter details of your place of birth.

- \*Town (please state where e.g. Camberwell)
- County (e.g. London)
- \*Country (Please confirm e.g. United Kingdom)

Please enter your Nationality at birth and state YES or NO as to whether this has changed since you were born. If this has changed, you will be required to enter your current nationality.

- \*Nationality at birth
- \*Have you changed your nationality since birth?

If you have **changed your surname**, please provide your birth surname and the year you changed it. Please ensure that where names change they run in date order with no gaps.

- \*Surname at birth (Please enter your surname at birth even if is the same as that already provided)
- \*Used until date

Mandatory fields are denoted by \*



## Other Names:

Next, you must tell us if you have ever been known by any other names – this includes surnames and forenames. This could be through marriage, civil partnership, divorce, deed poll or for any other reason.

Please note that you will be asked to **provide documentation to support change of name i.e. Marriage Certificate/Civil Partnership Certificate etc.**

Applicants who were adopted before the age of 10 do not need to provide their surname at birth when completing an online application. **Applicants should give their adoptive name in this section.**

- Please provide details of any other names used and the dates during which the names were used.
- Enter each **forename** and **surname** separately including **Aliases** using the '**Add Name**' button.

## Employment/Organisation Details:

- Complete the position applied for field (Job Title). For roles other than Teachers or Teaching Assistants, it is advisable to include 'school' in the job title where space permits. E.g. School Receptionist.
- If you are undertaking **voluntary work** in a school, please use the title Volunteer School Helper in the position applied for field. Do not just state volunteer as the system will not allow you to proceed.
- Employer Name (This is already pre-set to the school/establishment)

## Conviction History:

The application system will ask whether you have any unspent convictions? Confirm 'yes' or 'no' in the field provided.

### IMPORTANT

There are certain exceptions, where you **do have to disclose** any cautions or convictions (even if it is spent). These are listed on the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and subsequent amendments. The positions listed in the Exceptions Order primarily relate to particularly sensitive areas such as work with children and vulnerable adults.

Therefore it is **ESSENTIAL** that you make your organisation aware if you have **EVER** been convicted of a criminal offence or received a caution, reprimand or warning **including** any that have been '**spent**' even if you have declared No in the above field.

**Failure to declare a conviction, caution, reprimand or warning may result in your offer of employment being withdrawn or your employment being terminated.**

The organisation complies with Babcock International Support Services Ltd policy on the recruitment of ex-offenders and a copy of this policy can be obtained from the organisation.

## Applicant Consent:

- Please review the details entered and click the **edit** button if you wish to change any of the information.
- Now Tick the **consent box** at the bottom of this page.  
(By ticking this box you are giving your authorisation/consent for a DBS to be undertaken).
- Click on the **complete** button.



### Application Complete:

- Make a note of the reference number which you will see in the green box.
- **Now contact the school/organisation to arrange for your identification to be verified following the ID rules below;**

## 4. Providing Identity Documentation

The complete list of documents that may be accepted as proof of your identity, along with information on the number and types required can be found below. There are **three routes as outlined on next page**; however the registered body **strongly advises** that applicants should where possible produce documents which adhere to **Route 1** of the ID Checking process to avoid delays in the ID checking process.

### \*ID Document Rules

- You must provide **original** documentation only; photocopies or documentation printed from the internet e.g. internet bank statements **will not** be accepted.
- At least one document **must** confirm your **current name** - remember to also provide documentation to support any name changes e.g. Marriage/Civil Partnership Certificate
- At least one document **must** confirm your **date of birth**
- At least one document **must** confirm your **current address** and documentation covering your previous five year address history may also be requested.

### ROUTE ONE - All applicants must initially be considered via Route One (see page 7).

#### Have you got a document from Group 1?

If yes, then you must produce 3 documents:

- 1 document from Group 1 (**refer to list of Valid Identity Documents**); **and**
- 2 further documents from Group 1, 2a or 2b; one of which must verify your current address.

**If you are unable to produce a Group 1 document then go to Route Two.**

#### For EEA Nationals (Non-UK):

EEA Nationals, who have been resident in the UK **for five years or less**, should validate identity via Route One and provide either a Current Passport or Current UK Driving Licence (Valid photo card and counterpart only) plus 2 further documents to confirm identity.

#### Non-EEA Nationals:

All Non-EEA Nationals should be validated via **Route One only**.

## ROUTE TWO

For Route Two, the applicant **must** produce:

- 3 documents from Group 2 comprising of;
  - 1 document from Group 2a; **and**
  - 2 further documents from Group 2a or 2b; one of which must verify their current address.  
**and the organisation conducting the ID check will request an external ID validation check to be undertaken with your consent.**

Note that if you are unable to provide a Group 1 document the organisation conducting the ID check will request an external ID validation check is carried out to establish your name and living history footprint to meet DBS ID validation requirements via their registered body.

