



St. Wilfrid's Church of England Primary School
DBS Procedures/Policy
Our Christian Vision:

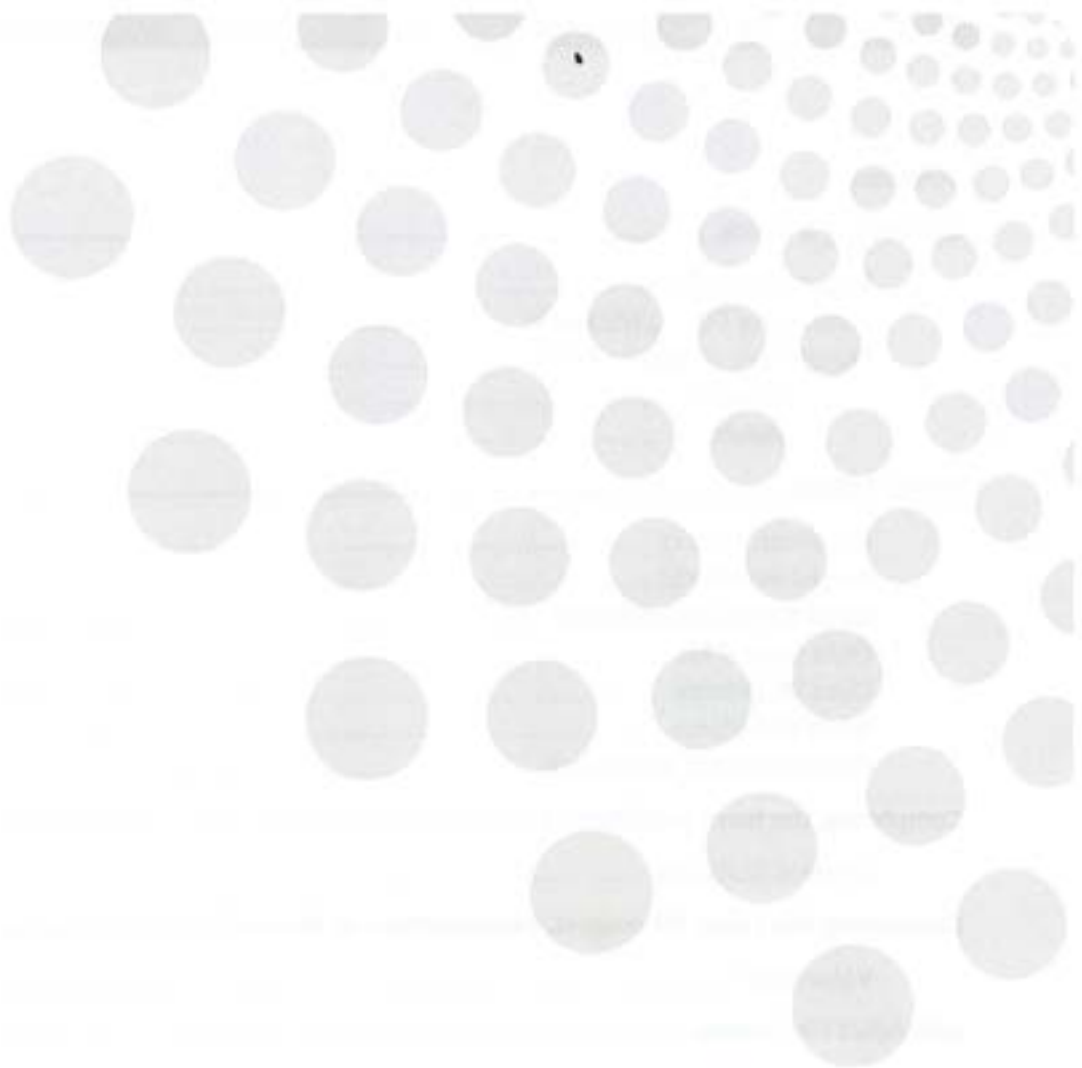
Our distinctive Christian vision is to follow Jesus' teaching, enabling all members of the school family to live and love fully. We aim for everything we do to be clearly reflected in our mission statement: **Love God, Love each other, Love learning.**

Let all that you do be done in love (1 Cor 16:14)

Signed:

Date:





