



Charlton Acorns Pre-School - Employee Disclosure and Barring Declaration and Consent Form

Full name:

Role:

The role you have applied for requires an enhanced Disclosure and Barring (DBS) check with barred lists check and will require you to have an up-to-date DBS certificate for the duration of your employment. In order to ensure that your certificate remains up to date Charlton Acorns Pre-School requires you subscribe to the DBS Update Service.

Once registered with the Update Service, your certificate will be kept up-to-date by the DBS and your certificate becomes portable. You can take your certificate with you from role to role and employer to employer, where the same level and type of check is required, as long as you remain registered. This means you will not have to complete a DBS check application form every time you change job or employer.

This form is a declaration to confirm the following:

- I have registered with/will register with and subscribe to the Disclosure and Barring Update Service.
- I understand that as a condition of my continued employment I will maintain my subscription with the DBS Update Service.
- I will update the DBS of any changes in my personal circumstances e.g. change of address, name etc.
- I give Charlton Acorns Pre-School on-going consent for the duration of my employment to carry out status checks to establish that my DBS Certificate is up-to-date.
- I will present my original DBS certificate to Charlton Acorns Pre-School when requested, so that they are able to confirm that the certificate is the same type and level required for the role, to ensure that the right checks have been carried out and see what, if any, information was disclosed about me.
- I will provide Charlton Acorns Pre-School with my date of birth and Certificate number to enable them to carry out the status checks.
- In the event a new certificate is required as there has been a change in status, I will present the original copy of the DBS certificate to [name of early years provider].

Signature:

Date:

Please return this form with your completed application form in an A4 sized envelope marked 'CONFIDENTIAL' to: Louise Dymock Pre-School Manager

Charlton Acorns Pre-School, Charlton Village Road, Wantage, Oxon OX12 7HG