

## Instructions on Applying for a DBS

### DBS (CRB)/ Police Checks

From this year onwards, all British Council accredited schools in the UK must follow new guidelines regarding DBS and police checks on employees and temporary workers.

The following scenarios are examples of, but not restrictions to when a criminal record check will be conducted:

1. An individual who is:

- based overseas,
- and not of British origin,
- and registered as a resident of, and working in, that country,

requires a **Letter of Good Conduct (LOGC)/police check** typically issued by the local police office which states that the individual has no known criminal convictions, or lists the current convictions. This must be translated and notarised.

2. An individual who is:

- based in the UK,
- and who is not of British origin,
- and has been working abroad,

requires a **Letter of Good Conduct** from the foreign country where they resided and registered for work prior to moving to the UK, as well as a **UK Enhanced Disclosure and Barring Service (DBS) check**.

3. An UK national who is:

- based overseas,
- Who has been working abroad,

requires a **Letter of Good Conduct** from the country where they currently reside, as well as a **UK Enhanced Disclosure and Barring Service (DBS) check**.

4. A UK national who is:

- based in the UK,
- has only worked in the UK,

only requires a **UK Enhanced Disclosure and Barring Service (DBS) check**.

## What it means for you

Ardmore Language schools require you to complete an Enhanced DBS check and/ Police Check as part of the pre-employment checks. All new and returning employees must have a new Enhanced DBS and/ or Police check unless they are part of the update service. This is a condition of employment and must be completed before commencing work.

Due to new regulations we can only accept the following **Enhanced DBS** certificates:

- If you are part of the update service (must see original copy and have reference number)
- OR
- Have less than a 3 month gap since your last employment with us.
  - **AND** have had a DBS issued through us within the past year.

## Ardmore Enhanced DBS Process

Ardmore can assist you with processing your **Enhanced DBS** if required.

Once you have been offered a position with Ardmore Language Schools and returned your signed contract to the recruitment department, we will verify all of your supporting documentation. If you require a new DBS, you will be notified via email with further instructions and be asked to make a prepayment for this. Enhanced DBS' cost £44 per person.

## DBS update service

Remember that you can [join the update service](#) when you apply for a DBS check, keeping your DBS check up-to-date for a small annual subscription of £13, or free if you're a volunteer. If you would like to join the update service, you must do so within 19 calendar days of your DBS certificate issue date.

If you join the update service you'll be saving time and money by being able to take your DBS check from role to role, within the same workforce.

We strongly recommend that you do this as soon as possible as the process may take up to 4 weeks. The Recruitment Team will be able to track the process and cannot be responsible for any delays on your behalf.

## Police checks/ Letter of Good Conduct (LOGC)

If you require a police check/ Letter of Good Conduct, you must apply for this yourself. Please then email us your certificate as soon as you receive it.

Please follow the links below which provide details of how to apply for police checks in your country.

Part 1 - for countries A-F

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/262730/2-12-13\\_Application-A\\_PART\\_1.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/262730/2-12-13_Application-A_PART_1.pdf)

Part 2 - for countries G-P

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/262733/2-12-13\\_Application-G\\_PART\\_2.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/262733/2-12-13_Application-G_PART_2.pdf)

Part 3 - for countries Q-Z

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/262734/2-12-13\\_Application-Q\\_PART\\_3.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/262734/2-12-13_Application-Q_PART_3.pdf)