

DBS CERTIFICATE

Members can apply via EPTA UK for a DBS certificate. Contact is through the Administrator.

NEW DBS APPLICATION

The following information is required in order to submit your application for a DBS certificate to DDC (Due Diligence Checking Limited):

Mr/Mrs/Miss/Ms/Other (please state)

Full name

Full address

Contact tel no (mobile preferred)

Date of birth

We make the assumption that your job title is “piano teacher”, you are in paid work (not a volunteer) and that you require an enhanced DBS certificate.

When this information is received EPTA UK will make the initial application on your behalf to DDC and they will then be in touch with you directly. The cost is approximately £65 and will be paid to DDC.

You must be aware that if a disclosure has any content EPTA UK will be notified.

The EPTA UK Administrator will liaise with EPTA UK's Designated Safeguarding Person. The following will be considered:

- A. Has the offence involved children or vulnerable adults?
- B. How long ago was it?
- C. Is it likely to impact on piano teaching?

If further advice is needed it is discussed with the Management team or an expert outside EPTA UK. A decision is made, and the teacher informed.

DBS UPDATE SERVICE

DBS offer an Update Service which some educational establishments are happy to use. The Update Service means that your details are checked each month and, for example, if the school you wish to work in are happy to use the service it would mean you wouldn't need a new certificate as they can check your status online.

However, please bear in mind that some schools/colleges will still insist on a new DBS regardless of the fact that you may have a valid one, or more. You must apply within 30 days of the date of issue of the certificate and the cost is £13 per year. To apply you can use either the reference number you will have received from DDC or the certificate number once you receive this.

The information below is an extract from the DBS Update Service website.

Would you like to subscribe to the Update Service? This service reduces the need to apply for multiple Certificates when you move from one job to another in the same workforce or when a recheck is required.

Organisations can carry out a quick online Status check to see if an individual's Certificate is still up to date – saving you both time and money.

By subscribing to this service you will be able to:

- *Add/Remove DBS Applications/Certificates.*
- *View the organisations who have checked the status of your Certificate(s).*
- *Amend your contact and payment details.*