

Details required by DBS when making a Referral

- Details of person you are referring:
Name / address history / NI number / DOB / teacher pension number / CRB-DBS disclosures
- Qualifications & training history / in service training / other training / courses attended
- Job role / start & finish dates / type of employment
- How did they leave- dismissed / resigned / retired / other
- Have they ever worked in Scotland
- Disciplinary record / complaints / allegations / action taken
- Previous employments including voluntary
- Reason for referring
- Circumstances resulting in their removal from regulated activity
- Has the person – admitted / accepted responsibility for harm
- Other agencies / organisations involved in the circumstances of the referral
- Order of events relating to the referral
- Details of person / persons harmed or put at risk
- Application form
- CV / Resume
- References
- Letter of employment offer
- Job description
- File notes concerning conduct / behaviour / attitude
- Victim impact reports
- Documentation of any past disciplinary action and complaints
- Documents of internal investigations and outcomes
- Statements made by the referred individual
- Investigations and reports of regulatory bodies
- Investigations and reports of other agencies or bodies
- Interview reports relating to the referral
- Witness statements
- Dismissal / resignation / redeployment letters
- Local authority investigations reports / documents
- Children's services reports
- Police investigations and reports
- Minute of strategy meetings
- Health and social care investigations reports / documents
- Referring party details

*I confirm that to the best of my knowledge the information in this form is accurate and that I have provided all documents **legally** required and any other relevant documentation. I understand that the DBS may contact me about the information I hold on the referred individual.*

I understand that any information I have referred will be used by the DBS and may be past to the referred person or other parties.