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

We are pleased that you have accepted our offer to join the Health T- Level program in September 2022

As part of your programme you will be required to complete a minimum of 315 hours of industry placement. 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). There will be an opportunity in September to buy a uniform which will 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. 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 or 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**

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

to make an appointment.

**Apply online.**

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

**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***

**Elaine Burch**

Professional Practice Coordinator

(Elaine.Burch@kendal.ac.uk)