

DBS CHECK POLICY DECLARATION - FREELANCE STAFF UNIQUE VOICE C.I.C



Unless already registered with the Update Service, all new Employees/Freelance Staff starting work for Unique Voice must undergo a new DBS check at the appropriate level, even if the applicant already holds an in date DBS from another company. Any staff working directly with children/young people will be required to make an application for a Child Workforce Enhanced Certificate including a check of the Barred List.

Applications: Unique Voice currently uses the UCheck trusted site to process your DBS application through the Disclosure and Barring Service. The application process will start from the signing of this declaration and receipt of your payment (see below for further details). Upon receipt of our instructions, UCheck will send you an email inviting you to submit your personal data in order to progress the application. You will be given the option to complete the required identification stage as a digital process. If you choose to use this option you will need to have a QR code reader on your device. You have the option to decline the digital identification process and instead present original copies of documents at the Unique Voice Head Office. Please see the UCheck Applicant Privacy Policy through the following link ([UCheck Privacy Policy](#)) & Appendix 1: Acceptable Documents - please ensure that any documents you submit are current/valid and comply with the specified guidelines. [Sensitive applications - the DBS offers a confidential checking service for transgender applicants in accordance with the Gender Recognition Act 2004. This is known as the sensitive applications route, and is available for all levels of DBS check. For information contact: 0300 106 1452 or email sensitive@db.gov.uk]

All contracts are conditional up satisfactory completion of safer recruitment checks and should the result of the DBS indicate a valid reason, Unique Voice holds all rights to terminate your contract, effective immediately.

Payment: As a Freelance Contractor you will be responsible for the processing fee according to the level of your check. You will be informed prior to making your application what the current fee scale is for the appropriate level. Payment can either be made by secure card payment through a link which will be forwarded to you or alternatively, by cash at our Head Office, by cheque made payable to Unique Voice CIC (cleared funds required before processing) or bank transfer using the following account details: Unique Voice CIC, Co-Op Bank; Account No. 65509795; Sort Code: 08-92-99. In certain circumstances, where time constraints dictate the processing of an application prior to payment being received, the company may consider processing the application prior to receiving payment. In this case, the applicant will be required to make an undertaking that they will make the payment, whether or not the result is clear, at the earliest opportunity, either by payment of our invoice or an agreed deduction from the contractor's fee invoice.

Update Service: Applicable to Standard and Enhanced Certificates. Once the DBS is issued, you will be required to register this with the Update Service (and remain registered throughout your contract) which must be done within 30 days of the date of issue* - See Appendix 2 below.

If you are registered with the Update Service at the time of your initial recruitment to Unique Voice, you will be required to continue to make payments to ensure that your certificate remains registered. Checks will be made each time an offer of work is sent to you, and at regular intervals throughout your contract. If your certificate is found to be not/no longer registered with the Update Service** you will be required to make an application for a new enhanced DBS at your own expense (as described above) if you wish to continue working with Unique Voice.

* Please note, Unique Voice has no access to your account with the Update Service, other than doing a routine check to confirm whether your certificate is still valid and there are no updates which would disqualify you from working with children. It is your responsibility to manage your Update Service account.

** If the card you have used is past its expiry date or no longer active when your renewal is due, your registration will be cancelled by the Update Service if payment cannot be taken. You are advised to keep a note of when your renewal is due to ensure your subscription remains valid.

Declaration

- ◆ I agree and give permission for Unique Voice CIC and their umbrella company UCheck to perform and process a DBS check at the appropriate level on my behalf upon receipt of my payment or undertaking to pay. UCheck will share the details provided on the application form to the Disclosure and Barring Service which will in turn refer them 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 this 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.

- ◆ I will provide complete and true information in support of my application and I understand that knowingly making a false statement for this purpose is a criminal offence
- ◆ I understand and will ensure that I enter my correct address details on the application form and that once my application has been processed the DBS will send the certificate to my current address as specified on the application. I consent to the DBS providing an electronic result to UCheck who may provide this information directly to Unique Voice prior to me receiving my certificate.
- ◆ I have read the Government Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how the DBS will process my personal data and the options available to me for submitting an application
- ◆ I agree and understand that I will pay the required fee before the application will be processed (or in exceptional circumstances where Unique Voice agrees to process the application prior to payment being received, to repay the application fee on demand, whether or not the application result is clear, or agree to the fee being deducted from monies due for programme delivery)
- ◆ I understand that Unique Voice will carry out regular checks of the Update Service throughout my contract and if I can no longer provide confirmation of a registered DBS (after 3 months of the date of issue of the original document) I will be required to apply for a new certificate at my own expense before I am able to accept any offer of work.
- ◆ To my knowledge, I have not committed a criminal offence since my last DBS check that would prohibit me from working with children
- ◆ I understand that if a relevant criminal offence were to be found under my name that I may be prohibited from working with Unique Voice, effective immediately.

