



You educate, we support

# DBS Applicant Guide

## How to use the new DBS Portal

In line with the Keeping Children Safe in Education guidance, anyone working with children, on a voluntary or paid basis, must have an enhanced DBS check.

An enhanced DBS check can provide access to a range of different sources of information such as that held:

- On the Police National Computer (PNC), including convictions, cautions, reprimands and warnings in England and Wales, and most of the relevant convictions in Scotland and Northern Ireland may also be included (The DBS reserve the right to add new data sources);
- On lists maintained by the disclosure vetting and barring scheme (DBS);
- By the local police force considered relevant to the job role by chief police officer(s).

If your employer requires you to complete a DBS, you will be set up on the portal and sent an email to the email address you have provided. This step-by-step guide will show you, the applicant, how to complete the DBS.



## STEP 1 Accessing the System

To access the system, please log onto a computer (not Mobile or Tablet device) open the email sent to you from Strictly Education. Please see the example on the right. The email contains a link which you will use to access the portal.

Please click on the link.

Once you have logged onto the portal, you will need to log into your application. Please use the email address you have provided your employer and your DOB.

Once you have entered these details, you will need to confirm if you are completing the application yourself, or on behalf of someone else. If you are completing the DBS on behalf of someone else, the portal will ask for your details and that the applicant is happy for you to complete the application on their behalf.

Please provide proof of consent to the school. This can be printed off at the end of the application.

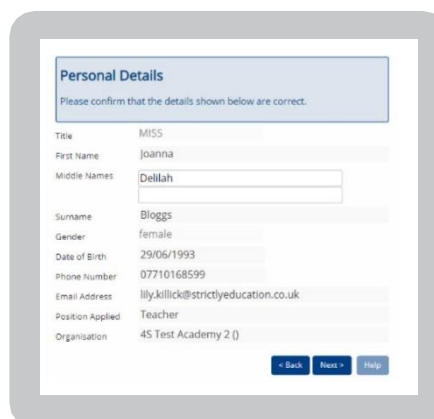
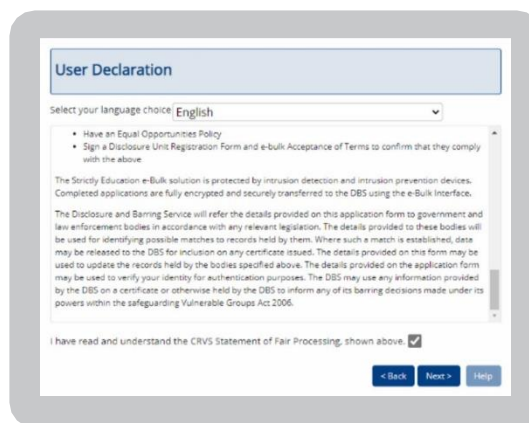
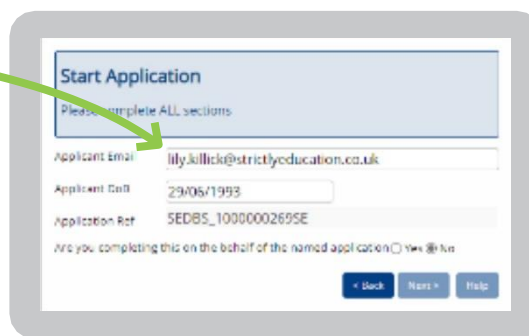
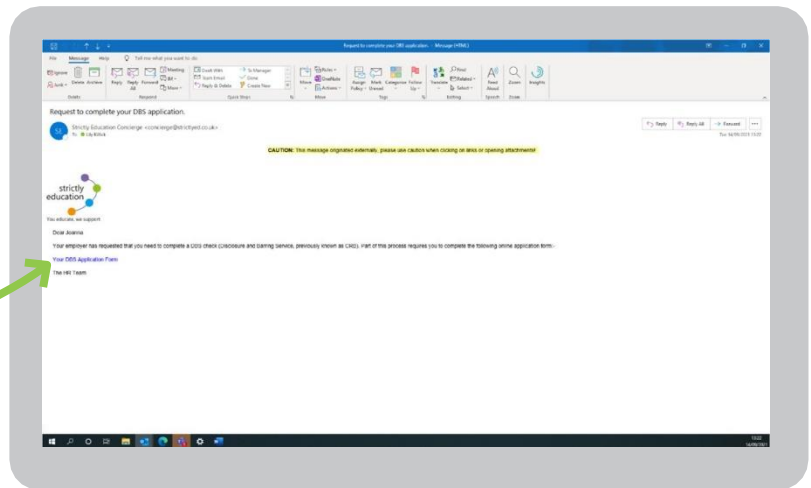
You will then be asked to read and agree to the CRVS Statement of Fair Processing, you will then move onto completing the application.

Once you log in, you will see the personal details your school has entered for you. If any of these are incorrect, please notify the school.

