

HR Transactional Services Team
User guide
Schools



Version 7
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1 What is the HRTS

The HR Transactional Services Team (HRTS) are a team based at the Town Hall who process contractual requests and HR Administrative tasks. These requests are listed below and involve the production of contracts, letters, associated documentation and changes to the HR/Payroll system (iTrent). The requests cover both teachers and support staff (including catering, cleaning and caretaking) and consist of:

- Placing of recruitment adverts
- New appointments
- DBS checks
- Contractual amendments
- Leavers
- Contract extensions
- Work Life Balance requests
- Leave sheets

When a School is contemplating recruitment or a contract change, advice and guidance is in the first instance via the HR Transactional team and for financial advice via the Budget Consultant (where appropriate) or School Finance Manager. Once the manager or Head Teacher is clear about what they want to do, the instruction comes to HRTS for action.

2 Meet the team

There are 16 people within the team including the team Coordinators. The team members are:

Glenys Ely	HR Transactional Coordinator (Schools)	g.ely@bury.gov.uk Tel: 07812477577
Kat Hoang	HR Transactional Coordinator (Services)	k.hoang@bury.gov.uk Tel: 07814 214 218
Salma Mansur	HR Assistant	s.mansur@bury.gov.uk
Jessica Wareing	HR Assistant	j.wareing@bury.gov.uk
Lin Tierney	HR Assistant	l.m.tierney@bury.gov.uk
Joanne Jeffries	HR Assistant	j.a.jeffries@bury.gov.uk
Natasha Holt	HR Assistant	n.holt@bury.gov.uk
Elizabeth Lupton	HR Assistant	e.lupton@bury.gov.uk
Jennifer Bracken	HR Assistant	j.bracken@bury.gov.uk
Syreeta Daye	HR Assistant	s.daye@bury.gov.uk
Paul Cordwell	HR Assistant	p.cordwell@bury.gov.uk
Janet Chrisp	HR Assistant	j.e.chrisp@bury.gov.uk
Nicola Jepson-Swallow	HR Assistant	n.jepsonswallow@bury.gov.uk
Stephanie Mossop	HR Assistant	s.mossop@bury.gov.uk
Tina Clapperton	HR Assistant	t.clapperton@bury.gov.uk
Josh Nothard	HR Assistant	j.nothard@bury.gov.uk
Craig Martin	HR Support Officer	c.martin@bury.gov.uk

Those highlighted in purple predominantly deal with Schools. Although the team work on specific schools and departments of the Council, they provide a flexible service and there will always be someone available between 9am to 5pm to take telephone calls and enquiries.

3 What does the team do?

Processes

Once the manager or Head Teacher are clear about what change/recruitment they want to make, having taken advice from HR/Budget Consultant, the instruction to effect the change will be passed to HRTS for action.

The main processes within HRTS are:

1. Placement of adverts
2. New appointments
3. Contract amendments
4. Leavers
5. DBS checks

In actioning this change, the HRTS will ensure:

- Contracts/ letters are issued,
- pay changes are made,
- statutory and safeguarding checks are made,
- Pensions Officers are advised where appropriate.

Forms

In order to process the above instructions there are forms available which are designed to assist schools in ensuring any planned recruitments or amendments to existing staff contracts are processed efficiently, accurately and without delay.

The forms are for teachers and support staff. Once completed the form is sent to the HRTS for processing.

RCT1 – New Starter Information (School Support Staff)

This form should be used for new employees to the Borough of Bury only; if the person is already employed by a School within the Bury area, RCT3 used be used.

Matrix payments are only applicable for cleaning and caretaking staff employed directly by the School where their working arrangements may entitle them to a premium payment, e.g. weekend working or working during unsocial hours. HR Consultants are able to provide advice on when a matrix payment is applicable and how the payment is calculated.

When received by the HRTS the instruction will be processed in relation to issuing of contract letters and setting up on the HR/Payroll system.

RCT2 – New Starter Information (Teachers)

This form should be used for new employees to the Borough of Bury only; if the person is already employed by a School within the Bury area, RCT4 used be used.