Guidance on Disclosure and Barring Service (DBS) Checks

February 2019

www.lancashire.gov.uk



Contents

Conducting a check	3
Requesting a check.....	3
Submitting DBS Applications	3
Eligibility to request a check	3
<i>Children</i>	4
<i>Adults</i>	7
Level of check	10
Enhanced Checks	10
Barred list checks	10
Adult Barred list eligibility	10
Child Barred list	10
Child Workforce	11
Adult Workforce	12
Child and Adult Workforce	13
Completing the form (Applicants)	14
General Guidance	14
Completing the Form (Managers, Headteachers or Bursars)	15
Volunteers	16
DBS Adult First check	16
Costs	17
Tracking of Application	17
Update Service	18
The Update Service	18
When a new employee has signed up to the update Service previously	18
Manager / Headteacher / Bursar responsibilities	21
Before Submission	21
After Submission	22
Rechecks	22

Conducting a check

Requesting a check

To request a Disclosure and Barring Service (DBS Check) you will need access to the Lancashire County Council [DBS Online System](#) and use the Create New Applicant button on the Landing Screen. This will allow you to send an activation link to the Applicant that will give them access to the Application Process within the system. This is a paperless application process.

At the point of requesting an individual complete a DBS application form you will need to make available the Handling of DBS Certificate Information policy and a copy of Lancashire County Council's Policy Statement on the Recruitment of Ex-offenders. These are available within the system as they are held on the Landing page of the DBS system along with user guides for Applicants and Managers. These are also available by using the following links:

Directorate employees: [DBS Forms Library](#)

School employees: [Schools DBS Forms Library](#)

Applicants should also be aware of the DBS Code of Conduct which is available from www.gov.uk/dbs.

The DBS states that a check can take approximately 4-6 weeks to carry out. There are several factors that may increase delays such as having a common name, numerous addresses or aliases, living in several Police Authority areas or having previous convictions.

Submitting DBS Applications

Once a DBS application has been submitted by an applicant, the Manager will receive an email informing them that the application is ready for the Manager to verify ID documents, Managers should organise this in the usual way with applicants then log in to the system and input the key details from the ID that the system requests. Once done, this is forwarded to be countersigned by the Disclosure Team.

Eligibility to request a check

In order to request a check Managers need to ensure they are legally entitled to apply for one. It is an offence to gain a check they are not entitled to. This can lead to prosecution of both the Individual and the Registered Body. In order to be eligible for an Enhanced check an applicant must either:

- Be in work that is currently defined as regulated activity relating to children or adults

Or

- Be in work was previously defined as regulated activity relating to children or adults prior to September 2012 For further Guidance on Regulated activity,

In order to be able to check the Barred lists, a person must be engaged in activities that fall under the current definition of Regulated Activity with either Children, Adults or Both.

All employees working regularly in Schools must have a minimum of an Enhanced DBS check as they work in a "specified place" as described below.

Children

Current Regulated activity for children

The definition for work that is a Regulated activity for children is:

- 1) Unsupervised activities: teaching, instructing, caring for or supervising children or providing advice or guidance on well-being or driving a vehicle only for children.

Or

- 2) Working for a limited range of establishments ("specified places") with opportunity for contact. E.g. schools, childrens homes, childcare premises.

The statements above are only considered Regulated activity if done regularly. "Regularly" in this case is defined as at least once a week or more, or 4 or more days in a 30 day period, or overnight.

The following circumstances are Regulated Activity even if only carried out once

Personal care such as:

- Physical help with eating or drinking due to illness or disability
- Physical help due to age, illness or disability with toileting, washing, bathing or dressing
- Prompting with supervision, training or advice given to the above points on personal care.

Healthcare

- All forms of Healthcare relating to physical or mental health including palliative care and procedures similar to medical or surgical care.

Pre Sept 2012 Regulated Activity for children

An activity is a regulated activity relating to children if—

- The activity needs to be carried out by the same person and meet the following frequency test; at least once a week or more, or 4 or more days in a 30 day period, or overnight.
- It is carried out in an establishment mentioned below

- an educational institution which is exclusively or mainly for the provision of full-time education to children;
- an establishment which is exclusively or mainly for the provision of nursery education
- a hospital which is exclusively or mainly for the reception and treatment of children;
- an institution which is exclusively or mainly for the detention of children;
- a children's home
- relevant childcare premises
- It is carried out by a person while engaging in any form of work (whether or not for gain),
- It is carried out for or in connection with the purposes of the establishment, and it gives that person the opportunity, in consequence of anything he is permitted or required to do in connection with the activity, to have contact with children.

