



## L2 Supporting teaching and Learning in Schools DBS Checks

Most recent update: 06 March 2026

Learner name \_\_\_\_\_

Thank you for offering a school placement for the above-named learner.

As we are unable to run DBS checks on behalf of schools, we would be grateful if you could please organise a DBS check for this learner and we will reimburse the cost.

### Claim process

To claim back the cost of the DBS check, please email the following:

- Company or school bank details on headed paper
- An original **hand-written** signature at the bottom of the above

**Important:** due to increased fraud with bank details, audit requirements are that financial information must be provided this way. We cannot accept names typed in 'handwriting' fonts.

Claims and any further queries should be sent to:

[gareth.dudley@cheshirewestandchester.gov.uk](mailto:gareth.dudley@cheshirewestandchester.gov.uk)

You will be reimbursed within 30 days.