# Disclosure and Barring Service (DBS) Checks Notes of Guidance

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

It is important that all staff and volunteers involved with the charity undergo Disclosure and Barring Service (DBS) checks.

Application forms will be completed on line with our Office Manager. The cost of the DBS check is covered by Devon in Sight.

We’ve enclosed some information about the DBS application process below. If you have any queries regarding this do not hesitate to contact us or the Disclosure and Barring Service.

<https://www.gov.uk/disclosure-barring-service-check>

# Documents the applicant must provide

The person going through a DBS check (the ‘applicant’) - must give their employer original documents proving their identity. The documents needed will depend on the route the application takes.

### The applicant must try to provide documents from Route 1 first.

## Route 1

### The applicant must be able to show:

1 document from Group 1, below

2 further documents from either Group 1, or Group 2a or 2b, below

At least 1 of the documents must show the applicant’s current address.

## Route 2

**If the applicant doesn’t have any of the documents in Group 1, then they must be able to show:**

1 document from Group 2a

2 further documents from either Group 2a or 2b

At least 1 of the documents must show the applicant’s current address.

The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

## Route 3

### Route 3 can only be used if it hasn’t been possible to process the application through Routes 1 or 2.

### For Route 3, the applicant must be able to show:

A birth certificate issued after the time of birth (UK and Channel Islands)

1 document from Group 2a

3 further documents from Group 2a or 2b

At least 1 of the documents must show the applicant’s current address. If the applicant can’t provide these documents they may need to be fingerprinted.

## Group 1: Primary identity documents

|  |  |
| --- | --- |
| Document | Notes |
| Passport | Any current and valid passport |
| Biometric residence permit | UK |
| Current driving licence – photo card **(Not paper counterpart!)** | Issued in the UK/Isle of Man/Channel Islands/EU (full or provisional) |
| Birth certificate - issued at time of birth | UK and Channel Islands – including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces |
| Adoption certificate | UK and Channel Islands |

## Group 2a: Trusted government documents

|  |  |
| --- | --- |
| Document | Notes |
| Current driving license – photo card (full or provisional) | All countries outside the EU (excluding Isle of Man and Channel Island)  **MUST BE VALID** |
| Current driving licence (full or provisional (paper version if issued before 1998) | UK / Isle of Man, Channel Islands and EU **MUST BE VALID** |
| Birth certificate – issued after time of birth | UK Isle of Man and Channel Islands |
| Marriage/civil partnership certificate | UK and Channel Islands |
| HM Forces ID card | UK |
| Firearms licence | UK, Channel Islands and Isle of Man |

## Group 2b: Financial and social history documents

|  |  |  |
| --- | --- | --- |
| Document | Notes | Issue date and validity |
| Mortgage statement | UK or EEA | Issued in last 12 months |
| Bank or building society statement | UK and Channel Islands or EEA | Issued in last 3 months |
| Bank or building society ac opening confirmation letter | UK | Issued in last 3 months |
| Credit card statement | UK or EEA | Issued in last 3 months |
| Financial statement, eg pension or endowment | UK | Issued in last 12 months |
| P45 or P60 statement | UK and Channel Islands | Issued in last 12 months |
| Council Tax statement | UK and Channel Islands | Issued in last 12 months |
| Work permit or visa | UK | Valid up to expiry date |
| Letter of sponsorship from future employment provider | Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application | Must still be valid |
| Utility bill | UK – not mobile telephone bill | Issued in last 3 months |
| Benefit statement, eg Child Benefit, Pension | UK | Issued in last 3 months |
| Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC | UK and Channel Islands | Issued in last 3 months |
| EU National ID card |  | Must still be valid |
| Cards carrying the PASS accreditation logo | UK Isle of Man and Channel Islands | Must still be valid |
| Letter from Head Teacher or College Principal | UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided | Must still be valid |

# The Recruitment of Ex-Offenders

Every job/volunteer pack issued by Devon in Sight contains this policy statement indicating our willingness to consider ex-offenders for employment or volunteering.

It is Devon in Sight’s policy to seek a Disclosure and Barring Service check from an existing or potential staff member or volunteer where the role held or sought involves a degree of risk. In Devon in Sight this is particularly relevant where children and other vulnerable groups are concerned.

These checks or disclosures are carried out through the Disclosure and Barring Service (DBS).

A disclosure will only be obtained once a conditional offer has been made. It is Devon in Sight's policy to inform at the outset that criminal record information is required from potential staff or volunteers. This provides a basis for applicants to decide whether or not to apply. It is also our policy only to use criminal record information in so far as it is relevant; applicants will be considered on merit and ability and not discriminated against unfairly. We are conscious that to do otherwise may encourage applicants to lie about their criminal record.

We undertake to ensure that disclosure information we receive is stored securely and is only available on a need to know basis.