

**DISCLOSURE AND BARRING SERVICE (DBS) CHECK – ENHANCED DISCLOSURE 2022**

We are pleased that you have accepted our offer to join the level 3 Health and Social Care course in September.

As part of your programme you will be undertaking mandatory professional practice placements in health and social care settings. Consequently, it is standard practice that you must undergo a recognised police check (Enhanced Disclosure) by the Disclosure and Barring Service (DBS) at a cost of £38.00 (This may be subject to change). In September there will also be an opportunity to buy a polo shirt at a cost of £11.00 (This may be subject to change) which is to be worn on placement.

It is a priority within our team to get you police checked as quickly as possible so that you are ready to start your professional practice whenever this may be. Failure to do so may mean a delay in you going into a placement setting. The consequences of this may mean that you will have to do placement in your college holidays or that you will not qualify at the same time as others within your group. You can complete the DBS process after receiving your GCSE results or when you start college.

Police checks are completed online, and these should be completed at home where possible. See the DBS guidance booklet to help you complete the form. If you have any problems with this, please email [suzy.smith@kendal.ac.uk](mailto:suzy.smith@kendal.ac.uk) or [Elaine.Burch@kendal.ac.uk](mailto:Elaine.Burch@kendal.ac.uk) If you are unable to complete this application, there will be an opportunity to complete online when you start college.

In order to access all placements, it is advisable to update your DBS online for an **annual fee** of £13.00 but it does also mean the DBS will last longer than 3 years and it may be used for some employment opportunities.

**DBS PROCESS**

**Apply online.**

Use the online DBS guidance notes to help. Any problems email: [Elaine.Burch@kendal.ac.uk](mailto:Elaine.Burch@kendal.ac.uk) or [suzy.smith@kendal.ac.uk](mailto:suzy.smith@kendal.ac.uk)

**Show Suzy Smith 3 pieces of evidence e.g. passport in date** (see online DBS guidance notes).Email:[suzy.smith@kendal.ac.uk](mailto:suzy.smith@kendal.ac.uk)to make an appointment.

**You can update your DBS online at a cost of £13.00 per year** (see update service guide). You only have 30 calendar days from the date your Certificate was issued to complete this process. Or, you can join after you apply online. If you register **note your ID service** **number.**

Kind Regards

***Elaine Burch***

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Professional Practice Coordinator ([Elaine.Burch@kendal.ac.uk](mailto:Elaine.Burch@kendal.ac.uk))