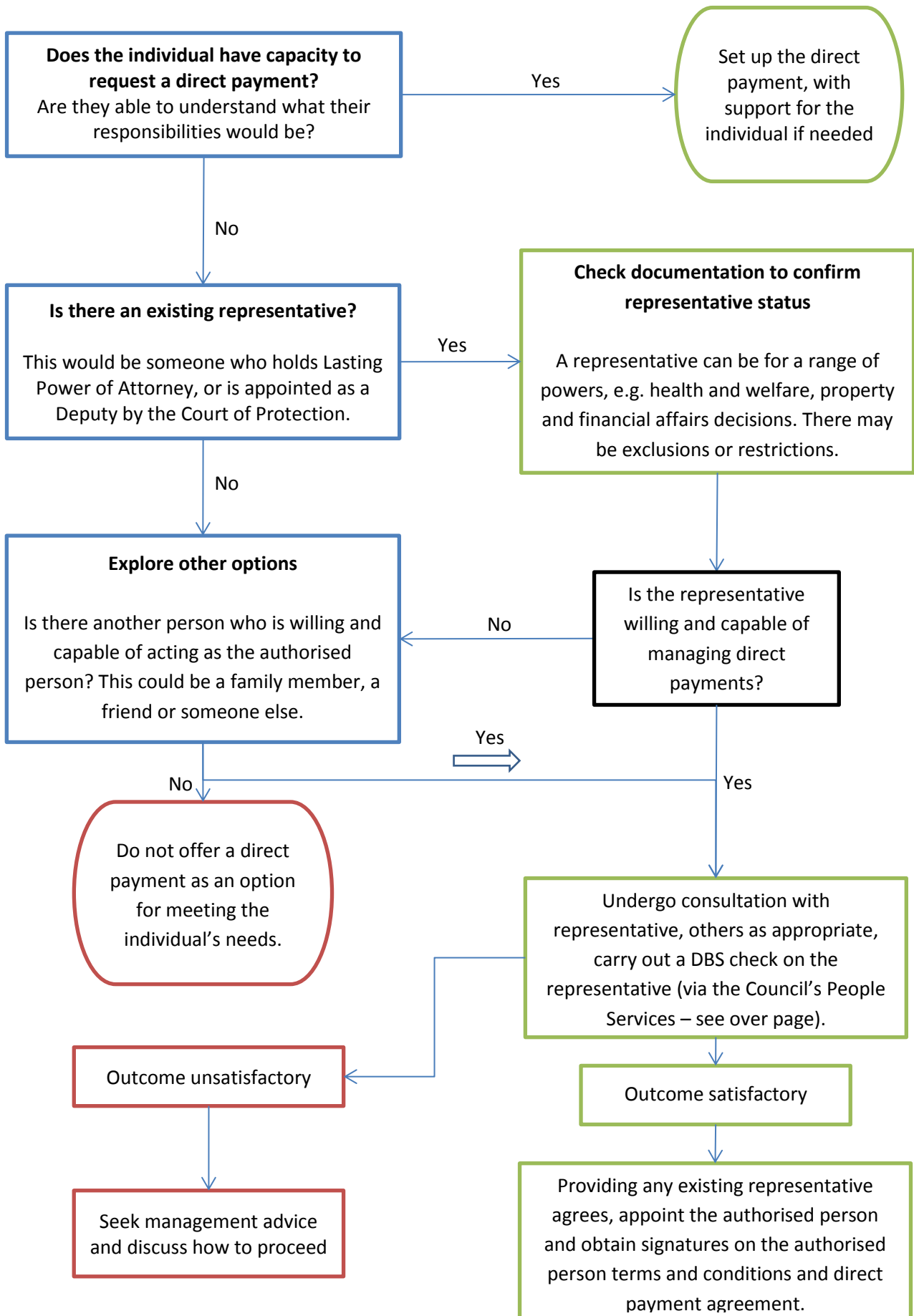


Flowchart for appointing an authorised person for direct payments



Flowchart for appointing an authorised person for direct payments

In order to request a DBS check for a proposed authorised person, please follow these steps:

DBS Checks for Authorised Person

The information required for a DBS check is personal to the individual and must be transferred using secure email only.

1. Social Worker will obtain identification documents from the Authorised Person in accordance with the Government website. [Click here](#).

Social Worker will take copies of the ID obtained and write on the copies:

- “Certified to be a true copy of the original seen by me”
- Sign and Date the copies
- Print their name under their signature
- Occupation and contact telephone number

2. Social Worker will ascertain if the Authorised Person has internet access and able to complete the DBS application online (Note: this is the preferred route). If not, then the Social Worker will need the suitable person to fully complete an Evidence Gathering form.
3. Social Worker will arrange with the Authorised Person to sign a consent form for his / her information to be shared with DHI.
4. Social Worker will advise the DP Advisor which route, (link or “paper”) and provide the DP Advisor of the name and email address of who to send the link to and pass on the certified ID documents and consent to share. If not completing via the internet, the Evidence Gathering Form should also be sent.

DP Advisor will email the link to the Authorised Person along with the ‘Remote Applicants Guide’, or pass the fully completed evidence gathering form to HR to process.

5. Outcomes are received by DHI HR and passed to the DP Advisor who will advise Social Worker of the result.
6. If the result is positive, the Social Worker will be responsible for obtaining the information from the Authorised Person (it is not sent to DHI) and undertake any risk assessments necessary.

Note: It has been agreed with the Commissioner that, in line with Safer Recruitment, if the Authorised Person already has an enhanced DBS which is within three months of the start date of the agreement then there is no need to get a new DBS done.

This procedure is written under the Agreement between DHI and BANES dated 19th October 2017 which includes but is not limited to the following: It is Virgin Care’s responsibility to ensure that original documentation, as required to establish identity, is checked and verified.

It is Virgin Care’s responsibility to ensure that all information provided to enable the checks to be processed is correct.

Results will be forwarded to the requesting individual within Virgin Care who are then responsible for reviewing and interpreting the results and, if necessary, taking any action relating to those results.