Each of the following, if carried out in England, is a regulated activity relating to children—

- providing child minding
- Fostering
- Inspection of an establishment mentioned above including HM Chief Inspector of Schools in England; the Commission for Social Care Inspection; or the Commission for Healthcare Audit and Inspection;
- Any person who provides, or is to provide, health care for the body (wherever the health care is or is to be provided).
- Any activity which consists in or involves on a regular basis the day to day management or supervision of a person carrying out an activity that is classed as Regulated activity

Activities that are classed as Regulated activity for children

- any form of teaching, training or instruction of children,
- any form of care for or supervision of children
- any form of advice or guidance provided wholly or mainly for children, if the advice or guidance relates to their physical, emotional or educational well-being;
- any form of treatment or therapy provided for a child;

- moderating a public electronic interactive communication service which is likely to be used wholly or mainly by children;
- Driving a vehicle which is being used only for the purpose of conveying children and any person supervising or caring for the children pursuant to arrangements made in prescribed circumstances.

Positions

The following are examples of positions deemed to be in Regulated Activity

- member of the governing body of an educational establishment
- member of a relevant local government body;
- director of children's services of a local authority in England;
- director of adult social services of a local authority in England;
- director of social services of a local authority in Wales;
- chief education officer of a local authority in Wales
- charity trustee of a children's charity;
- Children's Commissioner or deputy Children's Commissioner
- operator of a database established in pursuance of section 12(1)(a) or (b) or 29(1)(a) or (b) of the Children Act 2004;
- member of a Local Safeguarding Children Board established under section 13 or 31 of that Act;
- member or chief executive of the Children and Family Court Advisory and Support Service;

For full guidance of Pre Sept 2012 eligibility, please see Safeguarding Vulnerable Groups Act 2006 Section, Schedule 4, Part 1

<http://www.legislation.gov.uk/ukpga/2006/47/schedule/4/part/1>

Adults

Current Regulated activity with Adults

The role is considered to be in Regulated activity with an adult if they are providing: Health care, Personal care or Social work, assistance with general household matters, assistance in the conduct of a person's own affairs or conveying.

- **Providing Health Care**
 - The provision of **health care** by any **health care professional** to an adult, or the provision of health care to an adult under the direction or supervision of a health care professional

- **Providing Personal Care**
 - provides an adult with physical assistance with eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails because of the adult's age, illness or disability
 - prompts and then supervises an adult who, because of their age, illness or disability, cannot make the decision to eat or drink, go to the toilet, wash or bathe, get dressed or care for their mouth, skin, hair or nails without that prompting and supervision
 - trains, instructs or provides advice or guidance which relates to eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails to adults who need it because of their age, illness or disability

- **Providing Social Work**
 - The activities of regulated social workers in relation to adults who are clients or potential clients are a regulated activity. These activities include assessing or reviewing the need for health or social care services, and providing on-going support to clients

- **Assistance with general household matters**
 - Anyone who provides day to day assistance to an adult because of their age, illness or disability, where that assistance includes at least one of the following, is in regulated activity:
 - a. managing the person's cash,
 - b. paying the person's bills, or
 - c. shopping on their behalf.

- **Assistance in the conduct of a person's own affairs**
 - Anyone who provides assistance in the conduct of an adult's own affairs by virtue of:
 - Lasting power of attorney under the Mental Capacity Act 2005
 - Enduring power of attorney within the meaning of the Mental Capacity Act 2005
 - Being appointed as the adult's deputy under the Mental Capacity Act 2005
 - Being an Independent Mental Health Advocate
 - Being an Independent Mental Capacity Advocate

- **Conveying**
 - Any drivers and any assistants who transport an adult because of their age, illness or disability to or from places where they have received, or will be receiving, health care, relevant personal care or relevant social work

Pre Sept 2012 Regulated activity for Adults

An activity is a regulated activity relating to adults if—

It involves any of the tasks below

- any form of training, teaching or instruction provided wholly or mainly for vulnerable adults;
- any form of care for or supervision of vulnerable adults;
- any form of assistance, advice or guidance provided wholly or mainly for vulnerable adults;
- any form of treatment or therapy provided for a vulnerable adult;
- moderating a public electronic interactive communication service which is likely to be used wholly or mainly by vulnerable adults;
- driving a vehicle which is being used only for the purpose of conveying vulnerable adults and any person caring for the vulnerable adults pursuant to arrangements made in prescribed circumstances;
- anything done on behalf of a vulnerable adult in such circumstances as are prescribed.

