What is an Enhanced DBS Check?

An **Enhanced DBS (Disclosure and Barring Service) check** is an important safeguarding check that helps us ensure adults working or volunteering in our school are suitable to work with children.

The check looks at a person's criminal record, including relevant cautions and convictions, and may include additional information held by the police. Where the role is eligible, it also includes a check to confirm that the person is not barred from working with children.

At Marsh Green Primary School, keeping our children safe is our highest priority. As part of our safeguarding procedures, volunteers and work experience students may be required to complete an Enhanced DBS check before starting their placement, depending on their age, role and responsibilities.

What do I need to bring to my DBS appointment?

To complete your DBS application, we need to check your identity using original identification documents.

Please read the information below carefully and make sure you bring the correct documents to your appointment. This will help us process your application as quickly as possible and avoid unnecessary delays.

For the DBS check, you will need to bring **three original documents** from the lists below:

- At least one document must be from Group 1.
- The other two documents may be from Group 1, Group 2a or Group 2b.
- At least one of the three documents must show your current address.

For example, you could bring your **passport, driving licence and most recent P60 statement**.

Group 1 – Primary Identity Documents

- Current and valid passport
- Current photocard driving licence – full or provisional
- Birth certificate issued within 12 months of birth
- Adoption certificate
- Biometric residence permit

Group 2a – Trusted Government Documents

- Current paper driving licence, if issued before 1998 – full or provisional
- Birth certificate issued more than 12 months after birth
- Marriage or civil partnership certificate
- HM Forces identity card
- Firearms licence

Group 2b – Financial and Social History Documents

- Mortgage statement issued within the last 12 months
- Bank or building society statement issued within the last three months
- Bank or building society account-opening confirmation letter issued within the last three months
- Credit card statement issued within the last three months
- Financial statement, such as a pension or endowment statement, issued within the last 12 months

- P45 or P60 statement issued within the last 12 months
- Council Tax statement issued within the last 12 months
- Utility bill, excluding a mobile telephone bill, issued within the last three months
- Benefits statement, such as Child Benefit or pension, issued within the last three months
- Government document confirming an entitlement, such as a document from the Department for Work and Pensions, the Employment Service or HMRC, issued within the last three months
- Valid European Economic Area national identity card
- Valid card carrying the Proof of Age Standards Scheme accreditation logo

If you provide a financial document, you may cover or redact the financial information to protect your confidentiality. However, the bank or building society's details, your name and address, and the date of the document must remain clearly visible. Documents must be originals and cannot be photocopies or printouts from the internet.