



Beaumont School

Austen Way St Albans Hertfordshire AL4 0XB t: 01727 854726

www.beaumontschool.com e: admin@beaumont.school

Headteacher: Mr M Atkinson e: head@beaumont.school

28 January 2026

Dear Parent/Carer

You have kindly agreed to host an overseas student in your home from 7 – 14 May 2026. The Department for Education has the requirement that each parent/carer that will be hosting a student requires an enhanced DBS check including an overnight stay element. We are often asked if we can use a pre-existing DBS, but unfortunately as the overnight element is not included as standard we cannot.

Application requirements

Each parent/carer who will be having the student stay in their home during the exchange will need to bring in three original identity documents personally (in order to match photo ID to an individual), ideally from these listed:

- **A UK photocard driving licence**
- **A valid passport (any)**
- **A UK birth certificate or marriage certificate (must be in the same name as other documents)**
- **An original bank statement or utility bill (must be dated in last 3 months and received in the post)**
- **A valid GHIC**

Please note all documents must be in the same name. If documents are not in the same name due to you having had a name change at any time then please provide the appropriate original documentation to support this e.g. adoption/marriage/divorce certificate, deed poll document. We cannot accept any photocopies or copies of any documents received electronically; all must be original. The only exception is a printed bank statement if you arrange for this to be verified in branch with a stamp and/or signature. I am sorry if this causes inconvenience but I hope you understand the importance of us taking these requirements with the utmost seriousness for the safeguarding of young people.

If you are unable to provide any of the above, please follow this link for acceptable alternatives – noting any validity periods:

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-22-april-2025>

Application verification

After we have initiated the application, you will receive an email asking you to verify the documents provided to us. The DBS check will not initiate until this verification is done so we kindly ask for this to be completed without delay. As part of this check, you will also be asked:

- To confirm if you have moved within the past 5 years; you will need to know the dates you were in the other properties (month and year) and the full address including postcode
- For your National Insurance Number





Beaumont School

Austen Way St Albans Hertfordshire AL4 0XB t: 01727 854726

www.beaumontschool.com e: admin@beaumont.school

Headteacher: Mr M Atkinson e: head@beaumont.school

Once all checks are complete, you will receive a DBS certificate in the post. We will need to see the original and take a copy of this to finalise our checks; this can be brought in by your child on your behalf.

DBS update service

You will have the opportunity to sign up for the DBS update service within 28 days of the certificate issue date. This is an annual service which is free for volunteer applications and keeps your certificate valid. This may be useful if you are likely to be helping again in the future. You can register for this [here](#).

If you have a DBS previously completed for an exchange and registered on the update service, we can complete a DBS update service check instead. In order to complete this, please bring in your original DBS certificate and photo ID for verification.

Timings

The whole process from the initial online application to receiving the DBS certificate has previously taken 8-12 weeks to complete.

Parent/carers are invited to bring their ID to the main office, Monday to Friday between the hours of 8am – 4pm (2:30pm finish on a Friday) no later than **Friday 13 February**.

Should you have any questions around the process, please call the school on 01727 732993, to speak to Kim Cotton, our HR and Payroll Officer, or email HR@beaumont.school.

Many thanks

Sarah Mayhew
HR Manager

