



GREAT WALSTEAD

SCHOOL

Great Walstead School is committed to safeguarding and promoting the welfare of children

**DISCLOSURE AND BARRING SERVICE (“DBS”)
(formerly called the Criminal Records Bureau “CRB”)**

In order to comply with regulations, Great Walstead School needs to make checks on your identity and address. Original documents or certified copies only are acceptable.

These documents can also be used as evidence in order for the school to request a DBS disclosure

A total of 3 documents must be produced, one of which must be photographic evidence

Evidence of identity and date of birth

- Photographic evidence – either Passport or Photo Driving Licence
- Birth Certificate
- Marriage certificate

Evidence of address

- Recent bank/building society statement
 - Credit Card statement
 - Correspondence from the Inland Revenue
 - Utility bill
- (Any of these documents must be in your name, showing your current address and be less than 3 months old)



Additional documents that the school needs to see:

- o Evidence of qualifications - original or certified copies only
- o Eligibility to work in the UK if not a national of an EEA country
- o Any other evidence you feel appropriate e.g. First aid certificate