An activity carried out in a care home which is exclusively or mainly for vulnerable adults is a regulated activity if it is carried out

- at the establishment frequently by the same person or the period condition is satisfied,
- it is carried out by a person while engaging in any form of work (whether or not for gain),
- it is carried out for or in connection with the purposes of the establishment, and

- it gives that person the opportunity, in consequence of anything he is permitted or required to do in connection with the activity, to have contact with vulnerable adults.

Any activity which consists in or involves on a regular basis the day to day management or supervision of a person carrying out a Regulated activity

For full guidance of Pre Sept 2012 eligibility, please see Safeguarding Vulnerable Groups Act 2006 Section, Schedule 4, Part 2

<http://www.legislation.gov.uk/ukpga/2006/47/schedule/4/part/2>

Additional guidance on Eligibility is available at

- the DBS website <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>
- Disclosure Team via [Email](#) or Telephone 01772 535355

Level of check

Enhanced Checks

Every check undertaken by the Council is an Enhanced check. This check contains details of all spent and unspent convictions, cautions, reprimands and final warnings from the Police National Computer which has been filtered in line with Legislation. It also checks if any information is held locally by Police forces. (Information on filtering can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>.)

Barred list checks

For some roles an additional level of check may be required. In this case a request can be made to check the applicant against the relevant Barred List.

Adult Barred list eligibility

Eligibility for an Adults Barred List check requires the applicants' job role to be in Regulated Activity with Adults. A role is considered to be in regulated activity with an adult if the employee meets any of criteria in the definition of Current Regulated activity with an Adult on page 7.

For further information on Adult Regulated activity, please visit <https://www.gov.uk/government/publications/new-disclosure-and-barring-services>

Child Barred list

Eligibility for a Child Barred List check requires the applicants' job role to be in Regulated Activity with Children. A role is considered to be in regulated activity with a child if the employee meets any of the criteria in the current definition of Regulated activity with Children on page 4

Further guidance is available at:

<http://media.education.gov.uk/assets/files/pdf/r/regulated%20activity%20children%20full%20information%20ewni%20final%202012-06-01.pdf>

Workforce

As of September 2012, the check is no longer undertaken against the Job Role. It is now undertaken against the workforce that the applicant will work in.

The options are

- Child Workforce
- Adult workforce
- Child and Adult Workforce

Child Workforce

An employee would be considered to be working in the Child Workforce if the main purpose of their role is in relation to Children

An employee working in the Child Workforce would be expected to meet the following criteria.

- Types of work known as regulated activity with children
- Types of work which were classed as regulated activity before the changes to legislation in September 2012.
- Persons whose role is to train, supervise or be in sole charge of children under the age of 18 and do this regularly
- Prospective child minders or childcare providers or anyone over the age of 16 who lives or works in the premises where the child minding or child care takes place and has the opportunity to have contact with the children
- Prospective foster carers or anyone aged 18 and over who lives in the fostering household or applications when someone wishes to foster a child privately or anyone aged 16 and over who lives in the private fostering household.
- Prospective adopters or special guardians and anyone aged 18 and over who lives in the adoptive or special guardian household.
- Manage any type of agency or accommodation relating to the welfare of children.
- Persons who work in a Further Education College or 16-19 Academy where the work they do brings them into regular contact with students under 18
- Where someone aged over 16 lives in a household which is on the premises of an educational institution, or on the premises where regulated activity takes place and where another person in the household is being assessed to work with children.

Examples of roles in Child Workforce are:

- School Cleaner
- Teachers
- School Crossing Patrol
- Residential Childcare workers
- Foster Carers
- School Transport Drivers.

Adult Workforce

An employee would be considered to be working in the Adult Workforce if the main purpose of their role is in relation to Adults

An employee working in the Adult Workforce would be expected to meet the following criteria.