HRTS will undertake the salary assessment process for newly appointed teachers (this entails gathering information from DfES, previous employers, qualifications, NQT status). Following this, the paperwork will be processed it in relation to issuing of contract letters and setting up on the HR/Payroll system.

RCT3 – Amendment to Contract Details (School Support Staff)

Examples of when this form should be used:

- New employees to the School who have already been employed by another School within the Borough of Bury.
- Amendments to an employee's current contract.
- Where an existing employee is being appointed to an additional post within the School.
- Extension to an existing temporary or fixed term contract.

Matrix payments are only applicable for cleaning and caretaking staff employed directly by the School where their working arrangements may entitle them to a premium payment, e.g. weekend working or working during unsocial hours. Children, Young People & Culture HR will advise on when a matrix payment is applicable and how the payment is calculated.

When received by the HRTS the instruction will be processed in relation to issuing of contract letters and setting up on the HR/Payroll system.

RCT4 – Amendment to Contract Details (Teachers)

Examples of when this form should be used:

- New employees to the School who have already been employed by another School within the Borough of Bury.
- Amendments to an employee's current contract.
- Where an existing employee is being appointed to an additional post within the School.
- Extension to an existing temporary or fixed term contract.

When received by the HRTS the instruction will be processed in relation to issuing of contract letters and setting up on the HR/Payroll system.

RCT5 – Contract Termination / Leaver Information

These are received directly by the HRTS from the School who will process the instruction in relation to issuing of letters and updating the HR/Payroll system.

How to complete

Please refer to appendix 1

Why info is important

For recruitment the HRTS will be asking for documentation to be provided in relation to the candidate in order to comply with legislation and local standards around recruitment and safeguarding. These will include:

- Proof of right to work - Your entitlement to work in the UK in line with the Asylum, Immigration and Nationality Act 2006 (see appendix 2 for acceptable evidence)
- Two satisfactory and verified references – to validate the candidate's employment history in line with Bury Safeguarding Board.
- Photographic identification and verification of current address – to validate the candidate's identity in line with Bury Safeguarding Board guidance.
- Health declaration form – to ensure the candidate's fitness for the position applied for.

- Rehabilitation of Offenders form - If a person applies for a position involving working with children they are required by law to reveal all convictions, both spent and unspent together with details of any cautions.
- Disclosure & Barring Service (DBS) check along with documentary evidence required by the DBS (see appendix 3) – a DBS check is required by law for positions involving working with children or working with vulnerable adults
- Copies of proof of qualification where applicable

All copies of documentation should be certified (signed) as a true copy of the original by the responsible person taking the copies.

Example

I certify that this is a true copy of the original.

Signed: O Blaggs
Date: 15 Dec 11

These documents (except for the DBS documentation and health declaration form) are retained electronically on employees' personnel files for auditing purposes by relevant inspectorates and agencies, e.g. Ofsted, UK Border Agency.

In relation to the DBS check, a record of the disclosure number, date checked and renewal date is maintained on the HR/Payroll system.

Deadlines Instructions affecting pay

In order to process transactions, HRTS have to comply with payroll deadlines. This means that the HRTS needs your information by the last working day of the month for processing in time for the following month's salary, e.g. information by 31 March for April's salary.

Recruitment

All recruitment documentation (advert text, job description and person specification) must be sent to the HRTS team by 12 noon on a Wednesday in order to appear on:

- www.greater.jobs (the Council's website) the following Monday;
- The TES website the following Monday, if applicable;

If other advertising media is required, you must contact your HR Consultant for further information.

The following questions are examples of what can be discussed with your HR Consultant prior to an advert being processed in HRTS.

- Do you want to advertise the appointment internally or externally?
- Do you have the correct Job Description / Person Specification?
- What is the Grade / Spinal Column Point / Pay Rate for the new position / increased hours?

- Is this a permanent or fixed-term change?
- What is the specific reason for the permanent or fixed-term change?
- What does your advertisement need to include?
- Is a separate contract required for a change to an existing staff member?
- How will the salary assessment for a teacher be carried out?

