



December 2023

Dear Parent/Carer

DBS – Information for exchange trips

Please note there has been a recent change to the DBS requirements for the foreign exchanges and so the need for DBS checks on each person over the age of 16 in the hosting household has changed.

Please disregard the DBS section of last week's emailed letter and follow these guidelines instead:

- DBS checks will be required for all parents and step parents at the property
- DBS checks are not required for siblings
- The school will accept 'active' DBS certificates that are dated within the last 3 months OR those who are on the yearly update service subscription. If any of these relate to you, please bring the hard copies to the parents' information meeting.

German Exchange parents/carers – we will prompt you to start this DBS process before your information meeting in March 2024 and so *there is no further action required now*.

French Exchange Parents/Carers – you may now start this process in the lead up to your information meeting on the 30 January 2024.

To complete an online DBS application form please see the following link:

[HR Platform \(hr-platform.co.uk\)](https://hr-platform.co.uk)

(Please have your passport or driving license at hand to complete the online form)

The documents needed for the French Exchange meeting on the **30 January 2024** are shown below. A member of staff will be taking copies of these documents:

- 2 x ID document* for each parent/step parent/guardian in the household (e.g. passport, driving license)
- Proof of address* for each parent/step parent/guardian in the household (e.g. bank statement or council tax – see below link for details)

* Please see the following link for a list of acceptable identity documents:

[Right to work checklist - GOV.UK \(www.gov.uk\)](https://www.gov.uk/right-to-work-checklist)

Student Services are collating all travel documentation and information for both exchange trips to meet the travel provider deadlines. Please provide the below to us **before** the parents' information evenings to studentservices@backwellschool.net:

- Copy of student's passport
- Copy student's GHIC card
- Please also complete the Student Essential Information form

Kind regards

Beverly Gibson-Patteux
Enrichment Co-ordinator