



GFI Disclosure and Barring Service

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

GFI can provide a Disclosure and Barring Service check for its Members and Associates and for OTs in Independent Practice.

Disclosure and Barring checks are essential for OTs and others working in the community with children and young people, vulnerable adults and older people.

<https://www.gov.uk/disclosure-barring-service-check/overview>

If you (or your Company) are a member of the GFI Association we can process your DBS Check application forms.

GFI will:

- Establish the true identity of the applicant through examination of a range of documents and a personal check, using guidance provided by the Disclosure and Barring Service.
- Ensure that the application form is fully completed and that the information it contains is accurate.
- Comply at all times with DBS requirements

If necessary we will set up a webcam to verify your identity. This procedure has been agreed with the DBS as GFI takes responsibility for confirming that your details and identity are correct.

Charges:

Our charge (June 2017) for joining GFI as an Associate for one year and the administration of an Enhanced DBS Check is £41.00. The full cost will be £100.00 which includes the £44.00 fee charged by HM Government Disclosure and Barring Service and £15.00 charged by the umbrella body we are registered with.

Please note:

A DBS check has no official expiry date. Any information included will be accurate at the time the check was carried out. It is up to an employer to decide if and when a new check is needed.

Applicants and employers can use the DBS online **update service** to keep a certificate up to date or carry out checks on a potential employee's certificate. For more information on this go to <https://www.gov.uk/dbs-update-service>

GFI – June 2017