

DISCLOSURE AND BARRING SERVICE (DBS)

Background: The UK Bichard enquiry (2004) highlighted the need for a better vetting system for those wishing to work or volunteer with vulnerable people. The Disclosure & Barring Service (DBS) helps employers make safer recruitment decisions by processing & issuing DBS checks which can help identify candidates who may be unsuitable for certain types of work. However, as DBS checks only provide known information, they are limited in the assurances they offer so should be seen as only one of many important tools in a safer organisation's toolbox.

Why it Matters? Research shows that some offenders are situational (where organisational factors increase the likelihood of offending). All organisations employing staff or volunteers to work with children, young people or adults with care & support needs have a duty to safeguard and promote the welfare of people they serve. This includes ensuring they adopt safer recruitment and selection procedures.

Question to consider: Does your organisation have safer recruitment and selection procedures? Are you aware which activities are regulated and which are not? Ensure you are asking for the correct level of DBS check and Information on eligibility for DBS checks is available at [DBS eligibility guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk). Do you keep records of DBS checks and other safer recruitment checks securely? Do you encourage staff/volunteers to sign up for the [DBS Update Service](http://www.gov.uk)? How do you encourage a safer culture in your organisation?



Information: DBS processes checks for England, Wales, Channel Islands and Isle of Man. DBS also maintains the Adults' & Children's Barred Lists & decides whether an individual should be included on one or both of these lists & barred from engaging in regulated activity. An Enhanced with Barred Lists DBS includes a check of one or both of the Barred Lists. Recruiters should only request a DBS check when legally allowed to do so. The Rehabilitation of Offenders (Exceptions) (Jersey) Regulations 2002 lists the types of work eligible for a check. It is an offence for anyone on a barred list to apply for or do any work classed as a [Regulated Activity](#).

What to do: If you are unsure whether to make a referral to the DBS Service, [contact the DBS](#) for advice on 03000 200 190. Read the SPB's [7 Minute Briefings](#) on Managing Allegations and Low Level Concerns About Adult Behaviour Towards Children. Further information is available at [Guidance for Safe Recruitment, Selection and Retention for Staff and Volunteers \(proceduresonline.com\)](#) and [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](#)

You **MUST** inform DBS if 1) you withdraw permission for a person to engage in regulated activity with children/adults or move the person to work in an area that isn't regulated activity **AND** 2) the person has engaged in conduct that has harmed a child/adult or put them at risk of harm or there has been no conduct but a risk of harm still exists or the person has been cautioned or convicted of a relevant offence. The [SPB's Managing Allegations policies](#) have more information.

People are brought to the DBS barring team's attention either automatically (where newly convicted or cautioned for a serious offence), via disclosure (where an Enhanced check reveals relevant information to consider barring) or through referral (where an employer or organisation has concerns that someone has either caused harm or has the potential to cause harm to vulnerable groups) and submits a barring referral to DBS.