These are roles which are related specifically to adults which include

- Types of work known as regulated activity with adults
- Whose role is to provide any form of care or supervision; (b) any form of treatment or therapy; or form of training, teaching, instruction, assistance, advice or guidance provided wholly or mainly for adults who live in or attend any of the following types of accommodation:
 - residential or nursing care accommodation ,
 - sheltered housing,
 - accommodation for nursing or expectant mothers,
 - a residential special school or FE or 16-19 college with accommodation for pupils with special needs.
 - resides in prison , remand centre, secure training centre, young offender institution
 - removal centre, short term holding facilities
- whose role is to provide any form of care or supervision; any form of treatment or therapy; or form of training, teaching, instruction, assistance, advice or guidance provided wholly or mainly for adults who need support or assistance to help them begin to or remain living independently in their own home or elsewhere
- Whose role is to provide any form of care or supervision; any form of treatment or therapy; or form of training, teaching, instruction, assistance, advice or guidance provided wholly or mainly for adults who needs care because of his age, health or disability
- Whose role is to provide any form of care or supervision; any form of treatment or therapy; or form of training, teaching, instruction, assistance, advice or guidance provided wholly or mainly for adults who receive any service which is specifically designed for them because of their age, disability or any mental or physical illness they may have.
- Whose role is to monitor, which includes blocking or removing contents, websites which are designed for use by adults who receive a health or social care service, receiving direct payments or are on probation or in any type of prison or removal centre.
- Whose role is carried out in a care home and they have opportunity for contact with the residents.
- Who provide advocacy services to adults who receive a health or social care service or direct payments or are on probation or in any type of prison or removal centre.
- Whose role is to drive adults to or from somewhere they receive a health or social care service when the adults need to be in receipt of that service because of their age , health or disability or because they receive direct payments or are on probation or in any type of prison or removal centre

- Whose role relates to a social services or care/ health services inspection function in Wales where the inspector has the opportunity for contact with an adult receiving a health or social care service or direct payments?
- Whose role relates to a Care Quality Commission inspection function where the inspector has the opportunity for contact with an adult who receives a health or social care service or direct payments or is on probation or in any type of prison or removal centre.

Examples of roles in the Adult Workforce are:

- Social Workers in Adult teams
- Community Support workers
- Care home staff
- Review Assessment and Support Officers
- Day Centre Carers
- Support Time Recovery worker

Child and Adult Workforce

An employee would be considered to be working in the Child and Adults Workforce if the main purpose of their role is in relation to both Children and Adults

An employee working in the Child and Adult Workforce would be expected to meet the criteria for both.

Examples of roles with Child and Adult Workforce are:

- Social workers providing social work to both Children and their families,
- Family Support Worker.
- Outdoor Education Centre tutors
- Transition Workers

Completing the form (Applicants)

General Guidance

- Applicants are required to provide a full 5 years address history. This must show a continuous unbroken record. The system will not allow the applicant to proceed until this is complete
- Applicants do not need to add any addresses to their History that they moved out of prior to the 5 years necessary. Doing this may cause the system to halt the application process until additional addresses are removed.
- When choosing Identity Documents to be verified, Applicants should choose exactly 3 documents, Any more or less than this number will not let the Applicant proceed to the next step.
- If the applicant has selected Ms or Mrs as their title but has not changed their name, you will still need to enter your surname with your Wedding or Civil Partnership date into this section for the system to progress.
- If the applicant wishes to be kept informed of the status of the check, they should tick the check box at step 4 of the application which states. " I would like to be updated on my application progress via email updates"

Transgender applicants should contact the DBS sensitive applications line on 0151 676 1452 or email sensitive@db.sgsi.gov.uk for further advice about completing the form.

Completing the Form (Managers, Headteachers or Bursars)

- Managers need to log in to the DBS Online system in order to verify the Documents provided by the Applicant. The system will ask for some details of the document provided, e.g. with a Passport, the Passport Number and Date of issue is required
- Managers need to see the Original documents, Photocopies, photos and Scanned copies are not acceptable.
- Where applicants have stated they are bringing a document but instead bring an alternative, this should be recorded in the system by the Manager selecting the alternative document from the list provided.
- The level of check is prepopulated against the Job title to the most commonly needed settings for that Organisation. Managers should check that the level is correct and can amend if necessary.

