



DBS Beginner's Guide

This guidance document will give you an insight into whether to DBS a staff member or volunteer as part of your Safer Recruitment Policy.

The DBS service discourages the use of a DBS for every role and prefers organisations to only use the service where it is most appropriate.

DBS Checks

According to the DBS service, the types of DBS check are:

- A basic check, which shows unspent convictions and conditional cautions.
- A standard check, which shows any 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 you're on the list of people barred from doing the role.

If you carry out criminal records checks, you must have a policy on employing ex-offenders and show it to any applicant who asks for it.

The DBS guidance also states that you can accept a certificate that was requested for a previous role but you must:

- 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.

Identifying Roles that Require DBS Checks

The DBS service has a tool to help you to identify those roles that will need an enhanced DBS Check. <https://www.gov.uk/find-out-dbs-check>

The tool asks you three key questions and then depending on your answer it then advises you about your options.

Regulated Activity with Children

Regulated activity with children means carrying out any of the below activities frequently or with intensity (more than 3 days in a 30 day period or overnight).

- Unsupervised activities, such as teaching, training, instructing, caring for or supervising children.
- Providing advice or guidance on wellbeing, or driving a vehicle only for children.
- Working for a limited range of specified places with the opportunity for contact with children and young people, for example schools, children's homes, childcare premises (excluding work done by supervised volunteers).

Some activities are always regulated activities, regardless of how often they take place and whether or not they are supervised. These include:

- Engaging in intimate or personal care of children.
- Health care by, or under the supervision of, a registered health care professional.

If you are an organisation working with children, an excellent resource is [the NSPCC website](#) which has up to date information.

It is always best to check the [Disclosure and Barring Service website](#) for the most up to date information, however we are here to help if you find this difficult to access.

Useful Links

Here are some links to particularly useful pages on the DBS website. There is also up to date advice for the DBS update service as well as specific advice around criminal records and employing ex-offenders.


- <https://www.gov.uk/government/organisations/disclosure-and-barring-service>
- <https://www.gov.uk/dbs-update-service>
- <https://www.gov.uk/dbs-check-applicant-criminal-record/get-a-standard-or-enhanced-dbs-check-for-an-employee>
- <https://www.gov.uk/government/publications/unlock-opportunity-employer-information-pack-and-case-studies/employing-prisoners-and-ex-offenders>

Need more support?

Wirral CVS is here to help your organisation grow, develop and succeed. Whether you're just starting out or strengthening your foundations, our Development Team can provide one-to-one guidance, training, resources and advice tailored to your needs.

Contact us to book a support session

 **Email:** *info@wirralcvs.org.uk*

 **Phone:** *0151 433 3371*

 **Website:** *www.wcvs.org.uk*

More resources available at:

www.wcvs.org.uk/support

Including templates, guidance and policy tools across governance, finance, safeguarding, volunteering and more.

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This document is provided for general guidance only. It does not constitute legal advice. We recommend seeking professional support where required.

