DBS Checks

To help you understand what the DBS check involves (and whether you need one), here’s everything you need to know:

**What is a DBS check?**

DBS stands for the Disclosure and Barring Service, a government support for employers, like us, to confirm that we are hiring people suitable for our roles. It’s a legal obligation for us, as your future role will involve working with customers and entering customer’s home.

A DBS check involves the Disclosure and Barring Service reviewing the record of a person’s “unspent” criminal convictions and cautions. It helps us confirm you are suitable for the role you are joining us to do.

If have “spent” convictions these will not be shared with us as you have completed your rehabilitation.

**How can I get a DBS check?**

As DBS checks are used to provide information for an organisation or employer – you can’t ask for your own to be carried out, we do this for you as part of our reference checks when offering you a role

The process is as follows:

* An employer gets a DBS form from the DBS
* We will give you a form to fill out which will include you providing consent for the check to be made
* You complete the form and give it back, providing documents to prove your identity
* We sends all the information back to the DBS for you
* The relevant checks are carried out
* You receive your DBS certificate – which you can then show to us

If you want to get a DBS check without our involvement, you can apply for a basic disclosure to be done through Disclosure Scotland.

However, this will only show unspent convictions – and employers will still need to complete their own checks before hiring you.

**When is a DBS check needed?**

We are only allowed to request that you have a DBS check carried out if you’re applying for/working in certain types of roles.

Please note that we will only start a DBS check when you have completed every other aspect of your application i.e. at the final stages pre-offer.

**How long does a DBS check last?**

A DBS check never officially expires, so it will be up to an employer to decide when and if a new one is needed. Usually good practice is every 3 years.

Both applicants and employers can use the DBS update service to carry out any additional checks on a DBS certificate.

**How long does a DBS check take?**

A DBS check will usually take around 8 weeks to complete.

However, this will vary depending on the level of check you’re having carried out, whether your details are correct, and if local authorities have backlogs in processing applications.

**What age do you need to be to have a DBS check?**

You’ll need to be at least 16 years old to be eligible for a DBS check.

**How much does a DBS check cost?**

We will pay for your DBS check.

**What are the types of DBS checks?**

There are three levels of DBS checks – and more information can be found on the government website. We carry out Standard checks which cover

spent and convictions, reprimands, cautions, and final warnings.

**Can I appeal against a DBS check?**

If you think the information stated in your DBS check isn’t accurate, you can appeal against it.

Whether it’s that there’s been a mistake in the criminal records provided, or your personal details are incorrect – you’ll need to report any mistakes within three months of receiving the DBS certificate.

**For more information on DBS checks, please visit** [**https://gov.uk**](https://gov.uk)