Volunteers

In some circumstances, Volunteers will be eligible to have a DBS check conducted free of charge. In order to determine if these applicants are eligible, you will be contacted and further information will be requested. These are:

- Will the Applicant be unsupervised or working under the supervision of someone with a DBS check?
- Is the applicant on a placement or work experience that is required by a Course or Qualification that is currently being undertaken?
- Does the applicant receive any payment except for travel and approved out of pocket expenses?
- Will the role lead to paid position opportunity with your establishment in the future?

DBS Adult First check

DBS Adult First is a service provided by the Disclosure and Barring Service that can be used in cases where, exceptionally, and in accordance with the terms of Department of Health guidance, a person is permitted to start work with adults before a DBS Certificate has been obtained. This applies to adult services such as care homes, domiciliary care agencies and adult placement schemes where DBS Certificates are required by law.

A DBS Adult First check is not appropriate where a person intends to work with both children and adults. Those working with both groups will need to wait for the DBS Certificate to be returned to find out whether a person is barred from working with children. There is no equivalent quick check of the children's barred list

There is an additional cost of £6 on top of the usual cost of the check and a check will be made against the Adult Barred list before a full DBS check is undertaken.

DBS Adult First is not a substitute for a DBS Certificate and care must be taken when making recruitment decisions prior to receiving a full DBS Certificate. Depending on the result, a person can be permitted to start work, under supervision, with vulnerable adults before a DBS certificate has been obtained.

Adult First checks can only be conducted after the DBS receives and processes the Disclosure Application Form.

Costs

For Lancashire County Council Establishments and Schools the costs of a Check are as follows:

- £44 Enhanced Check
- £44 Enhanced Check with Barred List check.
- £50 Enhanced Check with Barred List check and Adult First Check
- £0 Free of Charge Volunteers (where eligible)

For Academies and Other organisations using our Umbrella services, please contact the Disclosure Team.

Tracking of Application

Once an Application form has been uploaded to the DBS via the DBS Online system and been acknowledged on their system, updates are sent back from the DBS whenever the status of a check changes i.e. every time the check moves to a different stage of the process.

Applicants can receive an email informing of the changes. Managers can check progress by logging into the DBS Online system and looking at the application in their list.

It is also possible to track the progress of the application up to the Certificate being posted using the DBS Tracking Service.

This service is available at <https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>

To access this service you will need the Applicants' Form Reference (a unique identifier issued through the online system or printed on to the DBS application form if using paper forms) and the Applicants' Date of Birth.

Update Service

The Update Service

The Disclosure and Barring Service (DBS) update service was introduced in June 2013 and allows applicants to keep their DBS certificates up to date online and allows employers to check a certificate online. For a small annual subscription of just £13 (free for volunteers) an applicant can move from role to role without requiring them to undertake a new check within the same workforce, where the same type and level of check is required. This requires the applicant to sign up voluntarily at a cost of £13 per year.

If an applicant has previously signed up to the Update Service, employers and other organisations can check someone's DBS certificate status online and get a result straight away.

There's no registration process or fee for employers to check a certificate online, but employers:

- must be legally entitled to carry out a check
- have the worker's permission

This could significantly reduce the amount of time for a new employee to take up their post.

When a new employee has signed up to the update Service previously

Update Service Process

Since the 17/06/2013, the Disclosure and Barring Service (DBS) has introduced the DBS Update Service in conjunction with the Single Certificate process. Applicants who have a check can voluntarily sign up to this scheme at a cost of £13 per year.

If a manager has an applicant who has signed up for the Update Service

- Before undertaking a Status Check, the Manager must get permission from the applicant to undertake a Status Check

And

- Manager must see the original certificate in order to:
check that it is the same level as your required level e.g. Standard, Enhanced, and Enhanced with a Children's/Adults'/both Barred list check;
And see what, if any, information that was revealed about the applicant and consider this as part of your recruitment process.

If the original certificate is not available, a new check must be completed.