Disclosure & Barring Service Checks

DBS checks are undertaken for all new starters within Schools and the application process is on line.

As a minimum, the individuals full name, email address and job title will be required by HRTS in order for the online application to be issued.

ID documentation acceptable for a DBS check can be found in appendix 3.

4 How do we link in with other services?

Performance Management Awards

These awards to teachers including members of the Leadership Group, should be sent directly to the relevant HR Business Partner / HR Consultant using the performance management forms which are sent to Head Teachers at the end of September each year.

Payroll

Once all recruitment formalities have been satisfactorily completed, HRTS will set up the new employee on the HR/Payroll system and advise Payroll.

Similarly with contract changes, once HRTS has inputted the changes into the HR/Payroll system, Payroll are advised of the changes and will check that the transaction has generated the correct change in pay and associated deductions.

Formally there are regular meetings to look at changes in process, system and performance issues and planning for any peaks in work and generally anything that will impact on HRTS and/or Payroll.

Finance

All financial aspects of any recruitment needs should be initially channelled through the relevant School finance manager who will provide the necessary advice and guidance in relation to affordability, future financial year implications and correct coding before confirmation of the recruitment is sent through to HRTS. The financial checks are included on RCT forms 1-5 and must be completed prior to submission to HRTS.

For catering, cleaning and caretaking staff Finance provides this function directly with the schools.

The Budget Consultant (where appropriate) or School Finance Manager can help with the following types of questions:

1. Can you afford to appoint a new person / change the contract of an existing member of staff? Not just in the current financial year but in future years also?
2. Exactly what expenditure code (including specific FundSource) is to be used?

Catering, Cleaning & Caretaking Staff

All recruitment needs for catering, cleaning and caretaking (depending on your buy-back option) are initially channelled through the relevant HR Business Partner/ School Finance Manager who will provide the necessary advice and guidance before sending the information through to HRTS who will then place it on www.greater.jobs.

5 Who to contact if you need help and support

HR Business Partners

Sue Roberts, Senior HR Business Partner, 0161 253 5632
Sheila George, HR Business Partner, 0161 253 5645
Joanne Barrett, HR Business Partner, 0161 253 5662
Sarah Wilkinson, HR Business Partner, 0161 253 5662

HR Transactional Services Contacts

Glenys Ely, HR Transactional Coordinator (Schools), g.ely@bury.gov.uk
Kat Hoang, HR Transactional Coordinator (Services), k.hoang@bury.gov.uk

New Appointments and Contract Amendments

Salma Mansur, HR Assistant, s.mansur@bury.gov.uk
Jessica Wareing, HR Assistant, j.wareing@bury.gov.uk
Lin Tierney, HR Assistant, l.m.tierney@bury.gov.uk
Joanne Jeffries, HR Assistant, j.a.jeffries@bury.gov.uk
Natasha Holt, HR Assistant, n.holt@bury.gov.uk

Leavers

Elizabeth Lupton, HR Assistant, e.lupton@bury.gov.uk
Craig Martin, HR Support Officer, c.martin@bury.gov.uk

Recruitment Adverts

Lin Tierney, HR Assistant, l.m.tierney@bury.gov.uk
Salma Mansur, HR Assistant, s.mansur@bury.gov.uk
Craig Martin, HR Support Officer, c.martin@bury.gov.uk

Schools Caretakers, Catering and Cleaning

Senior HR Consultants, 0161 253 5689

Teacher's Salary Assessment

Senior HR Consultants, 0161 253 5689

Payroll Contacts

Payroll Officers, Pay Services, 0161 253 5140 or 5015

6 What to do if you have a query/complaint

If you have a query for which you have had an unsatisfactory response, please contact Glenys Ely, HR Transactional Coordinator (Schools) g.ely@bury.gov.uk Glenys will discuss your query and will investigate the situation.

If you still remain dissatisfied with the response there is a formal complaints procedure to be followed.

