

This document is designed to provide all the information you need regarding DBS checking employees and volunteers in your organisation.

## STARTING A DBS CHECK



DBS%20applicants%20details%20to%

Please use the template document, [DBS applicants details to start check A4Y APR23](#), also in the members area [DBS applicants details to start check A4Y APR23](#). This ensures we have all the information to start the check. Whilst we may be very familiar with your organisation, we are administering the DBS process and as such as you must provide us with the required information. Email document to [membership@action4youth.org](mailto:membership@action4youth.org) and provide all the information required.

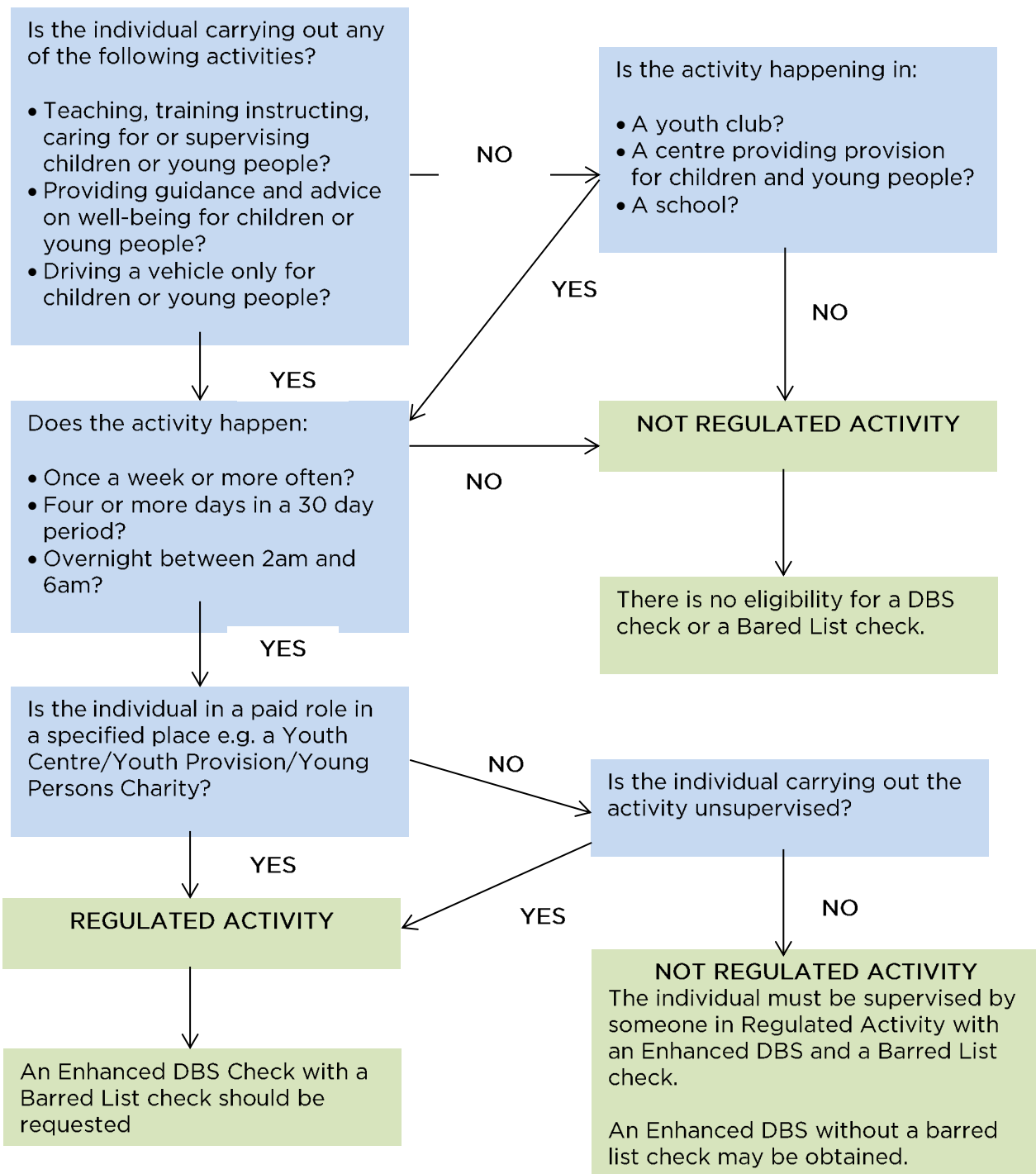
### Your checklist

- ✓ Legal given name of applicant correct (no nicknames, name spelt correctly etc)
- ✓ Email address correct (no typo's)
- ✓ Employment status is correct (**\*If they are remunerated in any form by your organisation they will be classed as an employee**)
- ✓ Standard or enhanced check
- ✓ With or without barred list (review the flow diagram below)

Applications have 1 month to be actioned, after this time they will be archived. As part of your safer recruitment practice you must:

- Follow up with the applicants to ensure they are/have completed the process
- View the paper DBS certificate received by the applicant for any positive information
- Make a decision on recruitment if positive information is found and risk assess
- Keep a record of their DBS number

## FLOWCHART TO DETERMINE REGULATED ACTIVITY



### WHAT TYPE OF CHECK DOES THE APPLICANT REQUIRE?

- a standard check, which shows spent and unspent convictions, cautions, reprimands and final warnings
- an enhanced check, which shows the same as a standard check plus any information held by local police that's considered relevant to the role
- an enhanced check with barred lists, which shows the same as an enhanced check plus whether the applicant is on the list of people barred from doing the role

## POSITIVE RESULTS ON DBS CERTIFICATES

If there is a positive result(s) on the applicants certificate Buckinghamshire Council will notify Action4Youth by email, we will contact you to complete the relevant paperwork and confirm your recruitment decision.

**Occasionally, certificates may be issued prior to the paperwork being sent, you must advise Action4Youth of your recruitment decision if you note positive information on a certificate.**

## UPDATE SERVICE

What is the benefit of the update service to my organisation?

