

Fact Sheet

DBS Application:

Social Media Checks:

Adverse Internet Checks:

Digital Right to Work Checks:

Digital Identity Checks:

DBS Update Service Checks:

Reference Service:

DBS Application:

Process:

Email is sent to Applicant with a link to website.

The Applicant clicks the link which logs onto www.careadmin.co.uk, they will be asked to enter the temporary password given to them by their employer and will then be prompted to update it to a new one, the applicant then completes the online application form with their personal details including their 5 years address history. They are asked to complete a declaration page which identifies any unspent convictions and also permission for APCS to handle the disclosure results and forward them to the customer. The DBS statement of fair processing is also displayed here.

Statement of Fair Processing:

The Disclosure and Barring Service will refer the details provided on this application form to government and law enforcement bodies in accordance with any relevant legislation. The details provided to these bodies will be used for identifying possible matches to records held by them. Where such a match is established, data may be released to the DBS for inclusion on any certificate issued. The details provided on this form may be used to update the records held by the bodies specified above. The details provided on the application form may be used to verify your identity for authentication purposes. The DBS may use any information provided by the DBS on a certificate or otherwise held by the DBS to inform any of its barring decisions made under its powers within the Safeguarding Vulnerable Groups Act 2006.

Once the application is completed, an email will be sent to the customer for them to log into their portal which asks them to carry out the id checking, (this is to confirm the true identity of the applicant) and also to set up the correct level of disclosure required, the correct ID Checking Route depending on which ID documents have been provided and any supplementary services. If the application is for a volunteer or a barred list there is an additional page to confirm that the key requirements are satisfied to have these checks.



The customer (ID checker) completes this form and presses the submit button which is APCS's point of sale.

The completed application is downloaded from the webserver to APCS's back office WMS system. At this point a member of APCS's DBS Team validates the applications as a counter signatory and if successful the application is then sent electronically to the DBS. If it is unsuccessful, queries are made to the customer to confirm any outstanding detail. These would typically be an eligibility query for the level of disclosure required for a specific job position.

The results are electronically received back from the DBS. Please note this is just a filtered result stating that the application is clear or contains information (NOT clear). This was introduced in July 2013, only the applicant receives the DBS disclosure certificate as part of their Single Certificate policy, giving the applicant the option to disclose (or not) their disclosure results.

Possible outcomes of the DBS certificate results: -

The Lists that have been checked and are clear have the comment "Certificate contains no information". Then can make a recruitment decision without seeing the applicant's copy.

Lists that have been checked and are not clear have the comment "Please wait to see Applicant's Copy". The applicant will receive a disclosure certificate from the DBS within the next 10 days showing details of the offence. You must ask them to show you their copy before making a recruitment decision.

The Care Admin portal is updated accordingly.

Social Media Checks:

Process:

Order placed by Customer through the online portal,

We carry out the check through **NEOTAS Limited**, using the Applicants all known Names, Date of Birth, Email address/addresses, Phone Number/s and Resume/CV.

Results certificate is sent by email to the Manager as per set up of the Customer's account and updates their Care Admin Portal.

Adverse Internet Checks:

Process:

Order placed by Customer through the online portal,

We carry out the check through **NEOTAS Limited**, using the Applicants all known Names, Date of Birth, Email address/addresses, Phone Number/s and Resume/CV.

Results certificate is sent by email to the Manager as per set up of the Customer's account and updates their Care Admin Portal.

Digital Right to Work Checks:

Process:

Order placed by Customer through the online portal,

This check is carried out via **YOTI Ltd**.

Email is sent to Applicant with a link to **YOTI**.

Results certificate is sent by email to the Manager as per set up of the Customer's account and updates their Care Admin Portal.

Digital Identity Checks:

Process:

Order placed by Customer through the online portal,

This check is carried out via **YOTI Ltd**.

Email is sent to Applicant with a link to **YOTI**.

Results certificate is sent by email to the Manager as per set up of the Customer's account and updates their Care Admin Portal.

DBS Update Service Checks:

Process:

Customer requests the DBS Update Service for Applicant through the portal,

The applicant will have previously consented to using the DBS Update Service (requirement for Early Years) and provides their previous Disclosure Certificate Number, Issue Date, Existing Subscription Type, Update Service Payment Reference Number.

We then check the DBS Update Service as often as the Customer requires. This is done either electronically or manually in the event of a system outage.

The Care Admin Portal is updated each time a check is completed. If the check determines that there has been 'criminal activity' for that application, then a NOT Clear result will instigate a new DBS check being required for that application and the appropriate notification given to the customer to do this.

Reference Service:

Process:

Care Admin Ltd doesn't currently offer this service but we are looking to add this facility in the future. Customer requests our Reference Service through the online portal, this will depend on the type of reference required (Personal/Professional).