Please send your complaint to Susan Roberts, Senior HR Business Partner at s.roberts@bury.gov.uk or the Town Hall, Knowsley Street, Bury BL9 0SW.

A full response will be received within 20 working days.

7 How to contact us

Emails should be sent to:

HRTransactionalservices@bury.gov.uk

The team can be contacted on:

Tel: Transactional Team Co-ordinator - 07812477577

Address: HR Transactional Services Team
Bury Council
Room 22, Second Floor
Town Hall
Knowsley Street, Bury BL9 0SW

8 Appendices

Appendix 1 – How to complete the forms follows on the next five pages

NEW STARTER INFORMATION (SCHOOLS SUPPORT STAFF)

RCT1

(If the new starter is already employed by a school (not an Academy) within the Bury area, please complete RCT 3)

Before completing this form, please ensure you have consulted with your designated Budget Consultant/School Finance Manager for costings, funding and expenditure code to be applied.

Budget Manager consulted	Y / N	Name		Date	
Resources Available	Y / N	Expenditure Code	Project	FundSrc	Occ Type

Title: Mr / Mrs / Miss / Ms / Other **Name:** _____ **Male / Female** _____

Date of Birth: _____ **Address:** _____

NI Number: _____

School: _____

Post Title: _____

Has this post been advertised by Bury Council? Yes / No

Are the post details the same as advertised, e.g. salary Yes / No

If NO to either of the above, please refer this form to your named HR Consultant

Start Date: _____ **End Date (if a Fixed Term contract):** _____

Grade: _____

SCP to be appointed on if not the bottom of the grade: _____

Reason for Fixed Term/Temporary Contract

Permanent Yes / No

Fixed Term/Temporary Yes / No

Name of any Supported Child/ren:
(including hrs worked for each child)
(RCT1 - Additional Notes)

has this person completed the Core Disqualification Declaration

/ 37 hrs Job Share: Yes / No

Yes / No + Extra Days : _____

Matrix Payment: Yes / No Matrix Band: A / B / C / D / E / F / G

Working Pattern (Part Time & Job Share staff only) – please enter the number of hours worked each day:

Monday	Tuesday	Wednesday	Thursday	Friday

Please submit the application form, 2 references, copies of proof of right to work in the UK (e.g. passport), qualifications, proof of NI number, completed CRB (if this has been given to the candidate), Health clearance form and Payroll bank credit form.

Authorised Signature: _____ **Date:** _____

Please return to: **HR Transactional Team at HRtransactionalservices@bury.gov.uk**

NEW STARTER INFORMATION (TEACHERS)

RCT2

(If the new starter is already employed by a school (not an Academy) within the Bury area, please complete RCT 4)

Before completing this form, please ensure you have consulted with your designated Budget Consultant/School Finance Manager for costings, funding and expenditure code to be applied.

Budget Manager consulted	Y / N	Name		Date	
Resources Available	Y / N	Expenditure Code	Project	FundSrc	Occ Type

Title: _____ **Mr / Mrs / Miss / Ms / Other** **Name:** _____ **Male / Female**

Date of Birth: _____ **Address:** _____

NI Number: _____

School: _____

Post Title: _____

Has this post been advertised by Bury Council? Yes / No

Are the post details the same as advertised, e.g. salary Yes / No

If NO to either of the above, please refer this form to your named HR Consultant

Start Date: _____ **End Date (if a Fixed Term contract):** _____

Pay Spine: Yes / No (NB: Salary assessment will be undertaken by CS HR)

Leadership Spine points range: _____ **to** _____ **Starting on point:** _____

If TLR payable please circle appropriate level: **(Monetary values will be updated as and when required)**

TLR3a £540	TLR3b £1,611	TLR3c £2,686	TLR2a £2,721	TLR2b £4,533	TLR2c £6,646	TLR1a £7,853	TLR1b £9,668	TLR1c £11,478	TLR1d £13,288
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Reason for TLR payment: _____
(e.g. area of responsibility)