When you request a new DBS check for staff or volunteer they can join the DBS update service <https://www.gov.uk/dbs-update-service> within 19 days of receiving email notification/certificate. As an organisation you can request permission from the applicant to check their certificate for any changes, how often you do this is within your organisation's policies.

You can check a volunteer/employee's certificate on the update service here <https://secure.crbonline.gov.uk/crsc/check?execution=e2s1>

To check a DBS certificate status online, you must:

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

You do not need to pay or register to carry out a status check. You can see the results from the check straight away.

## FAQ's

- 1) When will the applicant receive their certificate?

The person being given a DBS check (the applicant) can track the progress of their standard or enhanced application using the [DBS tracking service](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)<https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>

- 2) What should we do whilst waiting for the certificate?

The applicant shouldn't be left solely in charge of young people

- 3) Does a DBS expire?

A DBS check has no official expiry date. Any information included will be accurate at the time the check was carried out. It's up to you and the organisations policies to decide when a new check is needed. It is best practice to renew a DBS every 3 years.

If the applicant has signed up for the DBS update service you can [check whether their certificate is up to date online](#).

- 4) The applicant already has a DBS check can I accept that?

You can accept a certificate that was requested for a previous role but you must:

- Have sight of the DBS certificate
- check the applicant's identity matches the details on the certificate
- check the certificate is the right level and type for the role applied for
- [check to see if anything has changed](#) if the applicant is signed up for the update service

- 5) How much are additional checks?

1-10 DBS checks - No charge

11-20 checks - £15 per check

21+ checks £20 per check

An invoice will be issued to your treasurer/named accounts person for checks over 10 each quarter (June, September, December and March)

**Please note if an application is requested and then cancelled this will count towards your annual totals and remain chargeable if over the 10 checks.**

- 6) Can checks be rolled over to another membership year?

No. It is 10 checks included in the annual fee from 1<sup>st</sup> April to 31<sup>st</sup> March

- 7) How much do DBS checks cost?

Volunteer checks are free the admin fee is £16.43 per check

Employee checks £38 + £16.43 admin fee

If you have any queries which are not answered in this document you can find further information about the DBS service here <https://www.gov.uk/government/organisations/disclosure-and-barring-service>