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Your Choice**
care and support designed with you



Direct Payments

DBS – Adults and Health Services

Durham County Council always recommend that you carry out a DBS check on any employee prior to employment commencing. An enhanced DBS (Disclosure and Barring Service) check (formerly CRB check) will show any criminal convictions or cautions you should be aware of. DBS checks are now completed online at a faster rate than in the past and will not cost the employee any money personally, as the cost will be met from your Direct Payments funding.

To complete an application online, the employee should visit <http://disclosure.capitarvs.co.uk/nereo> and follow the online instructions. The username and password are:

Organisation Reference: **DCCAS052890** Organisation Code: **DCC**

When the person has completed the online application they need to send copies of relevant documents to directpayments@durham.gov.uk and confirm the following details:

- They have completed the online form
- The name of the person they are going to be or are working for
- If the care takes place in their own home
- Whether this check is a renewal DBS or their first DBS for this position

As we are currently unable to view original documents it is vital that you, as the employer, sight these original documents before the person starts their first working day. Someone from the Direct Payments team will confirm with you what documents you need to view.

The applicant will receive the DBS certificate directly so you should ask them to provide this to you when received. You should check the document for any disclosed convictions. If convictions are disclosed the applicant will need send a copy of the certificate to directpayments@durham.gov.uk and a process will then be followed to determine if the employment is acceptable. Durham County Council recommends checks are renewed after 5 years. It is your responsibility to keep track of when the employee needs to renew their DBS and ask them to again follow the instructions above.

If your employee or person you would like to employ is registered for the DBS Update Service and has a copy of their original certificate, then a new DBS may not be required. Please ask them to contact us to discuss this further. Again, it will be up to you to keep track of when an update check is required.

It is very important that you take seriously the responsibility of ensuring that anyone who you employ has had the correct checks. This is to protect you or the person receiving care.

Please note the above guidance applies only to service users aged 18 and over. Self-employed workers are responsible for their own DBS and renewal checks, so should not complete a DBS using the online system detailed above.

For more information about Direct Payments, visit our website:

www.durham.gov.uk/directpayments

Please ask us if you would like this document summarised in another language or format:

Email: directpayment@durham.gov.uk Telephone: 0300 268 200