



The Disclosure and Barring Service (DBS) is a public body of the UK Home Office.

Its primary purpose is to assist certain employers to make sound recruitment decisions by accessing criminal records information. DBS disclosures help to identify those who may be unsuitable to work with children and other vulnerable members of society.

For anyone who has been barred by the DBS it is illegal for them to work or apply to work in the sector from which they are barred.

It is also illegal for an employer in that sector to knowingly employ a worker who has been barred.

How can nannies get a DBS check done?

Members of the public cannot obtain a DBS Disclosure directly; they must go through an approved organisation. The nanny will need to obtain a DBS application form from us, Isabella Childcare. We, as agency, will then send the completed form to an 'umbrella organisation' who liaise directly with the DBS. When complete, a copy of the Disclosure is sent to the nanny/applicant who is being checked and a copy is sent to the umbrella organisation.

Cost of a DBS check

This will cost *£54

Documents the applicant must provide

**DOCUMENTS MUST BE PROVIDED IN PERSON AND MUST BE ORIGINAL.
WE DO NOT ACCEPT PHOTOCOPIES AND/OR SCANNED DOCUMENTS.**

Step 1: Identity check

To complete the DBS check I will require you to bring an ORIGINAL copy of:

- One Identity document - Passport, ID CARD OR Driving License
- One document showing proof of address (no older than 3 months) e.g., original bank statement, credit card statement or utility bill.
- National Insurance Number
- Previous 5 years addresses (UK and abroad)

Or TWO of the following documents:

- Mortgage Statement (UK or EEA) (12 months)
- Bank/ Building Society Statement (UK or EEA) (3 months)
- Bank/ Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK) (3 months)
- Financial Statement – e.g., pension, endowment, isa, etc. (UK) (12 months)
- P45/ P60 Statement (UK) (12 months)
- Council Tax Statement (UK) (12 months)
- Work Permit/ Visa (UK) (12 months)
- Utility Bill – not mobile phone (UK) (3 months)
- Benefit Statement – e.g., Child Allowance, Pension. (3 months)
- A Document from Central/ Local Government/ Government Agency/ Local Authority Giving Entitlement (UK) (3 months)
- Cards Carrying the Pass Accreditation Logo (UK)
- Letter From Head Teacher or College Principal (16 /17 yr olds in full time education)

Step 2: DBS Process

Isabella Childcare will contact you by email and phone once the check has been completed. This process usually takes 2-4 weeks.

To comply with data protection, a copy of the disclosure will only be given to the nanny, with the disclosure being sent to the home address provided.

Your certificate will be sent to you directly from the DBS by post. This process usually takes 2 weeks.

Step 3: Complete the DBS Update Service

You then MUST complete the update service within 28 days to validate the check.

DBS official website with full information:

[ID checking guidelines for standard/enhanced DBS check applications - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/id-checking-guidelines-for-standard-enhanced-dbs-check-applications)

DBS update service link:

<https://www.gov.uk/dbs-update-service>

*Enhanced DBS Check can be paid via bank transfer (please request my bank details in advance)