Disclosure & Barring Service Policy

POL001

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Document Change History

Version	Change History
1.0	Creation of document
1.1	Addition of DBS requirement for observer/clinical passenger
1.2	- Addition of DBS requirement for COVID-19 Operative - Addition of DBS requirement for Event Steward - Implementation of policy contents numbering

Contents

1. Introduction

Regional Safety Group Ltd. have produced this policy to offer guidance and understanding for all staff. Formally known as CRB checks, DBS checks are a vitally important process that support a safe environment for colleagues, patients, and other service users. A DBS check provides vital information about a person's criminal history, their involvements with the courts and issues surrounding the care of vulnerable adults and children. This information is used to formulate a decision as to whether a person is appropriate to work within Regional Safety Group.

2. Policy Scope

This policy applies to all staff and volunteers. Everyone who represents the company may be subject to a DBS check at some level (explained in sec.6) as part of their recruitment, onboarding, or engagement process.

3. Disclosure & Barring Service

The Disclosure and Barring Service (DBS) is an agency set up by the home office and was established under Part 5 of the "Police Act 1997". Part 5 of the Police Act 1997 provides for information regarding a person's criminal record history to be disclosed to persons registered under the Act for certain purposes including engaging in regulated activity.

The DBS code of practice can be found at:
https://www.gov.uk/government/publications/dbs-code-of-practice

If you require support in accessing this reference, please email info@regionalsafetygroup.co.uk to request a copy by email.

4. Types of DBS Check

The DBS carries out checks that result in certificates being issued to an individual. Employers can then ask to see this certificate to ensure that they are recruiting suitable people into their organisation.

There are four levels of check:

- Basic check
- Standard check
- Enhanced check
- Enhanced check with barred list(s)

The information contained on each type of check is different.

4.1 Basic check

A basic DBS check is for any purpose, including employment. The certificate will contain details of convictions and conditional cautions that are unspent under the terms of the Rehabilitation of Offenders Act (ROA) 1974.

An individual can apply for a basic check directly to the DBS through our online application route, or an employer can apply for a basic check on an individual's behalf, through a Responsible Organisation, if they have consent.

4.2 Standard check

A standard DBS check is suitable for certain roles, such as a security guard. The certificate will contain details of both spent and unspent convictions, cautions, reprimands, and warnings that are held on the Police National Computer, which are not subject to filtering.

An individual cannot apply for a standard check by themselves. There must be a recruiting organisation who needs the applicant to get the check. This is then sent to DBS through a registered body.

The service is free for volunteers.

4.3 Enhanced check

An enhanced DBS check is suitable for people working with children or adults in certain circumstances such as those in receipt of healthcare or personal care. An enhanced check is also suitable for a small number of other roles such as taxi licence applications or people working in the Gambling Commission.

The certificate will contain the same details as a standard certificate and, if the role is eligible, an employer can request that one or both DBS barred lists are checked.

The certificate may also contain non-conviction information supplied by relevant police forces if it is deemed relevant and ought to be contained in the certificate.

An individual cannot apply for an enhanced check by themselves. There must be a recruiting organisation who needs the applicant to get the check. This is then sent to DBS through a registered body.

The service is free for volunteers.

5. Pro-forma Annual Re-validation

As part of responsible employment and deployment, all staff and volunteers are subject to annual re-checking of DBS certificates. Depending on the age of your DBS check, you may be asked to provide an updated check, or provide a certificate number for the DBS update service. It is recommended that staff and volunteers use the update service for this purpose, to reduce the cost of DBS checking for themselves. The Update Service is an online subscription, for standard and enhanced checks only, that allows applicants to keep their DBS certificates up to date and allows employers to view an applicant's certificate.

The Update Service cannot currently be used for basic checks.

6. DBS Requirement Per Role

Role	Required DBS
Non-operational Management	Standard
Operational Management	Enhanced
Administration	Standard
Security	Standard
Welfare Assistant	Enhanced
First Responder	Enhanced
Emergency Care Assistant	Enhanced
Technician	Enhanced
Paramedic	Enhanced
Nurse	Enhanced
Doctor	Enhanced
Volunteer (regulated activity)	Enhanced
Volunteer (un-regulated activity)	Standard
Observer or Clinical Passenger	None required – Supervised at all times
COVID-19 Operative	To be assessed on a case-by-case basis
Event Stewards	To be assessed on a case-by-case basis

7. Supporting Documents for DBS Checking

Staff and volunteers must provide several documents, which will be used to verify identity and allow for a robust DBS check. A single “Group 1” document and 2 or more “Group 2” documents must be provided. The respective documents are listed below.

7.1 Group 1 Primary Identity Documents

Document	Notes
Passport	Any current and valid passport
Biometric Residence Permit	UK
Current driving licence photocard (full or provisional)	UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
Birth certificate - issued within 12 months of birth	UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption Certificate	UK and Channel Islands

7.2 Group 2 Trusted Government and Financial or Social History Documents

Group 2A – Trusted Gov Documents

Document	Notes
Current driving licence photocard (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, and Channel Islands
Birth certificate - issued after time of birth	UK, Isle of Man, and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa, or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based
HM Forces ID card	UK
Firearms licence	UK, Isle of Man, and Channel Islands

Group 2b: Financial and social history documents

Document	Notes	Validity
Mortgage statement	UK	Issued in last 12 months
Bank or building society statement	UK and Channel Islands	Issued in last 3 months
Bank or building society statement	Countries outside the UK	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card	--	Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man, and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16- to 19-year-olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid

8. Supporting Bills and Legislation

The Rehabilitation of Offenders Act (ROA) 1974 sets out in legislation rehabilitation periods, and that individuals do not have to disclose spent convictions unless they are covered in the Rehabilitation of Offenders Act 1975 (Exceptions) Order 1975.

The Rehabilitation of Offenders Act 1975 (Exceptions) Order 1975 sets out the exceptions for when an individual can be asked about spent convictions – known as asking 'an exempted question'.

The Safeguarding Vulnerable Groups Act 2006 sets out the scope of regulated activity and operation of the barring element of DBS, which was previously undertaken by the Independent Safeguarding Authority (ISA).

The Criminal Records Bureau, which is now part of the DBS, was established under Part V of the Police Act 1997. This was updated because of Part 5 of the Protection of Freedoms Act 2012.

Part 5 of the Protection of Freedoms Act 2012 covers the reduction in scope of the definition of regulated activity, new services provided by the DBS, and disregarding convictions and cautions for consensual gay sex.