

General information

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevents unsuitable people from working with vulnerable adults and children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

Voluntary organisations are classed as employers and their volunteers as employees, even though they are unpaid.

The DBS is responsible for:

- processing requests for criminal records checks (DBS checks)
- deciding whether it is appropriate for a person to be placed on or removed from a barred list
- placing or removing people from the DBS children's barred list and adults' barred list for England, Wales and Northern Ireland.

The DBS works with the police, various government bodies and registered bodies - these are organisations that have registered with the DBS checking service.

Registered bodies are the primary point of contact for checking disclosure applications and validating information provided by the applicant

- establishing the identity of the applicant
- submitting fully completed application forms
- countersigning application forms to confirm entitlement.

Volunteers for our Good Neighbour Scheme must have an enhanced Adult DBS certificate.

If they already hold an enhanced Adult DBS certificate which is less than one year old and they have subscribed to the DBS Update Service, the identity of the volunteer and the certificate must be checked by our DBS Coordinator before the volunteer carries out any volunteer work.

If the volunteer does not already have an enhanced Adult DBS certificate, then they must apply for one. Woodhouse and Woodhouse Eaves Good Neighbour Scheme does not work with under 18-year-olds, and the enhanced DBS certificate applied for is for working with adults only.

Applying for a DBS certificate

Our DBS Coordinator carries out the administration, verifies the necessary documents and checks the final DBS certificate.

- 1 The DBS Coordinator will ask your permission to register you online with a registered body (such as DDC in Leicester) for an enhanced DBS check for working with adults. There is a cost for this registration which is paid by the Good Neighbour Scheme.

Please inform the DBS Coordinator at this stage if you cannot receive emails or access the internet, so that an alternative process can be followed.

- 2 You will receive an email from the registered body giving you a link to their website.
- 3 You enter your details and those of the documents you wish to use for verification (eg passport, driving licence, marriage certificate, recent bills etc) on to the system. The website offers other options if required.
- 4 You take the ORIGINAL paper documents to the DBS Coordinator for checking. If the documents are OK then the DBS Coordinator completes the online registration application and confirms details of the original documents.

The DBS Certificate

Following registration and checking by the registered body, your application is submitted to the DBS. They will email the DBS Coordinator to say when the DBS certificate has been sent to you. No one but you is informed of its contents at this stage.

When you receive your certificate you must take it to the DBS Coordinator for final checking. If the certificate does not show any previous convictions and is otherwise in order, you are cleared to volunteer for the scheme.

The DBS Coordinator will note your certificate number and its date of issue.

The DBS Update Service

Within 30 days of the date of the certificate, you should apply to subscribe to the DBS Update Service, which is free for volunteers. You will have received an email from the DBS informing you what to do. The DBS Update Service contact details are

- Website www.gov.uk/dbs-update-service
- Telephone 0300 0200 190 (customer services).

When you have subscribed to the online DBS Update Service, please inform the DBS Coordinator who will ask you to complete the "Woodhouse & Woodhouse Eaves Good Neighbour Scheme Permission to Check DBS Status" form. This will give us permission to check your certificate status on the DBS website.

Routine DBS checks for all volunteers will be carried out at a frequency agreed by the steering group, in line with our constitution. If there have been any changes to your status, then that will be stated on the DBS system and our Volunteer Coordinator will contact you if necessary.

The DBS Update Service requires all volunteers to renew their subscription to the Update Service every year. You will receive an email 30 days before the expiry date of your subscription asking if you wish to renew. If you decide not to renew or miss the deadline, then your DBS certificate will no longer be automatically updated. You will no longer be able to act as a volunteer unless you go through the whole process of applying for a certificate again.

Please call the GNS mobile 07561 890 100 if you have any concerns about the DBS application process and the DBS Update Service.