

**People
Dancing**

the foundation for
community dance

People Dancing Organisation Member Enhanced DBS Check application pack

Dear People Dancing Organisation Member,

Enhanced DBS Check application pack

Please find enclosed application pack(s) containing the following:

- DBS application form
- Continuation sheet
- Tips for completing the form
- Providing proof of identity
- FAQ's
- People Dancing Checklist
- DBS Update Service leaflet
- Address label (not freepost)

The Checklist Preparing the application form

Please complete the top part of the Checklist with: Name of applicant; organisation name; membership number and position applied for. The Checklist **MUST** be returned to us completed along with the application form, supporting documentation and payment.

Advising the Applicant Completing the application form

Mistakes made on an application will cause delays and may result in the application being sent back to you. If there are any doubts about a particular section, please advise the applicant to contact me I'll be happy to help. It's worth checking through the application yourself for any obvious mistakes prior to posting it to us. Do not complete the back of the form.

Payment

Professional Organisation Membership entitles your organisation to free People Dancing administration for all DBS applications. However, **the DBS fee of £44 is payable to us in every case except in respect of a volunteer application.** If the applicant does not possess the required valid accepted documentary evidence an external identity validity check is required, for which there is a £10 fee. Payment is due with the completed application, by cheque, or prior to the application being sent to us, by credit/debit card over the phone.

Applications for Volunteers

The DBS definition of a volunteer is: *a person working in a position for which there is no remuneration, other than out of pocket expenses.* DBS Check applications at the Volunteer rate cannot be made for students and/or people on work experience or placements.

Foundation for Community Dance trading as People Dancing

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DBS application step-by-step process

1. **Complete the DBS application form**
Use the tips and instructions enclosed to complete the application
2. **Provide proof of identity**
See enclosed sheet on accepted items of documentation, which must be sent in with the application. Photocopies or certified documents are not accepted. Please allow around two weeks for us to hold documents and countersign the application
3. **Complete the Checklist**
4. **Pay the DBS fee**
Indicate your fee on the checklist and enclose a cheque, or contact us to make a debit/credit card payment. More details on Checklist
5. **Post the DBS application to People Dancing**
Send the DBS form, original identity documents, checklist and payment by Royal Mail Signed For or Special Delivery. An address label is enclosed.

Tracking an application

Once the application is countersigned, it is sent to the DBS for processing. All identity documents are then returned to the applicant. It is possible to track the progress of an application with the applicants' date of birth and DBS Form Ref. no. Visit the DBS website: www.gov.uk/dbs, choose 'track your DBS application' and enter the details.

DBS Certificate

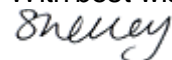
The DBS sends a DBS Certificate directly to the applicant – usually within 2 to 4 weeks. It is then their responsibility to present the Certificate to the employer.

The DBS Update Service

For information for employers, please visit www.gov.uk/dbs-update-service where you can find helpful employer guidance with regard to accessing the service.

If you need any further information, please call me on 0116 253 3453 or send an email.

With best wishes,



Membership Services Coordinator
shelley@communitydance.org.uk

A note about the return of applicants' identity documents

People Dancing is not responsible for documents once they have left our offices. There are two options for return postage of documents. Please see Checklist for details.