If you are unable to produce ID documentation to meet Group 2 requirements you will need to explain clearly the reasons why to your school/organisation. You will then need to proceed to Route 3.

## ROUTE THREE

For Route Three, the applicant **must** produce:

- Birth certificate (UK and Channel Islands) – (**issued after the time of birth** by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable) **and**
- 4 further documents from Group 2 comprising of:
- 1 document from Group 2a;  
**and** 3 further documents from Group 2a or 2b; one of which must verify your current address.

Applicants who fail to produce documents for Route 3 will be required to complete a paper application and will be asked to give their consent to have their **fingerprints taken** by attending a Police Station at an appointed time. This may result in a delay to the overall application process.

### List of Valid Identity Documents

#### Group 1 – Primary Trusted Identity Credentials

Current Valid Passport	Biometric Residence Permit (UK)
Current Driving Licence ( <b>UK</b> ) (Full or provisional) -England/ Wales/ Scotland/ Northern Ireland/ Isle of Man ; <b>Photocard Type only</b> (a photo card is only valid if the applicant presents it together with the paper counterpart of the licence; except Jersey)	Birth Certificate ( <b>UK &amp; Channel Islands</b> ) - <b>issued at time of birth</b> – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces

#### Group 2a – Trusted Government/State Issued Documents

Current UK Driving Licence ( <b>Old Style Paper</b> )	Birth Certificate UK & Channel Islands ( <b>issued after time of birth</b> )
Marriage/Civil Partnership Certificate (UK & Channel Islands)	Adoption Certificate (UK & Channel Islands)
HM Forces ID Card (UK)	Fire Arms Licence (UK, Channel Islands & Isle of Man)
Current <b>Non-UK</b> Photo Driving Licence ( <b>can be used up to 12 months from the date the applicant entered the UK but may also be used to verify the identity for individuals prior to arriving in the UK</b> ).	

#### Group 2b – Financial/Social History Documents

Credit Card Statement * (UK or EEA)	Bank/Building Society Statement * (UK or EEA)
Utility Bill* (UK) Not Mobile Telephone	Benefit Statement* - e.g. Child Allowance, Pension
Document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK)*: e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security	Financial Statement ** - e.g. pension, endowment, ISA (UK)
Mortgage Statement **	Council Tax Statement (UK & Channel Islands)**
P45/P60 Statement (UK) **	Work Permit/Visa UK (valid up to the expiry date)**
Bank/Building Society Account Opening Confirmation Letter (UK)	EU National ID Card
Cards carrying the PASS accreditation logo (UK & Channel Islands)	Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only) – Valid only for applicants residing outside of the UK at time of application
<b>Letter from a Head Teacher or College Principal (UK) - 16/19 year olds in full time education (Only to be used in exceptional circumstances when all other documents have been exhausted).</b>	

#### Please note:

If a document in the List of Valid Identity Documents is:

- Denoted with \* - it should be less than three months old.
- Denoted with \*\* - it should be issued within the past 12 months.
- Not denoted – it can be more than 12 months old.



## What happens next?

After the school/establishment has checked your documents they will electronically send the form to be processed via Babcock International Support Service. Once DBS have completed the check they will issue a disclosure certificate which will be posted to your address.

**Please note that all requests for reprints of disclosure certificates can only be made to the DBS within 28 days of the issue date of the disclosure.**

The registered body (namely Babcock International Support Services Ltd) and your school/organisation will also receive a copy of the disclosure certificate.

**Where information is provided on the DBS disclosure, or on other information received, the registered body will:**

- Undertake an initial risk assessment
- Contact the designated person within the school/establishment, e.g. Headteacher.
- The designated person will make contact with the applicant to give them the opportunity to respond to any concerns.

**The school/establishment will determine whether someone is suitable to work/volunteer within their school/establishment and will inform you of the outcome of this decision.**

## Disputing Information on a Disclosure

If you believe the information on your disclosure is incorrect, you must resolve this before the school/establishment can make a decision about your suitability. This can only be done by telephoning the DBS directly within **28 days of the issue date** of the disclosure using the telephone number listed on the back of the DBS disclosure under 'disputes'.

**If it should prove impossible to resolve matters by other means, the DBS may seek a fingerprint check in order to determine whether the record in question relates to you.**

### Data Protection:

Babcock International Support Services Ltd has a Statement of Fair Processing and a policy on handling disclosure information which is followed by your school/establishment. Copies of these can be obtained from your school/establishment.

### Further Information

If you require support in completing your Online DBS Application, please contact the school/establishment in the first instance for further advice.