Signed:

Print Name:

Date:



APPENDIX 1: DBS APPLICATION ACCEPTABLE DOCUMENTS

Appendix 1: Documents needed

You need to provide current, valid identification documents of the following combinations. All documents **must be originals** not photocopies.

3 from group 1 or 1 from group 1 and any other 2 from group 1, 2a or 2b, one document must confirm your current address.

If a document listed is:

- denoted with * - it should be less than three months olds
- Denoted with ** - it should be issued within the past 12 months

Group 1	Group 2a	Group 2b
Current valid Passport	Current UK driving licence photo card (full or provisional) (excluding Isle of Man and Channel Islands)	Mortgage Statement (UK) **
Biometric Residence Permit (UK)	Current driving licence paper version (full or provisional) if issued before 1998 (UK, Isle of Man and Channel Islands)	Bank/Building society statement (UK and Channel Islands) *
Current Photo card Driving License (UK, Isle of Man & Channel Islands) (full or provisional)	Certified copy of Birth Certificate (UK, Isle of Man and Channel Islands) issued after the time of Birth	Bank/Building society account opening letter (UK)*
Birth Certificate (UK, Isle of Man and Channel Islands) issued within 12 months of birth (full or short form)	Marriage/Civil Partnership Certificate (UK and Channel Islands)	Credit Card Statement (UK) *
	HM Forces ID card (UK)	P45/P60 statement (UK and Channel Islands) **
Adoption Certificate (UK and Channel Islands)	Fire Arms Licence (UK, Isle of Man and Channel Islands)	Council Tax Bill (UK and Channel Islands) **
		Benefit Statement *
		Utility Bill (UK) not mobile phone *
		Valid Irish Passport Card (cannot be used with an Irish passport)
		Valid EEA National ID card
		Valid cards carrying the PASS logo
		A document from government, or local council giving entitlement e.g. DWP, HMRC, Employment Service *
		A current letter of sponsorship from a future employer (Non-UK only: valid only for applicants residing outside of the UK at the time of application)
		A letter from a head teacher or college principal for 16/19 year olds (in exceptional circumstances of no other id available)



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Appendix 2: DBS Update Service Guide

The Update Service is an online subscription that allows you to keep your standard or enhanced DBS certificate up to date and allows employers to check a certificate online. All Unique Voice staff are required to register on the Update Service and permit Unique Voice to carry out regular checks.

This service **reduces the need to apply for multiple Certificates** when you move from one job to another in the same workforce or when a recheck is required.

Organisations can carry out a quick online Status check to see if an individual's Certificate is still up to date - saving you both time and money.

By subscribing to this service you will be able to:

- Add/Remove DBS Applications/Certificates.
- View the organisations who have checked the status of your Certificate(s).
- Amend your contact and payment details.

It costs **£13 per year** (current charge at policy publication date) and you can pay by debit or credit card. There's no charge if you're a volunteer.

To register for the update service please visit <https://www.gov.uk/dbs-update-service> and click on 'register for the update service. You will need your application reference number (called 'form ref' on your application form). You can join the Update Service for standard and enhanced checks as soon as you have your **application form reference number**. You can request this number when you apply for your DBS check.

You can also join the Update Service with your certificate number when you receive your DBS certificate. If so, you must do so within **30 calendar days of the 'date of issue'** which is printed on the certificate.

A subscription to the Update Service lasts for **one year**.

You can renew your subscription through the Update Service, either:

- when you first register, by choosing automatic renewal
- up to 30 days before your current subscription ends - but you **cannot renew on the last day of your subscription**

If you **do not renew your subscription** before it ends, you'll need to apply for a **new** DBS check and register for the Update Service again.

Once you've registered, you can sign in to the Update Service to:

- add or remove a certificate
- give employers permission to check if anything's changed on your certificate
- see who's checked if anything's changed on your certificate
- view your details

You'll be able to take your DBS certificate from one job to the next, unless:

- an employer asks you to get a new certificate
- you need a certificate for a different type of 'workforce' (for example, you have an 'adult workforce' certificate and need a 'child workforce' certificate)
- you need a different level certificate (for example, you have a standard DBS certificate and need an enhanced one)

The employer can tell you what DBS certificate they need you to have.

To complete a check your employer will need your:

- Certificate number
- Surname as it appears on the certificate

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