

SAFEGUARDING RECORD TEMPLATE

Instructions for recording DBS information:

- Populate cells A-W with relevant information e.g. form reference, surname, Christian names, date of birth, address, workforce etc.;
- Form reference number and date of birth enables you to track DBS application forms on the HMRC website <https://www.gov.uk/disclosure-barring-service-check/tracking-application-getting-certificate>
- T3= Date Certificate Issued – completion of this cell is REQUIRED for the expiry date to be automatically generated. Please ensure this cell is populated with your first entry value i.e. date certificate issued;
- X= Expiry Date which is automatically generated for date of issue plus 5 years;
- Y= Days to Renewal are also automatically generated and are colour coded (see below), 0 being the last day of the DBS certificate's validity.

180 days to deadline (6 months) to deadline

179-90 days (6 - 3 months) to deadline

less than 90 days to deadline