Two or more employees sharing one position

Fixed term reasons e.g. Subject to funding, covering absence/maternity

Job Share: Yes / No

Fixed Term/Temporary: Yes / No

Reason for Fixed Term/Temporary: _____

Job Share: Yes / No

Full-time / Part-time / Job share (please delete as appropriate)

If Part-time or Job Share: % of Schools' Timetabled Teaching Week: _____ %

Working Pattern – please enter the number of hours worked each day:

Monday	_____	Thursday	_____	Friday	_____
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Can be found on candidates application form

Primary Schools Only: Has this person completed the Childcare Disqualification Declaration? Yes/No

Newly Qualified Teacher: Yes / No **Date Teaching Qualification received:** _____

Teachers' DfE Number: _____

Please submit the application form, 2 references, copies of proof of right to work in the UK (e.g. passport), qualifications, proof of NI number, completed DBS (if this has been given to the candidate), Health clearance form and Payroll bank credit form.

Authorised Signature: _____ **Date:** _____

Please return to: **HR Transactional Team at HRtransactionalservices@bury.gov.uk**

AMENDMENT TO CONTRACT DETAILS (SCHOOLS SUPPORT STAFF)
(To be used for staff already employed at a school within the Bury area)

RCT3

Before completing this form, please ensure you have consulted with your designated Budget Consultant/School Finance Manager for costings, funding and expenditure code to be applied.

Budget Manager consulted	Y / N	Name		Date	
Resources Available	Y / N	Expenditure Code	Project	FundSrc	Occ Type

Title: Mr / Mrs / Miss / Ms / Other **Name:** _____

School: _____

(You should seek HR advice for verification of any of the areas below)

Pay Number: _____

Current information can be found on iTrent or establishment list

Only complete the current and amended details for those fields that are changing otherwise leave blank

	Current Details	Amended Details
Start/Effective Date of Change/s		
Post Title:		
Grade of Post:		
Spinal Column Point:		
Hours:		
Permanent:	Yes / No	Yes/No
Fixed Term/Temporary:	Yes / No	Yes/No
Reason for Fixed Term/Temporary Contract: <small>(Including the name of any supported child/ren and the hours worked for each child) (RCT include in Trent notes)</small>		
End Date (if fixed term):		
Term time only:	Yes / No	No
No of extra days (if applicable):		
Part time or job share:		
Matrix payment:	Yes / No	Yes / No
Matrix band:	A / B / C	C / D / E / F / G
Working Pattern (Part Time & Job Share staff only) - please enter hours worked each day:		
Monday	Tuesday	Wednesday
		Friday

Please contact HRBP for advice

E.g. PAD days and additional days during school closure

Please contact HRBP for matrix payment advice

Does this person hold any other posts? Yes / No

If yes, will any of these posts end because of this amendment? Yes / No

If yes, which post will end? Please provide post title & grade: _____

Authorised Signature: _____ **Date:** _____

Please return to: **HR Transactional Team at HRtransactionalservices@bury.gov.uk**

AMENDMENT TO CONTRACT DETAILS (TEACHERS)
(To be used for staff already employed at a school within the Bury area)

RCT4

Before completing this form, please ensure you have consulted with your designated Budget Consultant/School Finance Manager for costings, funding and expenditure code to be applied.

Budget Manager consulted	Y / N	Name		Date	
Resources Available	Y / N	Expenditure Code	Project	FundSrc	Occ Type

Title: Mr / Mrs / Miss / Ms / Other **Name:** _____

School: _____

(You should seek HR advice for verification of the areas below)

Pay Number: _____

Current information can be found on iTrent or establishment list

Only complete the current and amended details for those posts that are changing otherwise leave blank

	Current Details	Amended Details
Start / Effective Date of Change/s:		
Post Title:		
Pay Spine:		No
Leadership Spine:	Yes / No	Yes / No
Leadership Spine points range:	to	to
Leadership Spine starting point:		
TLR payment: <small>(see grid below for value)</small>		
Reason for TLR payment: <small>(e.g. area of responsibility)</small>		
Job share:	Yes / No	Yes / No
If Part-time or job share % of STTW:	%	%
Permanent:	Yes / No	Yes/No
Fixed Term/Temporary:	Yes / No	Yes/No
Reason for Fixed Term/Temporary Contract: <small>(including the name of any supported child/ren and the hours worked for each child) <i>(RCT include in Trent notes)</i></small>		
End Date (if fixed term):		
Special Needs Allowance:	Yes / No	Yes / No

