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# DBS Applicant Guide

## How to use the new DBS Portal

In line with the Keeping Children Safe in Education guidance, anyone working with children, on a voluntary or paid basis, must have an enhanced DBS check.

An enhanced DBS check can provide access to a range of different sources of information such as that held:

- On the Police National Computer (PNC), including convictions, cautions, reprimands and warnings in England and Wales, and most of the relevant convictions in Scotland and Northern Ireland may also be included (The DBS reserve the right to add new data sources);
- On lists maintained by the disclosure vetting and barring scheme (DBS);
- By the local police force considered relevant to the job role by chief police officer(s).

If your employer requires you to complete a DBS, you will be set up on the portal and sent an email to the email address you have provided. This step-by-step guide will show you, the applicant, how to complete the DBS.



## STEP 1

### Accessing the System

To access the system, please log onto a computer (not Mobile or Tablet device) open the email sent to you from Strictly Education. Please see the example on the right. The email contains a link which you will use to access the portal. Please click on the link.

Once you have logged onto the portal, you will need to log into your application. Please use the email address you have provided your employer and your DOB.

Once you have entered these details, you will need to confirm if you are completing the application yourself, or on behalf of someone else. If you are completing the DBS on behalf of someone else, the portal will ask for your details and that the applicant is happy for you to complete the application on their behalf.

Please provide proof of consent to the school. This can be printed off at the end of the application.

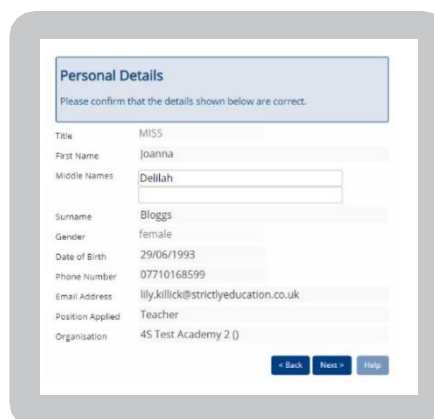
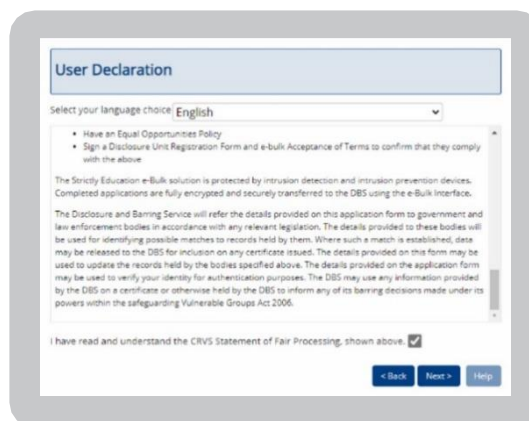
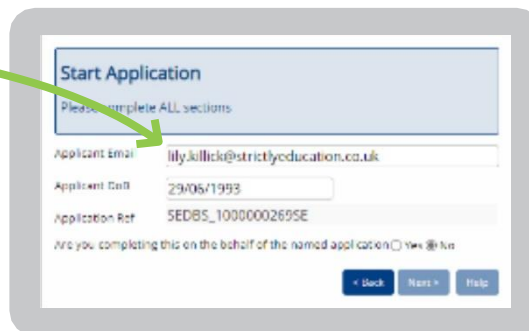
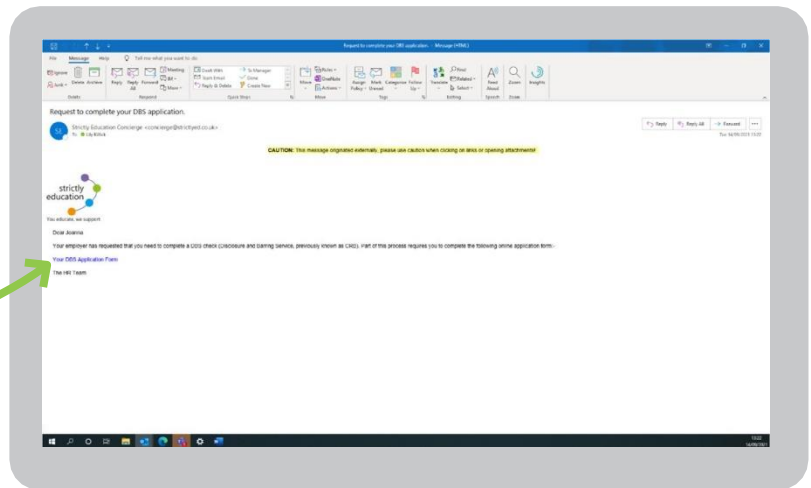
You will then be asked to read and agree to the CRVS Statement of Fair Processing, you will then move onto completing the application.

