

Various documents can be used to confirm identify and address; this includes Passport, Birth Certificate, Marriage/Civil Partnership Certificate, Birth Certificate, Vehicle Registration Document, P45/P60 Statement and many more.

A charge is made for DBS checks for paid employees, but free for volunteers; however, some registered organisations may charge an administration fee to cover their costs. For more information, contact Ashfield Voluntary Action, Telephone: 01623 555551.

If you would like more information about DBS, Contact:

customerservices@dbs.gsi.gov.uk

Telephone: 0870 909 0811 Minicom: 0870 909 0344

or visit: www.gov.uk/disclosure-barring-service-check/overview

This leaflet can also be downloaded from:

<http://www.ashfield.gov.uk/media/1543/9-disclosure-and-barring-service-dbs-checks-rev-feb-2015.pdf>



This advice leaflet has been compiled by Ashfield Community Development Group (ACDG).

For details of ACDG members offering support, please refer to leaflet "i".

Disclosure and Barring Service (DBS) Checks



What is a DBS Check?

If your group works with children under the age of 18, or "vulnerable" adults, you will want and need to make sure that any members, paid employees or volunteers are suitable for the tasks that they will be undertaking. In some circumstances you will have a legal duty to do so. Part of this process can involve checking whether an individual:

- has any relevant convictions.
- has had any relevant cautions, warnings or reprimands from the police.
- is named on lists of those unsuitable for work with children or vulnerable adults kept by the Department for Children, Schools and Families or the Department of Health.
- has been disqualified or banned from working with children or vulnerable adults by a judge following conviction for a relevant offence.

Obtaining DBS checks for members, volunteers or paid workers will be a legal obligation in some circumstances, or a requirement for insurance cover in others, but very often it will be a matter of judgment for your group. They can be a useful tool, but can also be limited as they provide information about a person's past rather than future actions. If you have paid employees or volunteers, it would be good practice to have policies and procedures in place covering recruitment, training and support, health and safety and equal opportunities.

The Disclosure and Barring Service (DBS) is the government agency that provides this information in the form of a "Disclosure".

Disclosure and Barring Service Disclosures

There are two types of disclosure:-

- **A Standard Disclosure** gives details of a person's convictions (including spent convictions) plus any cautions, reprimands or warnings that have been recorded by the police. It also contains information about "people considered unsuitable to work with children" from lists kept by the Department for Children, Schools and Families and the Department of Health i.e. the Government's Protection of Children Act List (PoCA) and the Government's Protection of Vulnerable Adults List (POVA).
- **An Enhanced Disclosure** includes all of the above plus any information from the local police force records or the Police National Computer that the Chief Constable believes it is relevant to disclose.

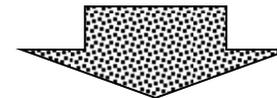
Who needs to apply for a DBS Check?

If your group provides services or support to children or vulnerable adults, you will need to obtain DBS checks for members, volunteers or paid workers in order to help your group to ensure that you are providing a safe environment. This could include groups that are running a playgroup, an after school club, a playscheme, sports activities for children, a social club for adults with learning disabilities or an advocacy or mentoring project.

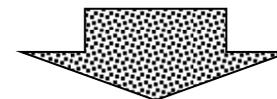
The DBS Check process

Opposite is a simple step-by-step guide to the process you will need to go through to obtain a DBS disclosure. This process will not be exactly the same for all groups but this should be a good guide in most cases.

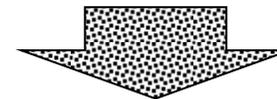
1. Decide if your volunteers, members, or paid employees need to apply for DBS disclosures.



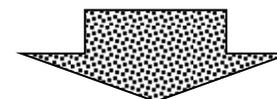
2. Adopt a policy covering how you will use and store the information contained in disclosures.



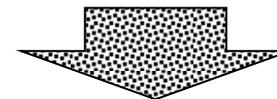
3. Contact a registered organisation and make arrangements for the DBS forms to be completed.



4. The applicant (ie the volunteer, member, or paid employee) will need to show various documents to confirm their identity and address (see overleaf).



5. The registered organisation will countersign and submit the form to DBS.



6. When the application is processed, the DBS sends out a copy of the DBS check, containing any information revealed during its searches, to the applicant.