



**Your Life
Your Choice**
care and support designed with you



Direct Payments

DBS – Children’s Services

Employment with a child (under 18) must not commence prior to a DBS check. An enhanced DBS (Disclosure and Barring Service) check (formerly CRB check) will show any criminal convictions or cautions you should be aware of. DBS checks are now completed online at a faster rate than in the past and will not cost the employee any money personally, as the cost will be met from your Direct Payments funding.

To complete an application online, the employee should visit <http://disclosure.capitarvs.co.uk/nereo> and follow the online instructions. The username and password are:

Organisation Reference: **DCCAS052890** Organisation Code: **DCC**

When the person has completed the online application they need to send copies of relevant documents to directpayments@durham.gov.uk and confirm the following details:

- They have completed the online form
- The name of the person they are going to be or are working for
- If the care takes place in their own home
- Whether this check is a renewal DBS or their first DBS for this position

As we are currently unable to view original documents it is vital that you, as the employer, sight these original documents before the person starts their first working day. Someone from the Direct Payments team will confirm with you what documents you need to view.

The applicant will receive the DBS certificate directly and you should ask them to provide this to you when received. You should check the document for any disclosed convictions. If convictions are disclosed the applicant will need to send a copy of the certificate to directpayments@durham.gov.uk and a process will then be followed to determine if the employment is acceptable. Durham County Council requires checks to be renewed after 5 years. Your employee will be contacted after 5 years to ask them to complete a new check.

If your employee or person you would like to employ is registered for the DBS Update Service and has a copy of their original certificate, then a new DBS may not be required. Please ask them to contact us to discuss this further.

Self-employed workers/childminders are responsible for their own DBS and renewal checks, so should not complete a DBS using the online system detailed above.

For more information about Direct Payments, visit our website:

www.durham.gov.uk/directpayments

Please ask us if you would like this document summarised in another language or format:

Email: directpayment@durham.gov.uk Telephone: 0300 268 200