

## **DBS Check Information**

If you are planning on volunteering at the School of Hope for more than 2 weeks and you are a UK Resident you will need to apply for a DBS check 6 weeks before you volunteer. It is very simple to do following the instructions below:

Go to [www.CRBcheck.info](http://www.CRBcheck.info) click on "Applicants" and follow the instructions and complete the on line application.

Enter the account number **101762** and select the relevant role. A password is not required for this application. You will need to provide:

- Full name and changes in name,
- Addresses over the past 5 years,
- Contact phone number, email address
- Date and place of birth, Nationality
- Details from your passport UK Drivers licence and National Insurance Number. If you cannot provide these documents there are alternatives that can be accepted.

Before you start your application you should scan your documents as images or as a PDF and be ready to upload them at the end of the application. If you choose not to upload them then your ID will have to be verified by the Post Office or a responsible person. Forms for this purpose will accompany your application when it is sent to you for signature.

Certificates can be registered for continuous update see <https://www.gov.uk/dbs-update-service>

**To support the cost of DBS checks we ask for a suggested donation of £20**

Please make cheques payable to 'Education for the Children Foundation' and send to the above address. Payments, donations and queries can be made over the phone by calling 0115 9584876.

Payments and donations via our website can be made by accessing this link and following the instructions: <http://www.eftc.org.uk/donate>

Alternatively you can donate via an online bank transfer with the following payment details;

Account Name: Education for the Children Foundation  
Bank: Bank of Scotland  
Sort Code: 80-11-00  
Account No: 06073801

Once you have sent your donation please email us with the following statement if it applies:

"I understand the charity will reclaim 25p of tax on every £1 that I have given. I confirm that I am a UK Income or Capital Gains taxpayer. I understand that I must pay an amount of Income Tax and/or Capital Gains Tax in the tax year at least equal to the amount of tax that all the charities and CASCs I donate to, will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I have read this statement and want Education for the Children to reclaim tax on my donation, and all future donations."