

Disclosure and Barring Service (DBS) Checks

Almost without exception, every community transport group in Cornwall undertakes DBS checking of its drivers to help provide reassurance to their passengers, who are often vulnerable adults. It is also a condition of Cornwall Council in providing community transport grants that drivers must undertake DBS checking and safeguarding training every 3 years. Cornwall Council has, however, advised that volunteer drivers working with vulnerable adults in the charity sector are eligible for free “enhanced DBS checks”.

Appropriate safeguarding training will be included within LAMA’s Minibus Driver Awareness Scheme (MiDAS) training and enhanced DBS checking will be undertaken on LAMA's behalf by "Age UK Cornwall and the Isles of Scilly" (Age UK). The LAMA Secretary (Sec) will coordinate the LAMA DBS process, which includes obtaining the required DBS forms and checking Identity Documents (IDs). The process is fully described at:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

When your DBS form is complete, the Sec must undertake a physical check of 3 of your IDs from the lists below. These documents must be originals, not copies, but the Sec will need to send copies to Age UK. It would be helpful if you could provide copies to the Sec, who otherwise will need to photograph them. Once the application process is complete, all copies taken of your IDs will be destroyed, both by LAMA and by Age UK.

Primary ID Documents (at least one document from this list is required; these documents may also be used as your 2nd and 3rd ID):

Passport.

UK biometric residence permit.

UK current driving licence photocard (full or provisional).

UK birth certificate (issued within 12 months of birth).

UK adoption certificate.

Secondary ID Documents (one of these documents may be acceptable if you genuinely have no primary ID; they may also be used as your 2nd and 3rd ID):

Foreign current driving licence photocard (full or provisional).

UK current paper driving licence (full or provisional).

UK birth certificate (issued after 12 months of birth).

UK marriage/civil partnership certificate.

Foreign immigration document, visa or work permit.

UK Forces ID card.

UK firearms licence.

Other Supporting ID Documents (these may be used as your 2nd and 3rd ID, but original documents only, not home printed):

Recent mortgage statement.

Recent bank or building society statement or account opening confirmation letter.

Recent credit card statement.

Recent financial statement (eg, pension or endowment).

Recent P45 or P60 statement.

Recent council Tax statement.

Recent utility bill.

Recent benefit statement (eg, child benefit or pension).