Please contact HRBP for advice

Monetary values will be updated as and when required

TLR3a £529	TLR3b £1,579	TLR3c £2,630	TLR2a £2,667	TLR2b £4,444	TLR2c £6,515	TLR1a £7,699	TLR1b £9,478	TLR1c £11,252	TLR1d £13,027
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Working Pattern (Part Time & Job Share staff only) – please enter the number of hours worked each day:

Monday	Tuesday	Wednesday	Thursday	Friday

Authorised Signature: _____ **Date:** _____

Please return to: **HR Transactional Team at HRtransactionalservices@bury.gov.uk**

Before completing this form, please ensure you have consulted with your designated Budget Consultant/School Finance Manager for costings & budget implications.

Budget Manager consulted	Y / N	Name		Date	
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Is this person going to another School / Service in the Bury Area? Yes / No

If yes, which School / Service? _____

Name:		Pay Number:	
Post Title:			
School:			
Resignation/Termination Date:			
Last working day:			
Is this their only post?	Yes / No		
If no, which posts are continuing?			

This is the last day of paid employment. For Teachers this will normally be 31st Aug, 31st Dec or last day of Easter holidays. For Support staff finishing on Friday, it should be Sunday

NB: If the employee is resigning, please ensure the

Please select one of reasons for resignation / termination by circling the appropriate number:

REASON FOR RESIGNATION / TERMINATION			
1	Actuarially Reduced Retirement Benefit	8	Redundancy – Voluntary
2	Compromise Agreement	9	Resignation
3	Death in Service	10	Retirement Age
4	Dismissal	11	Retirement - Compulsory
5	End of Contract*	12	Retirement Efficiency – Voluntary Premature
6	Mutual Termination	13	Retirement ERs Consent – Voluntary Premature
7	Redundancy – Compulsory	14	Retirement Redundancy – Voluntary Premature
		15	Severance Scheme

*Reason for end of contract:

Please return to: **HR Transactional Team at HRtransactionalservices@bury.gov.uk**

Appendix 2 – Acceptable Evidence for Proof of Right to Work

Full guidance is available on the www.gov.uk website in the document An Employer’s Guide to Acceptable Right to Work Documents.

General Guidance

You MUST

- Check and copy documents **before** a person starts work
- Only accept **original** documents

Take all reasonable steps to check that the document is genuine and to satisfy yourself that your prospective employee or current employee is the person named in the document

Check that the documents allow them to do the work in question.

For each document presented, you should:-

- check any photographs are consistent with the appearance of the employee; AND
- check any dates of birth listed are consistent across documents and that you are satisfied that these correspond with the appearance of the employee; AND
- check that the expiry dates of any limited leave to enter or remain in the UK have not passed; AND
- check any UK Government endorsements (stamps, visas, etc) to see if your prospective or current employee is able to do the type of work you are offering; AND
- satisfy yourself that the documents are genuine, have not been tampered with and belong to the holder; AND
- if your employee gives you two documents which have different names, ask them for a further document to explain the reason for this. The further document could for example be a marriage certificate or a divorce decree absolute, a deed poll or statutory declaration.

You **must** make a copy of the relevant page or pages of the document, in a format which cannot be subsequently altered, for example, a photocopy or scan.

The documents you may accept from a person to establish their right to work are set out in regulations. There are two lists – List A and List B. You must obtain an original document, or combination of documents, specified in one of these lists in order to comply.

List A – contains the range of documents which you may accept for a person who has a permanent right to work in the UK. If you conduct the right to work checks correctly **before** employment begins, you will establish a **continuous statutory excuse** for the duration of that person’s employment with you. You do not have to conduct any further checks.

