



## **DBS Questionnaire and payment form**

**PLEASE NOTE: Digital ID checking will be completed via Yoti as part of the application process. This requires a Passport or a Biometric Residence Permit (BRP). If you do not have either Passport or a BRP please contact [db@aep.org.uk](mailto:db@aep.org.uk) before completing the application form to discuss alternative ID checking methods.**

In making your DBS application please answer all questions and return to; [db@aep.org.uk](mailto:db@aep.org.uk) or DBS Checks, AEP, 4 The Riverside Centre, Frankland Lane, Durham, DH1 5TA

**Name:** \_\_\_\_\_

**Membership number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Job Title/Role: (for example Principal Educational Psychologist or Educational Psychologist:**

\_\_\_\_\_

**Please indicate if you have any unspent convictions:      Yes      No**

**In the role you are applying for your DBS check for, will you be:**

**1. ...Working with Adults in Regulated Activity?      YES      NO**

- The definition of regulated activity in relation to adults focuses on those activities which, should they be needed by any adult, mean that an adult is considered vulnerable at the point of receiving them. The definition applies to individuals undertaking the following activities:

- a. healthcare for adults provided by, or under the direction or supervision of a regulated health care professional
- b. personal care for adults involving hand-on physical assistance with washing and dressing, eating, drinking and toileting; prompting and supervising an adult with any of these tasks because of their age, illness or disability; or teaching someone to do one of these tasks
- c. social work - provision by a social care worker of social work which is required in connection with any health services or social services
- d. assistance with an adult's cash, bills or shopping because of their age, illness or disability arranged via a third party
- e. assisting in the conduct of an adult's own affairs under a formal appointment

- f. conveying adults for reasons of age, illness or disability to, from, or between places, where they receive healthcare, personal care or social work arranged via a third party

**2. ...Working with Children in Regulated Activity? YES NO**

- a. The definition of regulated activity relating to children comprises only:
- (i) Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children;
  - (ii) Work for a limited range of establishments ('specified places'), with opportunity for contact: for example, schools, children's homes, childcare premises. Not work by supervised volunteers;
- b. Work under (i) or (ii) is regulated activity only if done regularly.
- c. (iii) Health care for children provided by, or under the direction or supervision of a regulated health care professional. This is regulated activity even if the activity is only carried out once.
- (iv) Personal care for children involving hands-on physical assistance with washing and dressing, eating, drinking and toileting; prompting and supervising a child with any of these tasks because of their age, illness or disability; or teaching someone to do one of these tasks.
  - (v) Registered childminding.
  - (vi) Registered foster-carers.
  - (vii) The day-to-day management or supervision of any person engaging in regulated activity, is also in regulated activity.

**3. ...Working with clients/patients at your home address? YES NO**

If you have answered yes to question 3, we will contact you via email for further information regarding your role.

**Enhanced Check - £55**

**Payment methods are detailed below:**

**Bank transfer:** to make payments by direct money transfer our bank account details are:

**NatWest**

**Account Name:** The Association of Educational Psychologists

**Account Number:** 00557862 **Sort Code:** 56-00-54

**Branch:** 8 Park Row, Leeds, LS1 5HD

Please complete when payment has been made:

Date: \_\_\_\_\_

Amount £: \_\_\_\_\_

Reference for the transaction (e.g. Membership number DBS): \_\_\_\_\_