Once you log in, you will see the personal details your school has entered for you. If any of these are incorrect, please notify the school.

#### Please note:

Ensure that you enter your middle names, if you do not have a middle name leave blank.

Once you have entered all the remaining details press next, the application will then take you through a series of questions.



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## STEP 2

### Name History

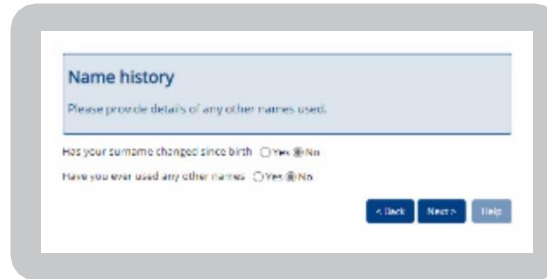
*This section only applies to anyone known by a different name throughout their life. If you have had the same name since birth, please select no to both questions and continue to **Step 3**.*

The system asks two questions, if your surname has changed and if you have been known by any other names. If your surname has changed, please select yes and the system will automatically produce a section for you to put in your previous surname and the date you used this up until.

If you have been known by any other first name or a different name completely, please select yes to the second question and the below box will appear for you to complete. You can add multiple different names by pressing add.

#### Please note:

You must declare all previous names you have been known by since birth.

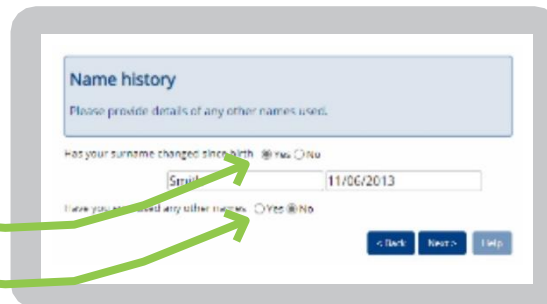


**Name history**  
Please provide details of any other names used.

Has your surname changed since birth: ☐ Yes ☒ No

Have you ever used any other names: ☐ Yes ☒ No

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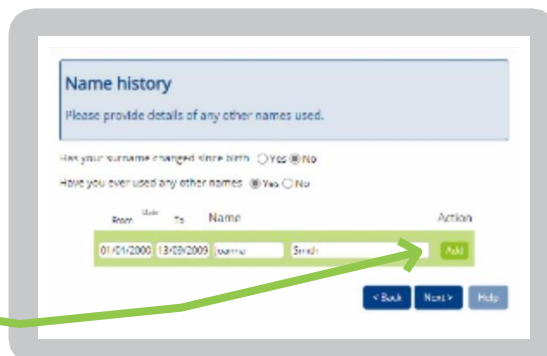
**Name history**  
Please provide details of any other names used.

Has your surname changed since birth: ☒ Yes ☐ No

Surname:  Up until:

Have you ever used any other names: ☐ Yes ☒ No

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**Name history**  
Please provide details of any other names used.

