

Police check information and PiP

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Introduction

The Isle of Man Public Service's HR and payroll system, People Information Programme (PiP) is centrally accessible system where details of staff members' police checks, otherwise referred to as Disclosure and Barring Service (DBS) checks, are stored.

All reporting managers have access to view and update this data as and when required operationally, providing you are within the reporting structure.

For new starters to the Isle of Man Public Service who required a police check, the Office of Human Resources will input the initial police check data to the system. This will be accessible from the new starters first day.

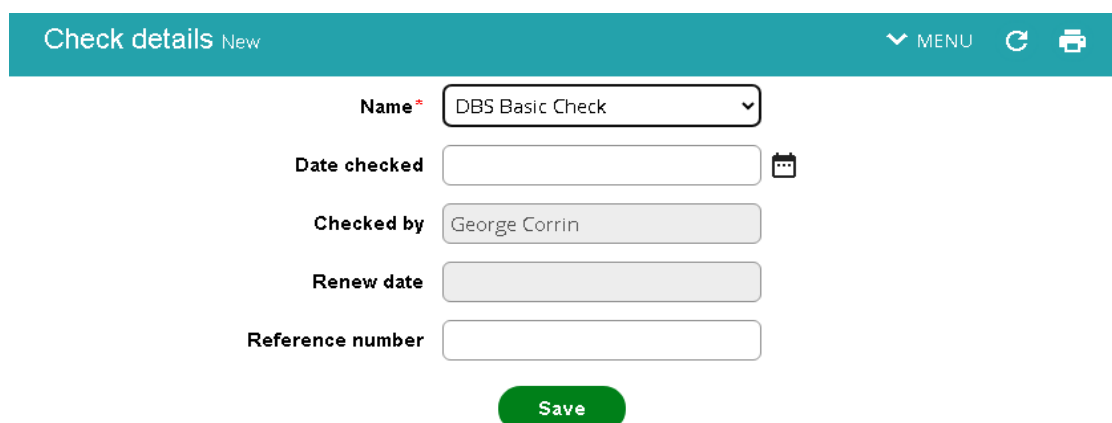
This guidance has been produced to support reporting managers to access and update their staff members police check information.

How to view your staff members current police check information

1. Log into your Manager Self Service account on PiP and click on My Staff
2. Click on the staff members name
3. Click on the Personal Information tab and select the "New – DBS Details" button
4. On this page you will see the level of check, workforce, expiry date and the reference number of any existing police check certificate records

How to update your staff members' police check information from a certificate

1. Log into your Manager Self Service account on PiP and click on My Staff
2. Click on the staff members name
3. Click on the Personal Information tab and select the "New – DBS Details" button
4. You may need to select the staff members' name again. Once selected, the below screen will load:



Insert the police check certificate details using the below as a guide:

- **Name:** Choose what level and workforce (if applicable) the police check certificate has been processed at. This information is usually in the top right hand corner of the police check certificate.
- **Date checked:** Enter the date the certificate was issued, this will then auto-generate a three year expiry date in the Renew Date field.
- **Reference number:** Enter the full certificate number from the certificate.

Once complete press 'Save'.

5. To view the check details for later renewal you can click on the Check Details button

[Check Details](#)

The expiry date for the check will also appear in the personal section of the staff members screen below their payroll number.

How to update your staff members' police check information from the DBS Update Service

To update your staff members police check details on PiP having checked the DBS Update Service you will need to follow the above process but with a few slight amendments.

- You will need to see their original police check certificate as well as their Update Service check so you can verify what was on the original certificate. To do an online check and for further information on the Update Service please view here <https://www.gov.uk/dbs-update-service>.
- In the '**Date checked**' field, select the latest renewal date shown on the Update Service, not the date from the original certificate.
- In the '**Reference number**' field, you may want add "- Update Service checked" at the end of the existing reference number so it's clear an Update Service check was carried out.

Who is responsible for rechecking staff members' police checks?

It is the reporting manager's role to recheck their staff members police checks. The Office of Human Resources will process re-check in the following circumstances only:

- External employees joining the Isle of Man Public Service via recruitment
- Internal employees who move within the organisation via **recruitment on Jobtrain**

For any other circumstances, the reporting manager will need to organise a new police check if required. There is guidance within this document to help you do this.

How to request a new police check for your staff member

To request a new police check for your staff member you need to establish which level check you entitled to request, there are strict rules and legislation around what criminal data employers of certain roles are allowed to see.

Once level of check is established, you should direct your staff member to complete an online police check provider to apply for a check. The Office of Human Resources recommends Care Check as it is being widely used across the Isle of Man Public Service. You may need to register with the provider as an organisation to enable your employees to apply online.

There will be a charge for the check and, depending on your provider, this is often required at the point of the application from the employee. If the employer usually covers the cost of police checks you will need to arrange reimbursement, this can be done through PiP using the expense claim functionality.

You will need to remind the employee to bring their original police check certificate to you once issued so you can follow the steps in this guidance to update PiP. Should the check be returned with unexpected disclosures you should contact your HR Business Team in the Office of Human Resources for support and guidance.

For standard and enhanced police checks, it is encouraged across the organisation for employees to sign up to the DBS Update Service. This service allows employers to carry out a free, instant online check of an existing police check certificate saving time and money on applying for new police checks. On receipt of a police check certificate there is only a short time window to apply for the Update Service so employees must sign up immediately.