

EARLY INTERVENTION SERVICE

CHAPERONE APPLICATION DISCLOSURE – DISCLOSURE & BARRING SERVICE

All applicants to become a chaperone are subject to an enhanced disclosure from the Disclosure & Barring Service. As such, we must carry out an identity check as part of that process. In order to enable us to do so please follow the steps below:

Step One

- (a) Complete the Bolton Local Authority Chaperone Application Form
- (b) An appointment is required to start the online DBS applications
- (c) Applicants must complete Bolton Children Safeguarding Board's on line learning, – Keeping Children Safe Level 1, the course can be accessed here: <https://boltoncouncilwebteam.co.uk/onlinecourses/> and must bring the Certificate to the appointment as part of the application process.

Step Two

Make an appointment with the Child Employment & Enforcement Officer on **01204 338173** the data capture form can be completed at this appointment and supporting documentation for verification. The appointment will be at 2nd Floor BASE, Marsden Road, Bolton, BL1 2PF

Verification of name and address – i.e. utility bill

Verification of date of birth – i.e. birth certificate / passport / driving licence

Verification of driving licence – i.e. paper or photo card copy

Verification of passport number – i.e. passport

You must produce a utility bill **and 2 from the following 3:**

birth certificate / passport / driving licence.

- These documents now have to be photocopied and the copies sent along with the DBS application form by this Service.

You must also supply 2 passport sized photographs.

There is now a charge for this service:

DBS Check for a chaperone who only work as a volunteer - £20.

DBS for those in paid employment as a chaperone - £64.

Please bring cash / cheque with you to your appointment.

Cheques should be made payable to Bolton Council.