

**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 apply for or already hold an enhanced Adult DBS certificate, which must be checked by our DBS 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.**

**If you already hold an Adult Enhanced DBS certificate,** less than 3 years old, the DBS Officer will need to have sight of it and confirm your identity.

**Applying for a DBS certificate**

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

- 1 The DBS Officer 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 details of the required document (eg passport, driving licence, marriage certificate, recent bills etc) on to the system.

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

**If you are not able to receive emails or access the internet** please speak to the DBS Officer 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 DBS Officer 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 the DBS Officer 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.

If you wish to sign up for the free DBS automatic update service, which we recommend, this must be applied for within 30 days of the date on the certificate - see below.

The DBS Officer will note the certificate number and date of issue and collect the DBS Update Service checking permission form if you have signed up for the service.

#### 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](http://www.gov.uk/dbs-update-service)
- Telephone 0300 0200 190 (customer services).

If you sign up for the update service online and do not cancel it then you will not have to apply for a new Adult Enhanced DBS certificate again (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 DBS Officer 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 DBS Officer will contact you if necessary.

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