



# West Midlands Care Association

## DBS ID Checking Guidelines

December 2017

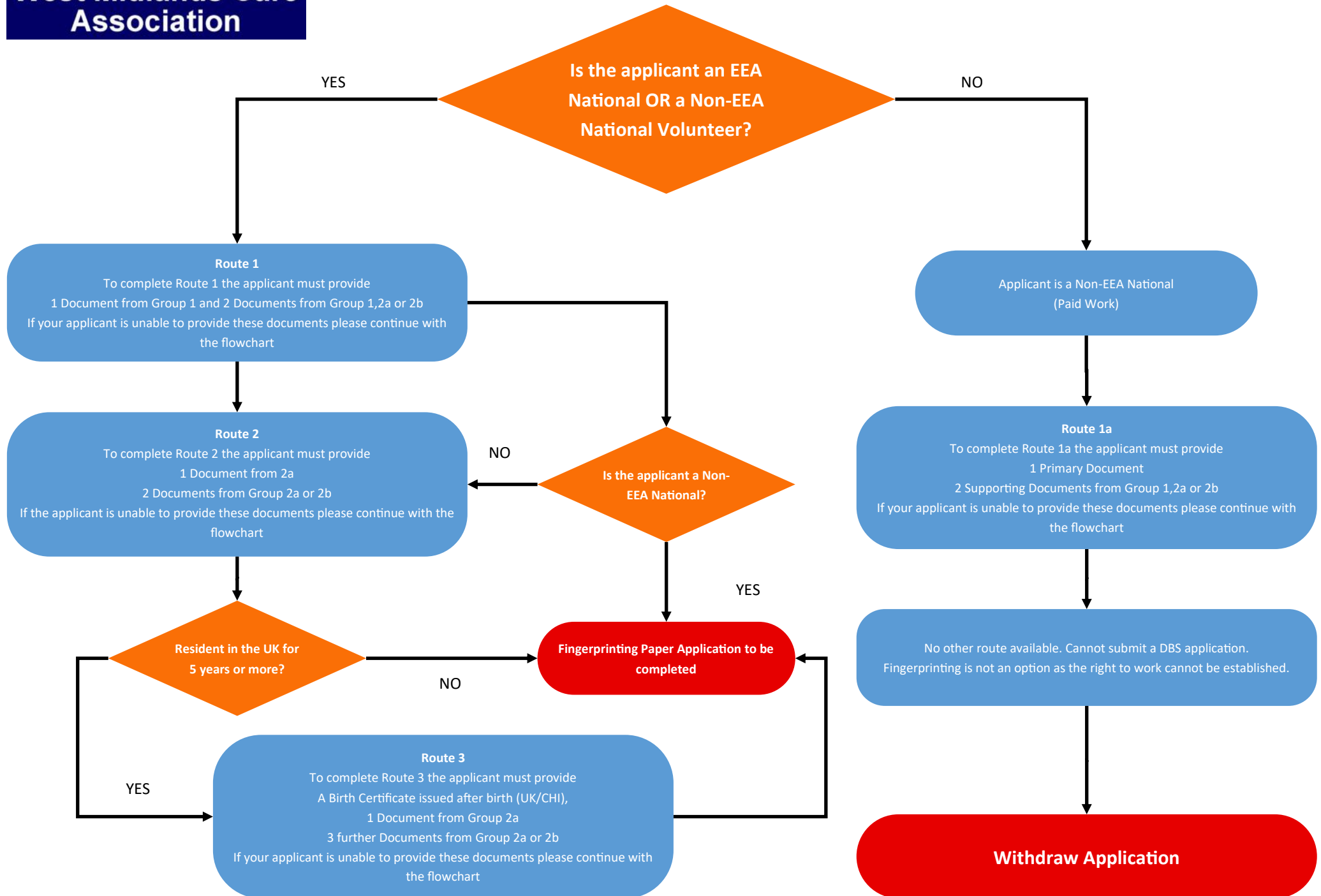
## **What is happening and why?**

- New ID checking guidelines will be live on our systems from the 2nd January 2018. These new guidelines apply to all applications for Standard or Enhanced DBS checks.
- The enhancements to this process are being introduced so that the DBS identity checking process is aligned with Right to Work checks within the UK. Right to Work checks are in place to prevent illegal working in the UK and are carried out by checking necessary documents before employing applicants to make sure they are permitted to do the work in question.
- The new ID checking process is made up of 4 online routes. This is primarily driven by nationality, length of time resident in the UK and whether they are a paid worker or voluntary worker.

## Headline Changes

- There are 3 online routes an applicant can take, with an additional separate route for Non-EEA Nationals who are applying for paid work.
- If an EEA National has been resident in the UK for 5 years or less, they will be impacted by the number of ID routes available to them.
- Non-EEA Nationals will be impacted dependent on whether they are partaking in paid or voluntary work.
- If you are unable to establish the identity of a Non-EEA National applying for paid work then they cannot proceed with a DBS check. This is because their right to work in the UK cannot be established.

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## System Intelligence

Our mission is *to always care about getting it right*. With this in mind we have adapted our system to ensure that you are taken to the appropriate route. This is based on the information entered in the personal details section.

The system will use the following information to make the judgement on which route is available.

- Applicant's Nationality
- Applicant's Address History

EEA Nationals and Non EEA Nationals have specific routes available to them. The nationality entered at the start of the application will be used to determine if the applicant is a Non-EEA or EEA National. This will then automatically detect which route is available for this applicant.

The 5 year address history entered at the start of the application will play an important part if an EEA National is unable to complete Route 2. At this stage, the system automatically detects the length of time the applicant has been resident in the UK.

For Non EEA applicants, the system will use the nationality provided in the personal details and will then prompt the question as to whether the applicant is partaking in paid work or not. This answer will then determine the route available to the applicant.

## Identity Groups and Documents

The documents needed will depend on the route the application takes. This will be shown in the drop down menus and also in the guidance information unique to each route.

When a document is selected, there may be certain limitations regarding the document's suitability/validity i.e. issued in the last 3 months. Pop up information will be shown to confirm this information.

The DBS [ID checking guidelines](#) are available online for you to view. This includes the list of documents available, as well as useful information when checking documents' validity.

## **Frequently Asked Questions**

**Q. If an applicant does not have enough ID documents, can they still complete a paper form?**

A. For fingerprinting purposes, all applicants will be able to do this except Non-EEA Nationals seeking paid work. This is because you have not been able to establish their Right to Work in the UK.

**Q. Do I still need to do a Right to Work check?**

A. Yes. These changes do not affect the requirement to have a Right to Work completed on all applicants.

**Q. When does this go live?**

A. All new applications submitted from the 2nd January will be processed with the new guidelines.

**Q. I have saved the ID section using the old method but this has not yet been countersigned. Will this still be accepted?**

A. We will continue to submit existing applications to the DBS up to and including the 24th January 2018. From the 25th January, any partially completed applications with the ID section saved, will need to have the ID Section recompleted using the new guidelines. If this affects you, you will be notified via email.