

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 working for our Good Neighbour Scheme must apply for an enhanced DBS certificate, which must be checked by a Safeguarding Officer before the volunteer carries out any volunteer work.

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 Safeguarding Officers (SGO) carry out the administration, verify the necessary documents and check the final DBS certificate.

1. One of our Safeguarding Officers 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.

2. You will receive an email from the registered body giving you a link to their website.

3. You enter the required document details (eg passport, marriage certificate, recent bills etc) on to the system.

4. You take the ORIGINAL documents to the SGO for checking. If the documents are OK then the SGO completes the online registration application.

If you are not able to receive emails or access the internet please speak to an SGO who will help you with an alternative process.

The DBS Certificate

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

When you receive your certificate you must take it to an SGO for final checking. If the certificate does not show any previous convictions, you are cleared to volunteer for the scheme.

The SGO will note the certificate number and date of issue and discuss the Update Service with you.

The DBS Update Service

Within 30 days of the date of the certificate, if you are happy to do so, you should apply to join the free DBS update service. You will receive an email from the DBS informing you what to do. The DBS contact details are

Website www.gov.uk/dbs-update-service

Telephone 0300 0200 190 (customer services).

If you sign up for the update service online then you do not have to apply for a new certificate whenever the time of your renewals falls due (see below).

Renewals

The steering group, as approved at the AGM, has currently decided that the DBS certificate should be checked every **three years**, for all volunteers. There is no statutory frequency.

If you are signed up to the DBS online update service then the SGO 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 whenever the renewal is due. A new certificate is not issued or required. If there have been any changes to your online DBS status then that will be stated on the DBS system and the SGO will contact you if necessary.

If you do not apply for the DBS update service then the whole process will have to be undertaken again when your renewal is due, as above, and another fee is paid by the Good Neighbour Scheme.