

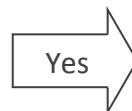
What is a DBS Check?

A Disclosure and Barring Service check is carried out on employees applying to work with vulnerable adults or children. The Disclosure and Barring service checks police records and issues a DBS certificate stating any relevant criminal records. The DBS replaced the CRB check in 2012.

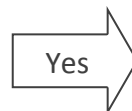
If you would like more information it can be found on the government information site (see useful information)

Can I apply for a DBS check for my PA?

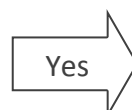
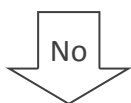
Will your PA be providing a *personal care service*?
E.g. Helping or prompting you to wash, dress, eat or use the toilet.



Will your PA have access to your money?
E.g. Helping you to pay bills, and go shopping.



Will your PA be working in a household where children under the age of 18 live?



Any of these roles would be eligible to apply for a DBS check.

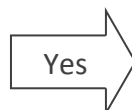
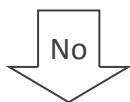
The check would tell you if the person you are considering employing has any criminal convictions or is barred from working with vulnerable people.

If the PA will be working in a household with children, you must carry out a DBS check by law.

It is unlikely that a PA role would be ineligible for a DBS check. However, for further guidance speak to the HR People Centre at Portsmouth City Council, or visit the government information site.

How do I apply for a DBS check for my PA?

Do you receive Direct Payments from Adult Social Care with a child living in your home ?



PCC will only pay for a DBS to be carried out if there is a child living part or full time in the home where the PA will be working.

A DBS check will cost £59 (£44 plus £15 administration fee) and must be carried out by Portsmouth City Council as the umbrella body* for the city.

To apply for the DBS check, email HRPeopleCentre@portsmouthcc.gov.uk giving the Personal Assistant's name and contact details.

Portsmouth City Council will then contact the PA to arrange to fill in the application form and witness the appropriate documents.

**An umbrella body is an organisation registered to carry out DBS checks on behalf of individual employers or small businesses.*

What happens next?

After sending the application form, the DBS Check takes about 4 weeks. During this time you can track the progress of the application online. The Disclosure and Barring Service will provide only one certificate, and this will be sent directly to the employee (your PA.)

You should request to see the DBS Certificate, and make your decision whether to employ the PA, following the relevant employment law.

You must send the following information to Portsmouth City Council, by emailing HRPeopleCentre@portsmouthcc.gov.uk

- Disclosure Number
- Date of Issue
- Whether or not you employed the individual.

You may not make a copy of the DBS Certificate, or record any information from the certificate other than the above. Only the employee (your PA) may keep the disclosure certificate.

The disclosure certificate must be kept confidential. It is a criminal offense to share any of the information it contains with anyone not entitled to this knowledge.

What if the DBS Check shows a criminal record?

The DBS Check helps to protect you, or any children or vulnerable adults in your household, by disclosing a potential employee's criminal record and whether they are barred from working in certain roles.

However, as an employer you must treat all applicants fairly. When taking a potential employee's DBS check into account, you should consider how relevant the criminal record is to their potential role and give the applicant an opportunity to discuss this with you.

Portsmouth City Council can support you to make this decision, following the relevant policies.

If the person is included in on of the DBS barred lists, it is against the law to employ them in role where they are supervising, or providing care for **vulnerable adults** or children.

Useful Information and Contacts

HR People Centre, Portsmouth City Council: 023 9284 1191 or hrpeoplecentre@portsmouthcc.gov.uk

Government Information on DBS Checks: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

You **Can**

- Track the application online, to check its progress.
- **Ask to see your employee's DBS certificate**
- Record the disclosure number and date of issue from the certificate.

You **Cannot**

- Make a copy of the DBS certificate
- Keep the disclosure certificate
- Share any information from the disclosure certificate with anyone else.
- Discriminate unfairly against someone with a criminal record.
- Employ someone to work with children or **vulnerable adults** if they are on one of the barred lists.