

# Bank/Building Society Form

Form B.O.1

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Surname ..... Title ..... Position .....

Forename(s) .....

Home Address ..... Directorate.....

..... School. ....

..... Pay No.\* .....

Telephone No. Work ..... Home .....

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Bank/Building Society .....

Branch .....

Sort Code:    /    /   Account No.

Building Society Roll No ..... (if applicable)

Account name .....

Signature ..... Date .....

## **APPENDIX 1 - COST OF A DISCLOSURE**

Enhanced      £ 62      (DBS fee is £44 (VAT exempt), Admin fee is £18 plus 20% VAT)

Standard      £ 44      (DBS fee is £26 (VAT exempt), Admin fee is £18 plus 20% VAT)

Volunteer            £ 7            (Admin fee is £7 plus 20% VAT)

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## **Volunteer**

The DBS do not charge for Volunteer applications but the applicant must meet their definition of a Volunteer. To qualify, volunteers must meet the following definition:

***“a person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative.”***

Please note, the following positions **cannot** be classed as volunteers.

**Students** – who as a mandatory part of their course, are required to do a certain number of days on work placements where they come in to contact with children or vulnerable adults. This activity whilst unpaid, does aim to benefit them personally through the acquisition of a qualification.

**Work Placements** – The aim of this activity is to benefit themselves personally and not primarily to benefit a third party.

**Foster parents/carers** (including members of their household, related positions and baby sitters) – As they receive some form of remuneration, which negates their eligibility for free Disclosures as volunteers.

The DBS reserves the right to invoice for any applications it considers to be inappropriately classified as one for a volunteer. The DBS would therefore like to ensure that the ‘position applied for’ box contains a precise description of the type of volunteer position being applied for.

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## **Level of check – Enhanced or Standard?**

There are two levels of DBS check currently available called Standard and Enhanced checks. The two DBS checks are available in cases where an employer is entitled to ask exempted questions under the Exceptions Order to the Rehabilitation of Offenders Act (ROA) 1974. This includes any organisation whose staff or volunteers work with children or vulnerable adults.

### **Standard check**

This is primarily available to anyone involved in working with children or vulnerable adults, as well as certain other occupations and entry into professions as specified in the Exceptions Order to the Rehabilitation of Offenders Act (ROA) 1974. Standard Disclosures show current and spent convictions, cautions, reprimands and warnings held on the Police National Computer.

### **Enhanced check**

This is the highest level of check available to anyone involved in **regularly caring for, training, supervising or being in sole charge** of children or vulnerable adults. It is also available in certain licensing purposes and judicial appointments. Enhanced DBS checks contain the same information as the Standard DBS checks but with the addition of;

- any relevant and proportionate information held by the local police forces.
- a check of the new Children and or Adults barred lists where requested.

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## **ISA Adult First Check**

If you require a ISA Adult First check there will be an additional charge:

Admin Fee	£4.00 (£3.33 plus 20% VAT)
DBS Fee	<u>£6.00</u> (VAT exempt)
	£10.00

ISA Adult First checks are available in only very exceptional circumstances. For England these are described in Department of Health (DH) guidance as, where a care worker may be allowed to start work in a care home, for a domiciliary care agency, or as an adult placement carer before a DBS check has been issued. In Wales, the provision only extends to care homes and nurses agency workers.

***Administration fees will be reviewed annually on 1 April by Capita. Any increase in the DBS fee is at their discretion. You will be notified accordingly of any changes in either of these fees.***

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## Declaration of Acceptance of Office

I, .....

having been elected to the office of Member of Barnet London Borough Council  
declare that I take that office upon myself, and will duly and faithfully fulfil the  
duties of it according to the best of my judgement and ability.

Signed: ..... Date: .....

This declaration was made and signed before me,

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Date: .....

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(on behalf of Andrew Charlwood, Head of Governance, Proper Officer of the Council)

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