

F. Internal Movers DBS Assessment

Use this tool to assess if an individual requires a new DBS check following a change to their current duties, or the conditional appointment of a new, internal position.

Employee Details

Employee Name		Employee Number	
New Post Title		Previous Post Title	

A	Is the individual's employer staying the same?	Yes / No
B	Will the individual be working with the same types of service users (e.g. Vulnerable Adults, Children or other)?	Yes / No
C	Has the individual had a DBS check in the existing role?	Yes / No
D	The individual has NOT had a break in working for 3 months or more	CORRECT/ INCORRECT
E	Is the level of DBS check required in the new role, the same as the level of DBS check required in the existing role?	Yes / No
<ul style="list-style-type: none"> • If "No/ Incorrect" to any questions from A-D, the individual requires a new DBS check. • If "Yes/ Correct" to all the questions above, the individual does not require a new DBS check when moving roles. • If the answer to question E was "No", please complete the section below 		
F	Does the Individual have an Enhanced Check with Adults and Children List?	Yes /No
G	Does the individual have an Enhanced Check with a barred list but now needs an enhanced or standard check?	Yes /No
<ul style="list-style-type: none"> • If "Yes" to questions F-G, the individual does NOT need a new check. 		
H	Does the individual have a standard or enhanced check but now requires an enhanced check with a barred list check (children's, adults or both)?	Yes /No
<ul style="list-style-type: none"> • If "Yes" to question H, they DO need a new check 		

If an employee requires a new DBS check, please inform the Service Centre / School Provider who can arrange for the DBS forms to be processed.