DBS Process Flowchart

Request received from Manager to conduct a DBS check for new employee / volunteer

Application is setup with GBG Online DBS system. (Full name and email address is required)

An email link from GBG is sent to employee / volunteer to complete application. 3 documents are required to be selected for verification purposes.

On completion of application, employee / volunteer notifies HR. HR will arrange meeting via Microsoft Teams to verify documents selected. (under Covid-19 restrictions, scanned copies are requested to be sent to HR, which are deleted after completion of the process.)

During meeting with HR, the selected documents will need to be shown, checked and the process completed by HR.

DBS will carry out the relevant searches on the individual. This could take between 1 -8 weeks.

Employee / volunteer will receive their DBS Certificate in the post and should notify HR that it has been received. NB, the Employer receives a notification letter of the outcome but does not receive a copy of this Certificate

If the DBS is clear, the Line Manager will be notified and will be in contact with the employee / volunteer.

If the DBS is not clear, the employee / volunteer will be contacted by the Head of Community and Line Manager to discuss.