List B – contains a range of documents which may be accepted for a person who has a temporary right to work in the UK. If you conduct the right to work checks correctly, you will establish a **time-limited statutory excuse**. You will be required to conduct a follow-up check in order to retain your statutory excuse. This will generally be when the permission to be in the UK comes to an end.

Acceptable Documents

List A

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as a child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B

Group 1 – where a time-limited statutory excuse lasts until the expiry date of leave

1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Group 2 – where a time-limited statutory excuse lasts for 6 months

1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months** old **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in questions, **together with a Positive Verification notice** from the Home Office Employer Checking Service.
3. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Appendix 3 – Documentary Evidence for a DBS Application

Applicants must provide a range of identity (ID) documents as part of the DBS application process. The guidelines now follow a 3 route ID checking process. Ideally all applicants should follow Route 1, if you cannot provide a Group 1 ID document, you will need to proceed to Route 2; if your identity still cannot be verified you will proceed to Route 3.

Route 1	1 document from Group 1 and 2 documents from Group 1, 2a or 2b. One document must confirm your date of birth and another confirm your current address.
Route 2	3 documents from Group 2 comprising of: 1 document from Group 2a and 2 further documents from Group 2a or 2b You will also be subject to an external validation check to confirm your name and history footprint. One document must confirm your date of birth and another confirm your current address.
Route 3	Birth certificate and 4 further documents from Group 2 comprising of: 1 document from Group 2a and 3 further documents from Group 2a or 2b; one of which must verify your current address

Group 1 Primary Trusted Credentials	<ul style="list-style-type: none"> <input type="checkbox"/> Current valid Passport (UK or overseas). <input type="checkbox"/> Biometric Residence Permit (UK). <input type="checkbox"/> Current Photo Card Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands; Birth Certificate (UK and Channel Islands, including those issued by UK authorities overseas) - issued at the time of birth; <input type="checkbox"/> Adoption Certificate (UK & Channel Islands)
Group 2a Trusted Government/State Issued Documents	<ul style="list-style-type: none"> <input type="checkbox"/> Current driving licence (old style paper version) (UK and EU). <input type="checkbox"/> Birth Certificate (UK and Channel Islands) – issued any time after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable <input type="checkbox"/> Marriage/Civil Partnership Certificate (UK and Channel Islands). <input type="checkbox"/> HM Forces ID Card (UK). <input type="checkbox"/> Fire Arms Licence (UK and Channel Islands).
Group 2b Financial / Social History Documents *must be less than 3 months old **must be issued within the last 12 months No asterisk can be more than 12 months old but must still be valid and not have expired	<ul style="list-style-type: none"> <input type="checkbox"/> **Mortgage Statement (UK or EEA) (Non-EEA statements must not be accepted). <input type="checkbox"/> *Bank/Building Society Statement (UK). <input type="checkbox"/> *Bank/Building Society Account Opening Confirmation Letter (UK) <input type="checkbox"/> *Credit Card Statement (UK or EEA) (Non-EEA statements must not be accepted). <input type="checkbox"/> **Financial Statement - e.g. pension, endowment, ISA (UK). <input type="checkbox"/> **P45/P60 Statement (UK & Channel Islands). <input type="checkbox"/> **Council Tax Statement (UK & Channel Islands). <input type="checkbox"/> Work Permit/Visa (UK) (UK Residence Permit). <input type="checkbox"/> Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application). <input type="checkbox"/> *Utility Bill (UK) – Not Mobile Telephone. <input type="checkbox"/> *Benefit Statement - e.g. Child Allowance, Pension. <input type="checkbox"/> A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security. <input type="checkbox"/> EU National ID Card <input type="checkbox"/> Cards carrying the PASS accreditation logo (UK and Channel Islands)

□ Letter from Head Teacher or College Principal (16/17 year olds in full time education only used in exceptional circumstances when all other documents have been exhausted)
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At least one document must confirm the applicant's current address and at least one document must confirm the applicant's date of birth.

A document from each of the groups should be included only once in the document count.

Further guidance can be obtained from the website

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>