

DBS Check SOP

DBS Request for information received into childrentriage@northumberland.gov.uk,



Request to be emailed to first.contact@northumberland.gov.uk if there are no open links on ICS - if so send to the relevant allocated worker



Log onto the combined spreadsheet



once the completed form is returned by Social Worker - update combined spreadsheet with date returned



Case note to be added to ICS



return the completed DBS to the address on the original email



Case note to be added to ICS to confirm this has been returned