

Dear member,

STAT policy on safeguarding requires members to apply for a Disclosure and Barring Service check (formerly CRB check). We therefore ask you to apply for a DBS Enhanced Certificate. There have been changes to categories of certificate, and you will need to make sure that you have an appropriate Enhanced Certificate.

Please note that it is now possible to opt for an automatic yearly renewal of your DBS certificate. This means that you do not have to go through this three-yearly application process again. The annual cost of this renewal, the DBS Update Service, is currently £13 after application for a new DBS Enhanced Certificate. To qualify for the update service you need to act within 30 days of your Enhanced Certificate being issued. [Click for more information](#).

There are three steps to ensuring you have an appropriate Enhanced Certificate.

Step 1 - Find out which Enhanced Disclosure and Barring Service (DBS) Check you need

Step 2 - Either i) Apply for a new certificate or, ii) if you have a certificate through another organisation make sure it is valid for STAT

Step 3 - Recommended - Apply for the DBS Update service

These steps are detailed below:

Step 1 – Find out which Enhanced Disclosure and Barring Service (DBS) Check you need:

Carefully read the information below advising of the correct level check and barred list.

The most robust check obtainable is an Enhanced Disclosure and Barring Service (DBS) Check including checks carried out against the Children and Vulnerable Adults barred lists. If you are not eligible for this then we would ask for an Enhanced DBS Check but without the barred list check.

In order to establish which Enhanced DBS Check you are required to apply for, you need to consider the following information:

Does the scope of your practice include working with children and may your pupils also be vulnerable adults? (Please refer to the [Child and Vulnerable Adults Protection Policy](#)). If so you may be carrying out a regulated activity, which then entitles you to a barred list check and this will be required.

We would ask you to think carefully about the practice that you manage. Children are people under the age of 18 and regulated activity would involve teaching for more than three days a month. Regulated activity for Children and Vulnerable Adults also includes

Health Care where directed or supervised by certain health care professionals. These include: nurses, midwives, physiotherapists, osteopaths, chiropractors and podiatrists.

For example, if the scope of your practice includes work in a multi-disciplinary practice you may well be directed or supervised by one of these professionals. If this applies to you, you will need to apply for the appropriate barred list check(s).

Please be aware that if you have only a check against one barred list on an existing DBS Certificate and will be working with both Children and Vulnerable Adults you may need to apply for a full barred lists check. Equally, **please consider carefully about the type of DBS check that you will require as reapplying costs the full amount again with a new application having to be made** – an existing Certificate cannot be upgraded at a lower cost. If you apply for a DBS check with no barred list check requested and then find yourself involved in regulated activity you will have to make a fresh application for a DBScheck with requested barred lists.

If you would like to discuss the level of check required before you reply to this email please contact the STAT office. **Please note that the cost of an Enhanced Certificate is the same with all, one or neither barred lists checks being carried out.**

Step 2 – i) Apply for a new certificate

STAT uses an agency, CB Screening, to process the DBS Certificate. Please forward the following information to

Cerys Conway: cerys.conway@cbscreening.co.uk

and also copy your reply to the STAT office: office@stat.org.uk

Surname	
Forename	
Email address	
Children's Barred List Check	Yes / No
Vulnerable Adults Barred List Check	Yes / No
Does the position involve working from your home address*	Yes / No

* *If you do not work with Children or Vulnerable Adults then please select 'No' to the home-based question. For more information about this question please visit: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/417910/Home_based_position_flowchart_final_v1.pdf*

Once you have returned the required information, you will receive an email allowing you to log into your DBS application, complete the form, and provide online payment. You will need to provide copies of your identity documents to complete the DBS check. [Click here for more information](#).

Our DBS partners, CBS will contact you if they require any further information from you. CBS require the following information from you to carry forth the application process.

For further information on applying for a certificate [click here](#).

Timescales: The agency (CBS) has advised us that an enhanced DBS check can take up to six weeks although for many online applications the period can be less. Please note that to ensure continuation of your insurance cover the forms need to be returned to CBS as soon as possible. Failure to obtain an Enhanced DBS Certificate will result in your STAT membership lapsing.

Or Step 2 - ii) Provide information regarding an existing disclosure

If you already have a DBS or CRB Enhanced Certificate or are already subscribed to the Update Service you will still need to make sure that you have the appropriate level of check and are on the correct barred lists. You will then need to inform the STAT office office@stat.org.uk of the details of your Enhanced Certificate.

If you already hold an **Enhanced Certificate**, [click here](#) for more information. If you are already subscribed to the **Update Service**, [click here](#).

Step 3 - Recommended - Apply for the DBS Update service

If you are not already subscribed to the DBS Update Service but would like to and will be making a new application for a DBS Enhanced Certificate we will send you further information about how to subscribe when you complete the DBS check. For more information on the Update service [click here](#).

Confidentiality

The information provide through the DBS check is confidential. Any disclosures are handled by the STAT Data Protection Officer with the utmost discretion and sensitivity and attention to data protection issues. Only in exceptional circumstances would this be referred for further consideration; and most spent convictions no longer appear on DBS certificates.

Any questions?

If you have a question about a matter regarding the DBS check process, other than the return of the information requested in the above table, **please visit our FAQ page [here](#) or CBS can be contacted on 01443 799 900.**

We look forward to receiving the confirmation of your certificate's renewal.

Kind regards,

Roxani



The Society of Teachers of the
Alexander Technique

Roxani E. Garefalaki
Internal Communications Officer

STAT
PO Box 75989
London
E11 9GZ
tel: 020 8885 6524
web: alexandertechnique.co.uk

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