

Enhanced DBS Checks

Introduction

The Disclosure and Barring Service (DBS) checking process enables an employer to access information from the police and appropriate barred lists. A DBS disclosure can help determine the suitability of an applicant to work in a post that involves working with children or vulnerable groups.

To apply for a DBS check you must:-

- Be employed, or have been offered a job with an organisation (paid or as a unpaid volunteer) that requires an enhanced DBS check or be currently working and require a re-check and using this service as an umbrella body.
- Be a fostering or adoption applicant

DBS Information for Recruiting / Line Managers

As the recruiting / line manager it is your responsibility to facilitate the DBS check process, to enable you to do this you will need to;

- Registered to use the Barnsley Council's Disclosure and Barring Service system by completing an [e-Bulk Request for Access Form](#). You only need to complete this form once and once you have access this will then enable you to submit, view, track and receive the result by email of DBS Application(s).
- For each application that is made for a DBS you will need to [Criminal Record Check Request Form](#).
- Payment for the DBS check for all schools, academies and external customers should use our 'pay as you go' online payment process, accessed via the link on the Criminal Record Check Request Form above. (Council customers will continue to use the appropriate internal processes).

Further manager guidance can be [found here](#).

Once you are ready to proceed, please [click here for the BMBC online application](#). **We recommend you complete the process with the applicant present.**

DBS Information for applicants

To obtain an enhanced DBS check you will need to provide personal information and proof of your identity to your manager and complete an online criminal record check application form provided by our criminal record check supplier Barnsley Metropolitan Borough Council. Online applications can be completed either with your recruiting/reports to manager present; or without. Your manager will notify you of which method is to be used.

Where your manager is not present, you will be required to register with BMBC in order to complete the online application form. Where this is necessary; you will receive a registration request email from BMBC.

Further applicant guidance can be [found here](#).

Contact Us

If you have any questions or need support in processing a DBS Check please email: hrpebulk@rotherham.gov.uk