### Please note:

Ensure that you enter your middle names, if you do not have a middle name leave blank.

Once you have entered all the remaining details press next, the application will then take you through a series of questions.



You educate, we support

## STEP 2 Name History

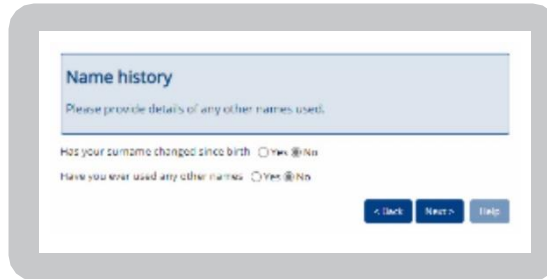
*This section only applies to anyone known by a different name throughout their life. If you have had the same name since birth, please select no to both questions and continue to **Step 3**.*

The system asks two questions, if your surname has changed and if you have been known by any other names. If your surname has changed, please select yes and the system will automatically produce a section for you to put in your previous surname and the date you used this up until.

If you have been known by any other first name or a different name completely, please select yes to the second question and the below box will appear for you to complete. You can add multiple different names by pressing add.

### Please note:

You must declare all previous names you have been known by since birth.

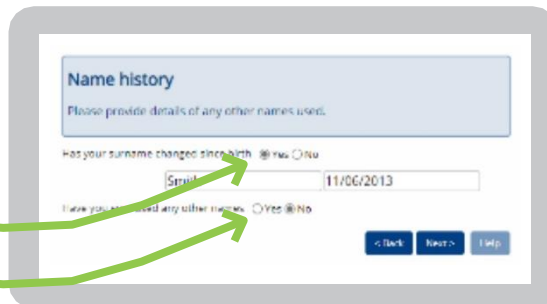


**Name history**  
Please provide details of any other names used.

Has your surname changed since birth:  Yes  No

Have you ever used any other names:  Yes  No

[Back](#) [Next >](#) [Help](#)



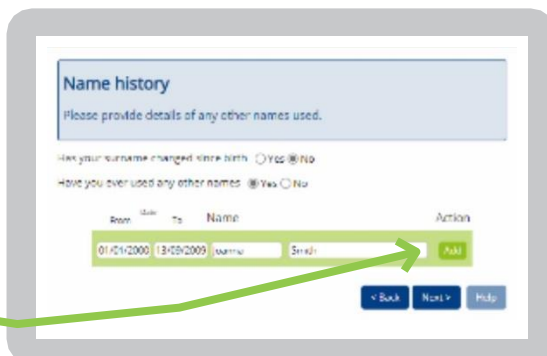
**Name history**  
Please provide details of any other names used.

Has your surname changed since birth:  Yes  No

Surname:  Date used up until:

Have you ever used any other names:  Yes  No

[Back](#) [Next >](#) [Help](#)



**Name history**  
Please provide details of any other names used.

Has your surname changed since birth:  Yes  No

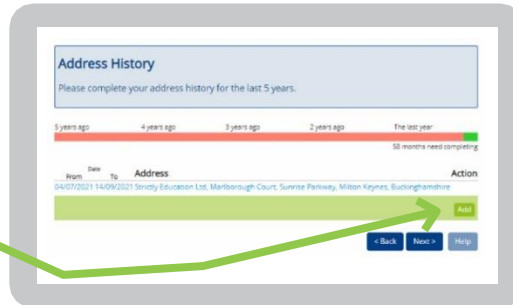
Have you ever used any other names:  Yes  No

From	Until	Name	Action
01/01/2000	13/06/2009	Joanna Smith	<a href="#">Add</a>

[Back](#) [Next >](#) [Help](#)

### STEP 3 Address History

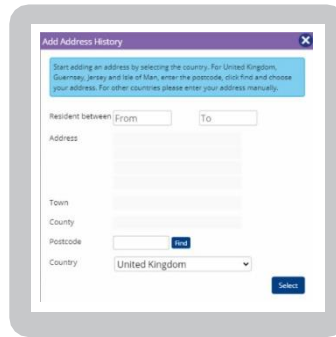
For your DBS application you will need to complete five years of address history. Simply add an address by selecting add and an address form will appear.



The screenshot shows the 'Address History' page with a progress bar at the top. The bar is divided into five segments: '3 years ago', '4 years ago', '3 years ago', '2 years ago', and 'The last year'. The 'The last year' segment is currently orange, indicating it is not yet complete. Below the bar is a table with columns for 'From', 'To', 'Address', and 'Action'. A table row is visible with a green 'Add' button in the 'Action' column. A green arrow points from the text on the left to this 'Add' button.

