

Internal Movers DBS Assessment

Use this tool to assess if an individual requires a new DBS check following a change to their current duties, or the conditional appointment of a new, internal position.

Employee Details

Employee Name		Employee Number	
New Post Title		Previous Post Title	

A	Is the individual's employer staying the same?	Yes / No
	Will the individual be working with the same types of service users (e.g. Vulnerable Adults, Children or other)?	Yes / No
C	Has the individual had a DBS check in the existing role?	Yes / No
D		
E	Is the level of DBS check required in the new role, the same as the level of DBS check required in the existing role?	Yes / No

check.

DBS check when moving roles.

- If the answer to question E was “No”, please complete the section below

F	Does the Individual have an Enhanced Check with Adults and Children List?	Yes /No
G	Does the individual have and Enhanced Check with a barred list but now needs an enhanced or standard check?	Yes /No
H	Does the individual have a standard or enhanced check but now requires an enhanced check with a barred list check (children’s, adults or both)?	Yes /No

- If “Yes” to question H, they DO need a new check



if an employee requires a new DBS check, please inform the HR, Payroll and Recruitment Admin / School Provider who can arrange for the DBS forms to be processed.