

#### **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 - 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 certificate.

One of our Safeguarding Officers will ask your permission to register you with a registered body for an enhanced DBS check for working with adults. There is a cost for registration with this body which is paid by the Good Neighbour Scheme.

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

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

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

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

Following registration and checking by the registered body, the registered body emails the SGO to say the certificate has been sent to you. No one is informed of its contents at this stage.

You receive your certificate, which you must take to the SGO for final checking.

If the certificate does not show any previous convictions, you are cleared to work.

The SGO notes the certificate number and date of issue.

**Within 30 days of the date of the certificate**, you should apply to join the DBS update service, if you happy to do so. You will receive an email 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).

The update service means that you do not have to reapply for a certificate at the time of renewal (see below).

#### **Renewals**

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

If you have signed up for the update service then the SGO will ask in advance for your permission in writing to check your certificate status on the DBS website at the time when renewal is due. A new certificate is not issued, but if there have been any changes then that fact will be stated online.

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