

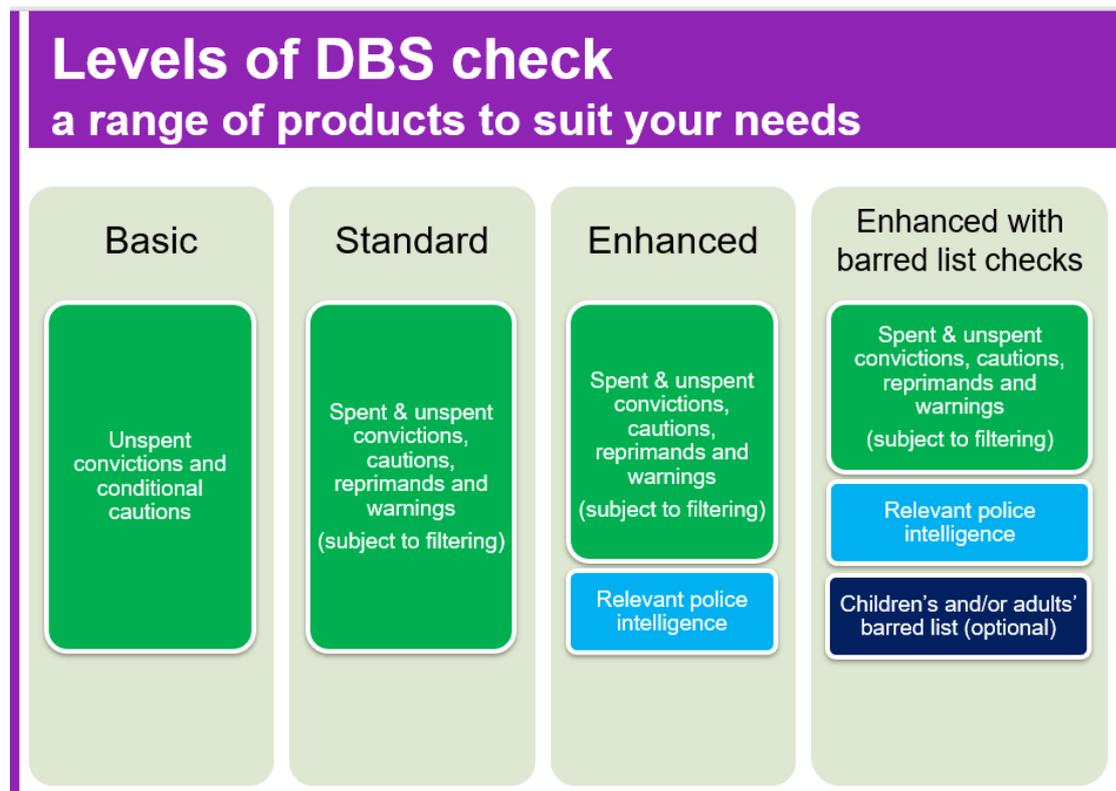
The Disclosure and Barring Service (DBS)

Protecting the public by helping employers make safer recruitment decisions and by barring individuals who pose a risk to vulnerable groups from working in certain roles.

Disclosure:

If you want to work or volunteer in England, Wales, the Isle of Man, Jersey or Guernsey, you may be asked for a DBS check.

Levels of DBS Check:



When deciding what level of check you are able to request, it is important to consider the following:

- **Who** your organisation provides services for – children/adults/both?
- **What** the role involves
- **How** often it is performed
- **When** you need to consider if it is supervised work
- **Where** the role is performed

Once the check is complete, the individual will receive the DBS certificate. Along the way, the DBS may need to gather information from other organisations. This means some applications for DBS checks could take a bit of time.

DBS also offers the [Update Service](#). An online subscription that allows employers, with the individuals consent, to check whether new information has come to light since the certificate was issued.

DBS [Adult First](#) is a service available to organisations who can request a check of the DBS adults' barred list. Depending on the result, a person can be permitted to start work, under supervision, with vulnerable adults before a DBS certificate has been obtained.

It is important employers have good recruitment practices in place, DBS checks can play a part in this process but should not be seen as the only safeguarding measure.

To find out more information about the Disclosure process, you can view the following [short video](#).

Barring:

DBS maintains two Barred Lists. These are lists of individuals that are barred from working or volunteering with vulnerable groups including children in England, Wales and Northern Ireland.

The DBS make considered decisions about whether somebody should be barred from engaging in Regulated Activity with children, adults or both in England, Wales and Northern Ireland.

You can find out further information about what constitutes regulated activity for children and adults [here](#).

Regulated Activity Providers and Personnel Suppliers have a legal duty to make a barring referral when two main conditions are met:

<p>ONE: You withdraw permission to engage in regulated activity:</p> <ul style="list-style-type: none">• Dismissed• Redeployed• Retired• Redundant• Resigned	<p>TWO: You think that the person has either:</p> <ul style="list-style-type: none">• Engaged in relevant conduct;• Satisfied the harm test; or• Received a caution for, or been convicted of a relevant offence
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You can make a referral using the DBS online service or you can use their paper form. You can find further information about how to make a referral [here](#).

Even if the duty to refer is not met, you can if you think it is appropriate, make a referral to the DBS in the interests of safeguarding children or vulnerable adults. DBS are required by law to consider any and all information sent to them from any source. This includes information sent where the legal duty to make a referral does not apply. If you want to make a referral to the DBS where the legal duty does not apply, you should do

so in consideration of relevant employment and data protection laws. You may want to seek your own legal advice in relation to these cases.

There are certain things that can help improve the **quality of a barring referral**. For more information on this, you can access the DBS '[Making a Quality Referral' video and transcript](#).

Impact of being barred from Regulated Activity:

Children's Barred List - not allowed to engage in regulated activity with children in England, Wales and Northern Ireland.

Adults' Barred List - not allowed to engage in regulated activity with vulnerable adults in England, Wales and Northern Ireland.

It is a criminal offence to work, seek work or offer to work in regulated activity when barred on the relevant list.

It is a criminal offence for a person to permit an individual they know (or have reason to believe) is barred from regulated activity to engage in regulated activity.

For further information about the DBS, please email DBSRegionaloutreach@dbs.gov.uk

East Midlands DBS Regional Outreach Officer:

The Disclosure and Barring Service (DBS) has launched a Regional Safeguarding Outreach programme to focus on working collaboratively with safeguarding and recruiting organisations.

Beth Dale will be based in the East Midlands, working with organisations in the region, and is available to develop and deliver any sessions or services you are interested in to support you and your colleagues in safeguarding and safer recruitment. Beth would be happy to discuss further with you any issues or barriers you may have come across or provide any DBS information sessions you feel would be beneficial. You can find out more about the regional outreach role [here](#).

If you have any questions regarding the Disclosure and Barring Service or would like Beth to meet with you and your colleagues to provide any further information, please email DBSRegionaloutreach@dbs.gov.uk