



YOUR GUIDE TO DBS CHECKS

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable people and children.

What are they?

DBS (Disclosure and Barring Service) checks will show whether a potential employee has any:

- Spent or unspent convictions
- Reprimands
- Final warnings
- Any additional information relevant to being a PA

You must get your PA DBS checked if they are:

- Working with a child (under 18 years)
- Working with a vulnerable adult
- Working in a workplace when children are present

Even though it is the employer's choice whether to check a PA who is working with an adult without children present, KCIL strongly recommends getting them checked.

How to arrange a DBS check

To arrange for a DBS check:

- Contact KCIL (enquiries@kcil.org.uk or 020 8481 1446)
- The council will pay to get your PAs DBS checked.
- You will need to provide the following information about your prospective PA:
 - Name
 - Date of birth
 - PA's email address
 - Job title
 - If working with a child/adult/both
 - Whether in paid employment or a volunteer

How long will it take?

- This process can take up to three months.

Is a DBS check transferrable?

Your PA can register for the update service within 28 days of applying. They would need to pay £13 a year for this service but they are then able to take their DBS check with them from one job to the next.