And

- A Robust Identity Check must be carried out

After viewing the Certificate, gaining permission to conduct a check and ensure the identity of the applicant, visit <https://secure.crbonline.gov.uk/crsc/check?execution=e1s1>

Follow the simple steps onscreen and Enter your

- 1) Organisation Name
- 2) Forename
- 3) Surname

Then enter the following information from the applicants' certificate

- 1) DBS Certificate Number
- 2) Current surname of the DBS Certificate holder - as specified on their DBS Certificate
- 3) Date of birth of the DBS Certificate holder - as recorded on their DBS Certificate

This will return an instant result to the manager.

The applicant will also be able to see who carried out a Status Check and when it was carried out.

Results

The Status Check will show results immediately which will be one of the following

- 1) ***This DBS Certificate did not reveal any information and remains current as no further information has been identified since its issue.***

This means that no new information has been found since its issue and can therefore be accepted as being still current and valid.

- 2) ***This DBS Certificate remains current as no further information has been identified since its issue***

The original DBS Certificate revealed information about the person; and no new information has been found since its issue and can therefore be accepted as being still current and valid.

- 3) ***This DBS Certificate is no longer current. Please apply for a new DBS check to get the most up-to-date information***

New information has come to light since the DBS Certificate was issued and you will need to apply for a new DBS check to see this new information

4) *The details entered do not match those held on our system. Please check and try again*

The individual has not subscribed to the Update Service; or

The DBS Certificate has been removed from the Update Service; or

You have not entered the correct information.

If response 3 or 4 is returned then a new check will need to be undertaken in the usual way.

Upon receipt of a satisfactory Status Check please complete and forward the Update Service Form available [here](#) to the [Disclosure Team](#)

Manager / Headteacher / Bursar responsibilities

Before Submission

- Ensure that the applicant has completed their section of the forms correctly
- Ensure that the applicants ID is thoroughly checked and verified
- Make sure the Level of check is correct for their Organisation

Managers must only accept original birth certificates, passports etc. for ID purposes. Photocopies or scans of documents cannot be accepted. A guide to checking ID and which documents are acceptable is available on the DBS website [LINK](#) and within the DBS Forms Library on the Intranet / Schools Portal.

After Submission

As the DBS Online system does not allow the applicant to submit the application if there are any gaps in Name or Address history or any data entered into the form that doesn't match standard formatting such as Drivers Licence Number or National Insurance number. Managers should no longer receive any queries relating to the applicants information.

DBS online also prepopulates the type of DBS check required for roles within each Organisation so each application should show the correct level of check when selecting a Position name. This can be edited for any exceptions prior to submitting but this may be queried by the Disclosure Team in the system. You will receive an email that states the reasons why it has been queried and requires the manager to resubmit to the Disclosure Team once it has been confirmed.

Since 17/06/2013, the Disclosure and Barring Service (DBS) only supplies a copy of a Disclosure Certificate directly to the Applicant. As such, the Disclosure team do not issue Referral or Clearance letters to Managers. The DBS Online system will inform the Manager when a check has been completed and will show one of two status' for a completed check.

Clear – If there is no information on the Certificate then the system will show the Outcome as "Clear" and will show the Disclosure Reference Number and the Date of issue.

See Paper Disclosure – If there is anything recorded on the certificate the outcome will state "See Paper Disclosure". Managers must see the Original Certificate and make a decision on suitability depending on the information provided.

Managers are now required to have sight of the original Certificate from the applicant. It must be an original, genuine, certificate and not a photocopy or scanned image.

To determine if a Disclosure Certificate is genuine, there are several security features that can be checked:

- a 'crown seal' watermark repeated down the right side, visible both on the surface and when held up to the light
- a background design featuring the word 'Disclosure', which appears in a wave-like pattern across both sides of a certificate; the pattern's colour alternates between blue and green on the reverse
- ink and paper that change colour when wet

Rechecks

There is no requirement to carry out a mandatory recheck on employees.

A DBS check does not have an expiry date and is only accurate on the date it is produced.

A new application may be required or requested if there is:

- A gap in service of 3 months or more
- A legal requirement to carry out a fresh check of the DBS children's and/or adults' barring lists in accordance with sector-specific guidance
- A complaint received or concern raised including potential police investigation that may affect the person's ability to work with vulnerable groups.

This does not remove the need to conduct a new check when:

- An employee moves between teams or services and cannot produce the original Certificate
- An employee changes role and will be working with a different group of service users e.g. moving from a Children's' service to an Adults' service. Or will move from one service to working with both.