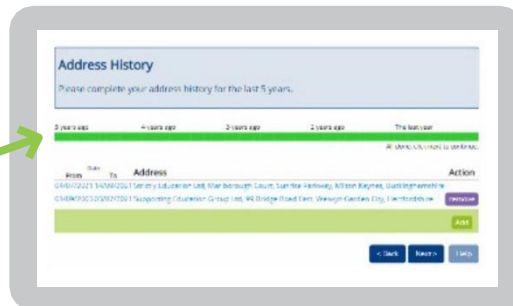


Like so:



The screenshot shows the 'Add Address History' form. It includes a text box for 'Resident between' with 'From' and 'To' input fields. Below this are input fields for 'Address', 'Town', 'County', and 'Postcode'. There is a 'Postcode' button next to the postcode field. The 'Country' field is a dropdown menu currently set to 'United Kingdom'. A 'Select' button is at the bottom right.

You will only be able to move on to the next section once you have completed five years of your address history. Once this is complete, the orange bar at the top will be completely green.



The screenshot shows the 'Address History' page with the progress bar now completely green, indicating that all five years of address history have been completed. The table below the bar now shows a table row with a purple 'Remove' button in the 'Action' column. A green arrow points from the text on the left to the progress bar.

## STEP 4 Additional information

Like all DBS applications, you will need to complete the additional information section which contains:

- **National Insurance Number**
- **Town of Birth**
- **Place of Birth**
- **Country of Birth**
- **Birth Nationality**

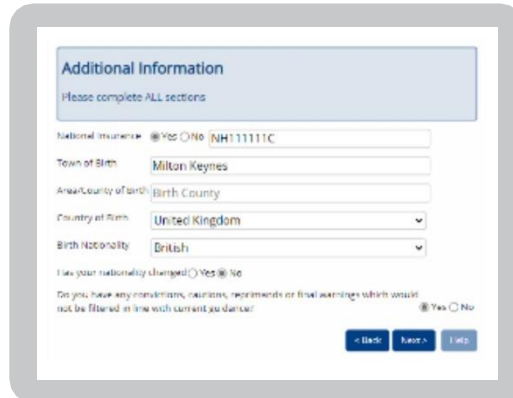
### Please Note:

If you have changed your nationality, please select Yes, and disclose your new nationality.

Once you have completed this section, you will then be able to review and submit your application. We recommend that you review your application to check for any errors as once you have selected submit, it is very difficult for the application to be changed.

This will also allow you to print off the consent form that you must give to the school so they can keep on file.

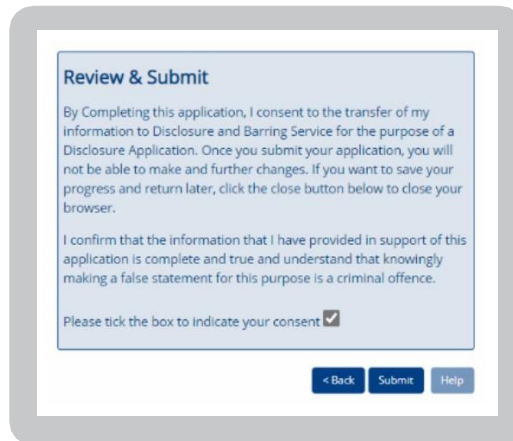
Once you have submitted your DBS, the system will tell you that you have completed it. You will then need to take your ID to the school so that they can complete their end of the check and you should receive your DBS certificate soon.



The screenshot shows a web form titled "Additional Information" with the instruction "Please complete ALL sections". The form contains the following fields and options:

- National Insurance Number:  (radio buttons for Yes/No)
- Town of Birth:
- Area/Country of birth:
- Country of Birth:  (dropdown menu)
- Birth Nationality:  (dropdown menu)
- Has your nationality changed?:  Yes  No
- Do you have any convictions, cautions, reprimands or final warnings which should not be filtered at time with current job duties?:  Yes  No

Navigation buttons at the bottom: < Back, Next >, Help.



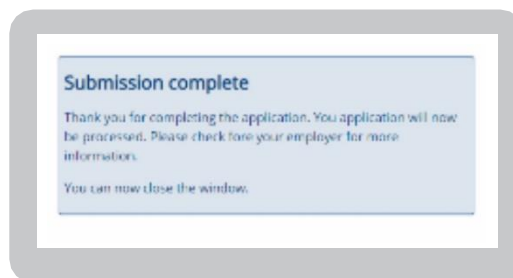
The screenshot shows a "Review & Submit" screen with the following text:

By Completing this application, I consent to the transfer of my information to Disclosure and Barring Service for the purpose of a Disclosure Application. Once you submit your application, you will not be able to make and further changes. If you want to save your progress and return later, click the close button below to close your browser.

I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly making a false statement for this purpose is a criminal offence.

Please tick the box to indicate your consent

Navigation buttons at the bottom: < Back, Submit, Help.



The screenshot shows a "Submission complete" message with the following text:

Thank you for completing the application. Your application will now be processed. Please check with your employer for more information.

You can now close the window.