



Northumberland County Council

Instructions for DBS Applications for Private Foster Carers

DBS checks for Private foster carers can be applied for in the same way that NCC staff ID checks are completed.

1. Send the following link <https://disclosure.capitarvs.co.uk/nereo/> to the foster carer and ask them to fill out their application by selecting "Standard/Enhanced DBS Application" in the orange box and using the following information.

Organisation reference: NCCCSC
Password: NCC

2. Once they have completed their online application, the foster carers must provide three forms of proof of identity in order to progress their application. (See appendix A)
3. The original documents must be provided as proof of identity, photocopies are not acceptable. Copies of these documents can be made once the social worker/social work support assistant/admin member has seen the originals. These documents should be given to the Admin Manager to process and complete the ID check. Once the ID check is complete, any copies of documents held by NCC will be destroyed.
4. All foster carer DBS applications will be charged to 016028.
5. When the private foster carer receives their DBS certificate, they must inform their social worker immediately.
6. Once the social worker has had sight of the DBS certificate, a Private Fostering DBS confirmation form (Appendix B) must be completed and uploaded on to ICS (See Appendix C for instructions on how to do this). GDPR states that it is not permissible to keep a copy of the DBS certificate itself
7. All queries regarding this process should be made to the District Admin Managers.

Appendix A

Proof of Identity Documentation

Three documents in total must be seen; one document must come from Group 1 and a further two documents from Group 1, 2a or 2b. One document must verify the applicant's current address.

Group 1 - Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK / Isle of Man / Channel Islands & EU) (Full or provisional)
- Birth Certificate - issued at the time of birth
 - UK and Channel Islands
 - Full or short form acceptable
 - Including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.
 - Photocopies are not acceptable
- Adoption certificate (UK and Channel Islands)

Group 2a - Trusted Government/State Issued Documents

- Current Photo Driving Licence - All countries (full or provisional)
 - Issued in any country other than those in Group 1
- Current Driving licence - paper version
 - UK/Isle of Man/Channel Islands and EU
 - Full or provisional
 - All licences must be valid in line with current DVLA requirements
- Birth Certificate - issued at the time of birth
 - UK and Channel Islands
 - issued after the time of birth by the General Register Office/relevant authority i.e. Registrars
 - Photocopies are not acceptable
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK, Isle of Man / Channel Islands)

Group 2b - Financial/Social History Documents

- Mortgage Statement (UK or EEA)** (Non-EEA statements must not be accepted)
- Bank/Building Society Statement (UK or EEA)* (Non-EEA statements must not be accepted)
- Bank/Building Society Account Opening Confirmation Letter (UK)



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- Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted)
- Financial Statement ** - e.g. pension, endowment, ISA (UK).
- P45/P60 Statement **(UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands) **
- Work Permit/Visa (UK Residence Permit)(valid upto expiry date)
- Utility Bill (UK)* - Gas
- Utility Bill (UK)* - Electricity
- Utility Bill (UK)* - Water
- Utility Bill (UK)* - Phone (landline only)
- Benefit Statement* - e.g. Child Allowance, Pension
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
- Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK (only used in exceptional circumstances when all other documents have been exhausted))
- Letter of sponsorship from future employment provider
 - Non-UK or non-EEA only
 - Valid only for applicants residing outside of the UK at time of application
 - Must still be valid

Please Note:

If a document in the List of Valid Identity Documents is:

- Denoted with * - it should be less than three months old
- Denoted with ** - it should be issued within the past 12 months
- Not denoted - it can be more than 12 months old



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Appendix B

PRIVATE FOSTERING DBS DISCLOSURE CONFIRMATION

This form must be used for Private Foster Carers who require DBS clearance.

The original DBS certificate must be seen and used to complete the following information.
Upon completion it is to be uploaded to the child's record on ICS.

Name:

Date of Birth:

Post Title: Private Foster Carer

Barred Check for Children:

Disclosure Number:

Issue Date:

Checked Via Update Service:

Evidence of Convictions:

Satisfactory:

Decision Taken By:

Position:

Date:

Signature:

Appendix C

Recording DBS information on ICS

Carer/Adopter

- **This Adult is not currently an Approved Adopter**
 - ▶ New Adopter Enquiry
- **This Adult is a Private Foster Carer**
 - ▶ See Private Foster Carer details
- **Private Fostering Arrangements**

Name	Notification Date	Start Date	De-notification Date	End Date	End Reason
Lucas Sturgeon	16-Sep-2019	09-Dec-2019			

click on the 'Private foster arrangements' this will then bring up the following:

Private Fostering Details

- **Documents**
 - ▶ Create/Attach Document

Select Create/Attach Document and upload completed DBS confirmation form.