

## B. DBS Verification and Update Service Form

This form must be completed when an individual is presenting their DBS certificate. It should also be used for when an employee or candidate is registered with the DBS Update Service. The DBS should be checked and signed by the relevant manager.

### Employee/Candidate Details

<b>Name</b>		<b>Date of Birth</b>	
<b>Post Title</b>		<b>Directorate / School</b>	

### DBS Certificate Details

<b>Certificate Number</b>			<b>Date of Issue</b>	
<b>Certificate Type</b>	Standard		<b>Information of Concern raised on Certificate</b>	<b>Yes* / No</b>
	Enhanced			
	Enhanced – children barred list			
	Enhanced -adult barred list			
	Enhanced -children & adult barred list			

\*If Yes an Assistant Director/Headteacher should be informed and a risk assessment completed.

### ID Check Details

<b>Form of ID Seen</b>		<b>Date of Identification Document</b>	
<b>Document Reference</b>		<b>Date ID Seen</b>	

I confirm that I have seen the original DBS certificate and this is an appropriate level of check for the role the individual is / will undertake. I confirm I have checked the identification presented by the applicant/employee.

<b>Approval to Proceed</b>	<b>Yes / No</b>	<b>Date</b>	
<b>Signed Manager / Headteacher</b>		<b>Was a Cause for Concern Identified?</b>	<b>Yes/ No</b>
<b>Manager/ Headteacher Print Name</b>		<b>If yes (above) was a Risk Assessment Undertaken?</b>	<b>Yes / No / N/A</b>

### Update Service (only complete where applicable)

I hereby give Cumbria County Council/School permission, in the course of any job application, and during any subsequent relevant employment with them to check the DBS update service. I also give permission for the manager to share the details of my DBS certificate with the Service Centre/HR Provider.

<b>Signed (employee/ candidate)</b>		<b>Date</b>	
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**Please return to the Service Centre / HR Provider**

### Service Centre Use

<b>Date Update Service Check Completed</b>		<b>New Disclosure Required</b>	<b>Yes / No</b>
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