

DBS Procedure

Knellwood requires Trustees to have a current DBS Enhanced Vulnerable Adult Certificate, renewed every three years, because the home cares for vulnerable adults. Currently DBS applications at Knellwood are now made electronically and administered by Gill Craft at: *financemanager@knellwood.co.uk*

New DBS Applications and Renewals

- Applications by Trustees registered with the DBS Update Service need only email their formal surname, date of issue shown on their certificate and the number shown on the certificate.
- New applications or renewals will require the following evidence, followed by validation by the DBS Administrator at Knellwood:
 - National Insurance Number
 - Current Driving Licence and/or Passport, if you have them
 - Birth Certificate
 - Evidence of your current address: from either annual statement, for example, council tax, or statements no older than three months, for example, from a utility or bank.

Please make sure you enter details of three documents as the system will not let us verify with any less.

- Trustees will be registered and provided with a portal to link to enter the details required for their electronic application.
- You will need to email your forename, surname and email address to: *financemanager@knellwood.co.uk*
- If you wish, the system can provide a reminder to complete the application, providing the DBS Administrator has your mobile number.
- Once the electronic application form has been completed, all the original evidence documents have to be verified at Knellwood by the administrator.
- Please phone or email to make an appointment for this to be completed.

Receipt of the DBS Certificate

- Following a reply from the DBS, a paper copy of the certificate is held for the Board's records, together with the date of issue and the certificate number, on the Trustees DBS Certificate List, in order to monitor compliance with the Board's Safeguarding Policy.
- Trustees also receive their own copy of their certificate.
- As soon as the certificate is issued it is wise for Trustees and the DBS Administrator to note the future renewal date.

Registering with the DBS Update Service

- Registering with the DBS Update Service (www.gov.uk/dbs-update-service) is free, but must be applied for within thirty days of the date of issue shown on the certificate. Trustees are strongly recommended to register for the Update Service, as it saves them a further future application and evidence verification. Also, administrative time is saved by Knellwood, as it enables an instant renewal after emailing the DBS.
- The DBS update service will check by email once a year whether you wish to remain on the register.