



DBS checks - procedure

DBS checks have to be carried out for every person helping in our school – readers, day trips residentials, cooing etc. We will accept DBS checks through the DBS update service.

West Ashtead Primary School uses an on-line application followed by an identification check which is carried out at school. The online form will take about 10 minutes to complete.

The cost of a DBS check is £8.25 – this is payable in advance to West Ashtead Primary School. (HSBC 40-08-44 11065564 Please quote “DBS *surname*)

Please complete this form and on receipt you will be sent an email with details of how to complete the online application and list of suitable identification.

Once the application form is complete please bring your documents to the office for checking. Your DBS check will not be processed until we have checked your documents and payment has been received.

You will receive a DBS Disclosure Certificate through the post. This is your copy but we do need you to bring it into the school so we can take a note of the disclosure number and the date of the check prior to you being able to volunteer in school.

Should you wish to volunteer within our Reception class we are obliged to ask to you to complete a Childcare (Disqualification) Regulations 2009 self-declaration form. This form is available for the school office.

If you are subscribed to the update service, please complete SECTION B of the form, and return with your certificate.

Thank you

Mrs Ruth Hall
Headteacher



To be completed by volunteer

Name of Parent / Volunteer

Email address:

Names of Volunteers children currently attending the school

Name..... Class.....

Name..... Class.....

Name..... Class.....

Volunteers in Reception Class:

All volunteers in reception must complete a Childcare Disqualification self-declaration form. This is to meet the requirements of the Childcare (Disqualification) Regulations 2009 and the Childcare Act 2006

B. DBS Update Service ONLY

Only complete if you have registered with the DBS update service

DBS Registration Number:

Annual Registration Renewal Date:

Date of Birth:.....

Level of check obtained at point of registration:

Which workforce was your check requested for at point of registration:
.....

Registered for the DBS Update Service:

To be completed by School Office

Date application made

DBS disclosure presented