Has your surname changed since birth: ☐ Yes ☒ No

Have you ever used any other names: ☒ Yes ☐ No

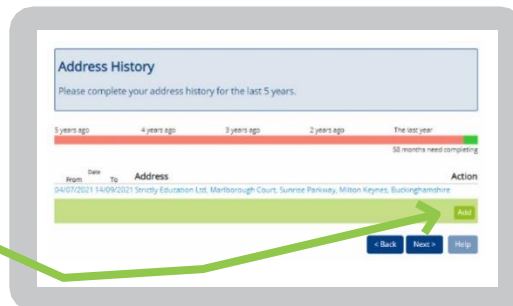
From date	To date	Name	Action
01/01/2000	13/05/2009	Joanne Smith	<a href="#">Add</a>

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### STEP 3

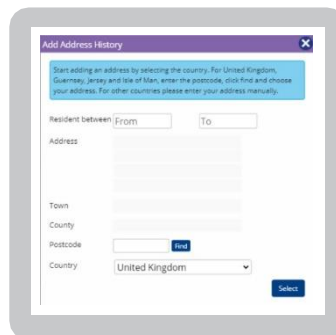
## Address History

For your DBS application you will need to complete five years of address history. Simply add an address by selecting add and an address form will appear.



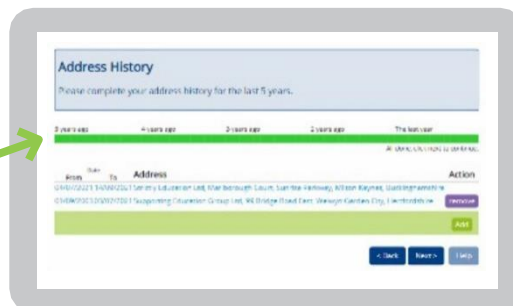
The screenshot shows the 'Address History' page with a progress bar at the top indicating 50 months need completing. Below the progress bar is a table with columns: Date, Address, and Action. The first row shows a date range from 04/07/2011 to 14/09/2021 for 'Society Education Ltd, Marlborough Court, Sunrise Parkway, Milton Keynes, Buckinghamshire'. An 'Add' button is visible next to the address, and 'Back', 'Next', and 'Help' buttons are at the bottom.

Like so:



The screenshot shows the 'Add Address History' form. It includes fields for 'Resident between' (From and To), 'Address', 'Town', 'County', 'Postcode', and 'Country' (set to United Kingdom). A 'Select' button is at the bottom right.

You will only be able to move on to the next section once you have completed five years of your address history. Once this is complete, the orange bar at the top will be completely green.



The screenshot shows the 'Address History' page with a progress bar that is now completely green, indicating completion. The table below shows the same address as before, but the 'Add' button is now greyed out. The 'Back', 'Next', and 'Help' buttons are still present at the bottom.

## STEP 4

### Additional information

Like all DBS applications, you will need to complete the additional information section which contains:

- **National Insurance Number**
- **Town of Birth**
- **Place of Birth**
- **Country of Birth**
- **Birth Nationality**

#### Please Note:

If you have changed your nationality, please select Yes, and disclose your new nationality.

Once you have completed this section, you will then be able to review and submit your application. We recommend that you review your application to check for any errors as once you have selected submit, it is very difficult for the application to be changed.

This will also allow you to print off the consent form that you must give to the school so they can keep on file.

Once you have submitted your DBS, the system will tell you that you have completed it. You will then need to take your ID to the school so that they can complete their end of the check and you should receive your DBS certificate soon.

The screenshot shows the 'Additional Information' section of a DBS application form. It includes fields for National Insurance Number (with a dropdown for Yes/No and a text input for the number), Town of Birth, Area/County of Birth, Country of Birth (a dropdown menu), and Birth Nationality (a dropdown menu). Below these fields are two questions: 'Has your nationality changed?' and 'Do you have any convictions, cautions, reprimands or final warnings which would not be filtered at time with current application?'. Both have Yes/No dropdowns. At the bottom are buttons for '< Back', 'Next >', and 'Help'.

The screenshot shows the 'Review & Submit' section. It contains a consent statement: 'By Completing this application, I consent to the transfer of my information to Disclosure and Barring Service for the purpose of a Disclosure Application. Once you submit your application, you will not be able to make and further changes. If you want to save your progress and return later, click the close button below to close your browser.' Below this is a confirmation statement: 'I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly making a false statement for this purpose is a criminal offence.' There is a checkbox for 'Please tick the box to indicate your consent' which is checked. At the bottom are buttons for '< Back', 'Submit', and 'Help'.

The screenshot shows a 'Submission complete' message box. It says: 'Thank you for completing the application. Your application will now be processed. Please check back your employer for more information.' Below this, it says: 'You can now close the window.'



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