F. Internal Movers DBS Assessment

Use this tool to assess if an individual requires a new DBS check following a change to their current duties, or the conditional appointment of a new, internal position.

Employee Details

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| --- | --- | --- | --- |
| Employee Name |  | Employee Number |  |
| New Post Title |  | Previous Post Title |  |

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| --- | --- | --- |
| A | Is the individual’s employer staying the same? | Yes / No |
| B | Will the individual be working with the same types of service users (e.g. Vulnerable Adults, Children or other)? | Yes / No |
| C | Has the individual had a DBS check in the existing role? | Yes / No. |
| D | The individual has NOT had a break in working for 3 months or more | CORRECT/ INCORRECT |
| E | Is the level of DBS check required in the new role, the same as the level of DBS check required in the existing role? | Yes / No |
| * If “No/ Incorrect” to any questions from A-D, the individual requires a new DBS check.
* If “Yes/ Correct” to all the questions above, the individual does not require a new DBS check when moving roles.
* If the answer to question E was “No”, please complete the section below
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| F | Does the Individual have an Enhanced Check with Adults and Children List?  | Yes /No |
| G | Does the individual have and Enhanced Check with a barred list but now needs an enhanced or standard check? | Yes /No |
| * If “Yes” to questions F-G, the individual does NOT need a new check.
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| H | Does the individual have a standard or enhanced check but now requires an enhanced check with a barred list check (children’s, adults or both)? | Yes /No |
| * If “Yes” to question H, they DO need a new check
 |

**If an employee requires a new DBS check, please inform the HR, Payroll and Recruitment Team / School Provider who can arrange for the DBS forms to be processed.**