



Powys



Disclosure and Barring Service (DBS)

Powys County Council
Online DBS system



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Solutions

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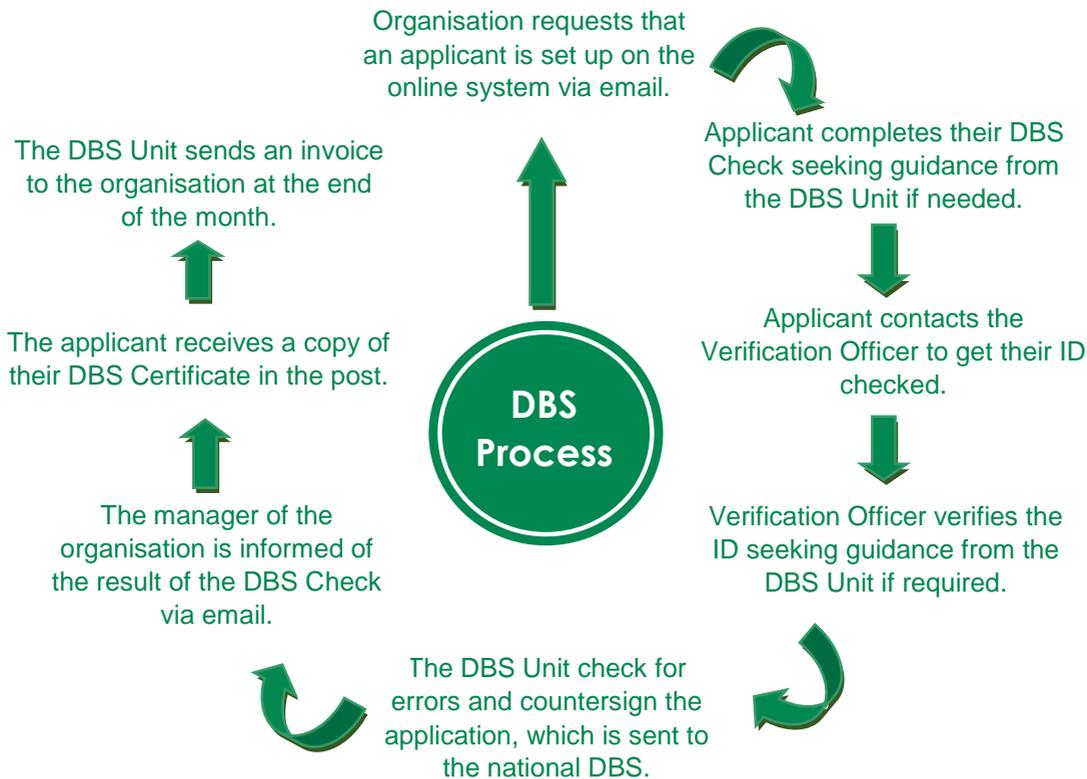
Statement of Fair Processing

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eBulk and DBS Process Overview

Overview of the DBS Process



Introduction to the system

Powys County Council's eBulk system is a secure, fully encrypted online system, which ensures the security of personal information and reduces the potential for error by validating data as soon as it is entered. Accordingly, processing DBS checks has never been safer, easier or quicker.

Overview of the system: **setting up an applicant**

- ✓ When setting up an application, we request that you send us the following information.
 - Applicant's name.
 - Applicant's email address.
 - Organisation name.
 - Job Title.
 - Level of check.
 - Verification Officer's name.
 - Manager's name.
 - Manager's email address.

- ✓ This information is input into an online form, which sets the applicant up on the eBulk system.
- ✓ If you need any advice on the level of check required, we will advise you on how the roles within your organisation meet the national DBS' eligibility requirements.
- ✓ By providing the Verification Officer's name when setting up the application, it allows the application to be directly sent to them once the applicant has completed their part. *If the Verification Officer changes at a later date, it is easily amended on the system.*
- ✓ By providing the Manager's contact details, we can ensure that the Manager is informed once the DBS Certificate has been returned. Up to four managers can be included in the application.

Overview of the system: an applicant's perspective

- ✓ Applicants receive an email with their login details to the online application.
- ✓ Applicants can re-set their password if they enter it incorrectly.
- ✓ Applicants complete a four page online application that requests basic information about the applicant. All required fields are indicated with an asterisk and the information input is auto-validated to ensure that key information is not incorrect.
- ✓ Helpful prompts are displayed on the screen to assist the applicant in completing the form correctly.
- ✓ Applicants can review the details on their application on the fourth page, before declaring any cautions, convictions, reprimands or warnings.
- ✓ Finally, they must confirm the accuracy of the details they have provided and submit their application.

Overview of the system: a Verification Officer's perspective

- ✓ Verification Officers are set up on the system by the DBS Unit and their usernames and passwords to their Verification Officer domain are emailed to them.
- ✓ Verification Officers can also re-set their password if they enter it incorrectly.
- ✓ When applications that have been assigned to them have been completed by the applicant, they appear in the Verification Officer's domain.
- ✓ Verification Officers can review the details declared by the applicant against the documents provided.
- ✓ There is a summary of the application with the key details displayed above the verification screen.
- ✓ Verification Officers can select the relevant route and input the details displayed on the documents into the system. There are prompts to assist the Verification Officer in inputting the details and all of the fields are auto-validated so they will not allow the details to be input incorrectly.
- ✓ If the application requires a Route 2 external ID check, one is in-built into the system.
- ✓ Verification Officers confirm that they have verified the current address and the accuracy of the details input before submitting the DBS application.

Overview of the system: **submitting an application**

- ✓ When applications are received by the DBS Unit we check the application to ensure that there are no mistakes that the system has not picked up. Common errors we look for include:
 - Middle names have been accurately included.
 - There are no gaps in name history.
 - The position title meets the requirements of the national DBS.
 - The level of check requested meets the eligibility requirements outlined by the national DBS.
- ✓ If Powys County Council have any queries, we will contact (either via email or telephone) the relevant individual to resolve them.
- ✓ Applications are then countersigned and sent to the national DBS. This happens throughout every working day, ensuring that applications are submitted as quickly as possible.
- ✓ The applicant will receive the form reference number, which will allow them to track their DBS application.
- ✓ When Certificates are returned, they are processed and Managers are informed of the results.

Contact

Please contact us for more information about the DBS service that Powys County Council offers.



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