



NOTES & CONTACT DETAILS:

If you have any difficulty or need any clarification, please contact Dan (CEO & Designated Safeguarding Lead) on dan@cfnd.org.uk

Please ensure that you download the DBS Guidance Form

Contact the DBS Administrator, Antoinette Martin via email on antoinettemartin@dioceseofbrentwood.org to request a DBS check

Example DBS and Information Locations

Enhanced Certificate
Page 1 of 2

Disclosure & Barring Service

Certificate Number [Redacted]

Date of Issue: 30 OCTOBER 2013

Employment Details
Position applied for: CHILD AND ADULT WORKFORCE INSTRUCTOR
Name of Employer: [Redacted]

Applicant Personal Details
Surname: [Redacted]
Forename(s): [Redacted]
Other Names: [Redacted]
Date of Birth: [Redacted]
Place of Birth: [Redacted]
Gender: [Redacted]

Countersignatory Details
Registered Person/Body: [Redacted]
Countersignatory: [Redacted]

Police Records of Convictions, Cautions, Reprimands and Warnings
NONE RECORDED

Information from the list held under Section 142 of the Education Act 2002
NONE RECORDED

DBS Children's Barred List information
NONE RECORDED

DBS Adults' Barred List information
NONE RECORDED

Other relevant information disclosed at the Chief Police Officer(s) discretion
NONE RECORDED

DBS Level

You will need to ensure you have an Enhanced DBS check that includes the Adult & Child Barring Service. The Adult and Child Barring is shown below.

Certificate Number

We will need to visualise your original DBS and take a note of the number.

Date of Issue

You will be asked for your 'Date of Issue' details.

Name of Employer

For us to accept certificates within the last 3 years, the DBS must have been completed within the Diocese of Brentwood by CSAS/CSSA (Brentwood diocese registered body). This will show in the employer section or the registered person/body

Police & Baring Service Searches

This area is where your search results will be shown. We will need to visualise the original certificate to ensure that it is clear, however, we will not keep a copy and any searches found will be assessed on an individual basis.