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|  |  | **Maidstone Mencap Charitable Trust Ltd**  incorporating Cobtree Playschool for Special Children  **Cobtree Hall, Willington St, Maidstone, Kent, ME15 8EB**  **www.MaidstoneMencap.org 01622 670 464** |

**Disclosure & Barring Service (DBS) Checks**

**24.03.21**

Dear Employee

All Mencap volunteers and employees are required to undergo a DBS check in order to carry out their role.

**What is a DBS Check?**

DBS Checks are a helpful tool to enable employers make safe recruitment decisions and to prevent unsuitable people from working with vulnerable groups. DBS Checks are carried out on employees to ensure they are legally allowed to carry out their job/volunteer role. They search the applicants’ criminal record history in order for the employer to make a sound recruitment decision based on the information found on the DBS Check.

The DBS Code of Practice and the Rehabilitation of Offenders Act states that employers are not allowed to discriminate against employees with criminal background and must treat applicants fairly. Employers should make a recruitment decision based on whether any criminal information presented to them is relevant to the role the applicant will be carrying out.

**How to Apply**

Please apply online as soon as possible – it’s a free service & only takes 10 minutes – please follow the steps below.

**a)** Please **click on the link** below to the Mencap DBS Applications website.

<https://disclosure.capitarvs.co.uk/mencapltd>

**b)** To start application’ click on box which is entitled ‘Standard/enhanced DBS application.

**c)** Please log in with the username MAIDSTONEMENCAP **and** password MAIDSTONEMENCAP. Please then work through the very straight-forward application form and submit at the end.

**d)** We will then need to see some forms of identification so I can verify it online and then submit the form to the Mencap DBS for processing. We will need to see two original main forms of ID (Passport, Driving License, Birth Certificate) and 2 proof of addresses issued within the last 3 months (ideally bank statement/ utility bill/ financial statement/ benefits statement). If you have any problems with this please let me know and we can look at the alternative combinations of acceptable ID.

**e)** Once we have submitted your application we can sit back and await the disclosure details from Mencap DBS. You will receive a copy by email and so will we at Maidstone Mencap. We can then discuss as necessary.

Please contact me at [manager@maidstonemencap.org](mailto:manager@maidstonemencap.org) or call me at Cobtree Hall. Please leave a message and we will get back to you.

Many Thanks

Liane Morris  
Child and Young Person Welfare Manager