



## DBS POLICY

In line with British Council recommended standards, *Homestay and Venture Breaks* require all adults over the age of 18 years in each Homestay, and individuals who work with us in a teaching capacity, to have a current Enhanced DBS Certificate in place prior to the arrival of the students being in your care. We can accept third party DBS Certificates as long as they include working with the Child Workforce, and are not over 3 years old.

For those who don't already have a DBS Certificate, we can assist you and your household in obtaining your enhanced DBS disclosure. The role of Accommodation Provider is defined as a home-based position; as such the DBS will extend the check to include other adults living in the home. Please advise other adult members of the household that they will be included in the check. The cost of this service is £52.00 for the whole household check, and we will require Certificates to be rechecked every 5 years.

We are working with *Due Diligence Checking* (DDC), an online agency who will process applications for our Homestay Hosts.

When you have agreed that you would like to obtain your DBS through this route, and further agreed that we can initiate the process, we will submit your name, date of birth, mobile number and email address to DDC.

At that point we make payment to DDC and issue you with our Invoice.

DDC will then send you an electronic application form to complete. You will be guided through the online process, and once you have completed the form, you will be invited to submit the application to DDC. Should you have any concerns about completing the form on your own, we can arrange for you to come to the *Homestay and Venture Breaks* office so that we can assist you or, if mutually convenient, for someone from *Homestay and Venture Breaks* to meet you at your house or other agreed location.

When completing the application, you will have nominated three documents for ID purposes (such as passport, driving licence or original birth certificate, as well as a utility bill or bank statement). DDC will notify us that you have completed the application and we will contact you to arrange a meeting to:

- Verify the ID documents you have nominated
- Receive your payment

Once we have verified your documents, the process is complete and DDC will submit your application to the DBS for checking.

The DBS Certificate will be sent directly to you, the applicant. It can be a very quick process or it can take some time, depending on how many addresses and/or changes of name you have had.

When you have your Certificate, you may choose to sign up with the DBS Update Service for a fee of £13.00 per year. You need to do this directly with the DBS online within 30 days of date of issue of the Certificate. The benefit of being registered with the Update Service is that your DBS Certificate is live and up to date at all times. However, whilst the Update Service will keep your certificate up to date annually, they will not continue to check the other adults after the initial check. Please let us know if you decide to join the Update Service, as individual DBS certificates will be required for other adults living in the household at that point.

If paying £52.00 up front causes difficulty, we can discuss with you other ways of you making payment to us. For instance, some Hosts have found it easier to have the fee deducted from their first accommodation payment. We are happy to discuss payment options with you prior to commencement of your application.

However, if you agree that we may initiate an application and then, for whatever reason, you withdraw from the process, we reserve the right to charge you for the administration costs of £12.00 as long as the application has not already been submitted to the DBS for checking in which case the full £52.00 will be due.