


Online DBS Checks and Eligibility

**thirtyone:
eight** 

Creating safer places. Together.

**CPD
CERTIFIED**
The CPD Certification Service

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Introductions



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Learning objectives

- Safer Recruitment
- Creating an application
- Managing a DBS application
- Eligibility for Enhanced checks
- Basic Disclosures
- Overseas checks
- DBS update service

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DBS True/False Quiz



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**Safer
Recruitment**

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Safer Recruitment, why is it important?

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Safer Recruitment steps



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Safer Recruitment Webinar

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User Guides

EBULK USER GUIDE

DBS Recruiters guide to Ebulk

Step-by-step user guide to our Ebulk system including processing, tracking and reporting.

[Open Recruiters
guide](#)INTERACTIVE GUIDE

DBS Eligibility guide

Interactive guide helping you work out if a role meets eligibility criteria. (User Login required).

[Eligibility Guide](#)EBULK USER GUIDE

Standard / Enhanced check

Step-by-step user guide for applicants submitting a DBS check.

[Open user guide](#)EBULK USER GUIDE

Basic Disclosure check

Step-by-step user guide for applicants submitting a Basic check.

[Open user guide](#)

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Starting an application

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Third Party Details

ARE YOU COMPLETING THIS APPLICATION ON BEHALF OF SOMEONE ELSE? (*):

Select ▼

Personal Information

GENDER *

Select ▼

TITLE *

Select ▼

FORENAME *

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DATE OF BIRTH* ⓘ

DD ▼ MM ▼ YYYY ▼

DO YOU HOLD A VALID PASSPORT?*
 NO YES

DO YOU HOLD A VALID UK DRIVING LICENCE?*
 NO YES

NI NUMBER

If you have an email address please supply this to allow an automated email to be sent to you to confirm your application has been submitted.

EMAIL ADDRESS

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Current Address

COUNTRY*
 ▼

ADDRESS FINDER ⓘ

ADDRESS LINE 1* ⓘ

ADDRESS LINE 2

TOWN*

DATE FROM*
MM ▼ YYYY ▼

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Place of Birth

TOWN *

COUNTY

COUNTRY *

NATIONALITY AT BIRTH *

HAVE YOU CHANGED YOUR NATIONALITY SINCE BIRTH? *

HAVE YOU CHANGED YOUR BIRTH SURNAME? * ⓘ

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Other Names

Please provide details of any other names used at any time during your lifetime and the dates during which the names were used. Please enter each forename and surname separately using the 'Add Name' button below.

ADD NAME

| NAME | TYPE | FROM | TO |
|------------------------------|------|------|----|
| No records have been created | | | |

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Other Name ×

Please provide each forename and surname as a separate entry

NAME*

TYPE*
 Forename
 Surname

YYYY

YEAR TO*

SUBMIT

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Employment Details

POSITION APPLIED FOR* ⓘ

EMPLOYER NAME* ⓘ
 THIRTYONE EIGHT

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Application Confirmation and Consent

Third Party Details Edit

FORENAME
SURNAME
EMAIL
TELEPHONE NO
JOB TITLE

Address History Edit

THIRTYONE EIGHT COLLEGE ROAD
HEXTABLE
SWANLEY
KENT
BR8 7LT
UNITED KINGDOM
Jan 2015
Present

Personal Information Edit

TITLE
MR
FORENAME
FORENAME
MIDDLE NAMES
SURNAME
SURNAME
DATE OF BIRTH
01/01/1993
GENDER
MALE
VALID PASSPORT
No
VALID DRIVING LICENCE
No

Place of Birth Edit

TOWN
TOWN
COUNTY
COUNTRY
UNITED KINGDOM
NATIONALITY AT BIRTH
BRITISH
CURRENT NATIONALITY
BRITISH

Employment Details Edit

POSITION APPLIED FOR
YOUTH AND PASTORAL WORKER
EMPLOYER NAME
THIRTYONE EIGHT

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Application Consent

I authorise Thirtyone.eight to use my personal data to carry out the following checks and understand that the results will be communicated by Thirtyone.eight to my employer:

- **Standard/Enhanced DBS Check:** A search for any spent and unspent criminal convictions (as defined in the Rehabilitation of Offenders Act 1974) obtained via the Disclosure and Barring Service (DBS).

Disclosure & Barring Service (DBS) Consent

I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains information. In some cases the registered body may provide this information directly to my employer prior to me receiving my certificate.

I understand if I do not consent to an electronic result being issued to the registered body submitting my application that I must not proceed with this application and I should submit a paper application form.

I understand that to withdraw my consent whilst my application is in progress I must contact the DBS helpline 03000 200 190. My application will then be withdrawn.

I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how the DBS will process my personal data and the options available to me for submitting an application.

Declaration by Applicant

I confirm that I have provided complete and true information in support of this application and understand that knowingly making a false statement for this purpose is a criminal offence.

I understand that if I do not provide authorisation for any of the statements above that I must not proceed with this application.

Please Note: If you are submitting this application on behalf of the applicant, you will need to obtain signed and dated authority from the applicant agreeing to all of the statements outlined above.

PREVIOUS
COMPLETE

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Application Complete



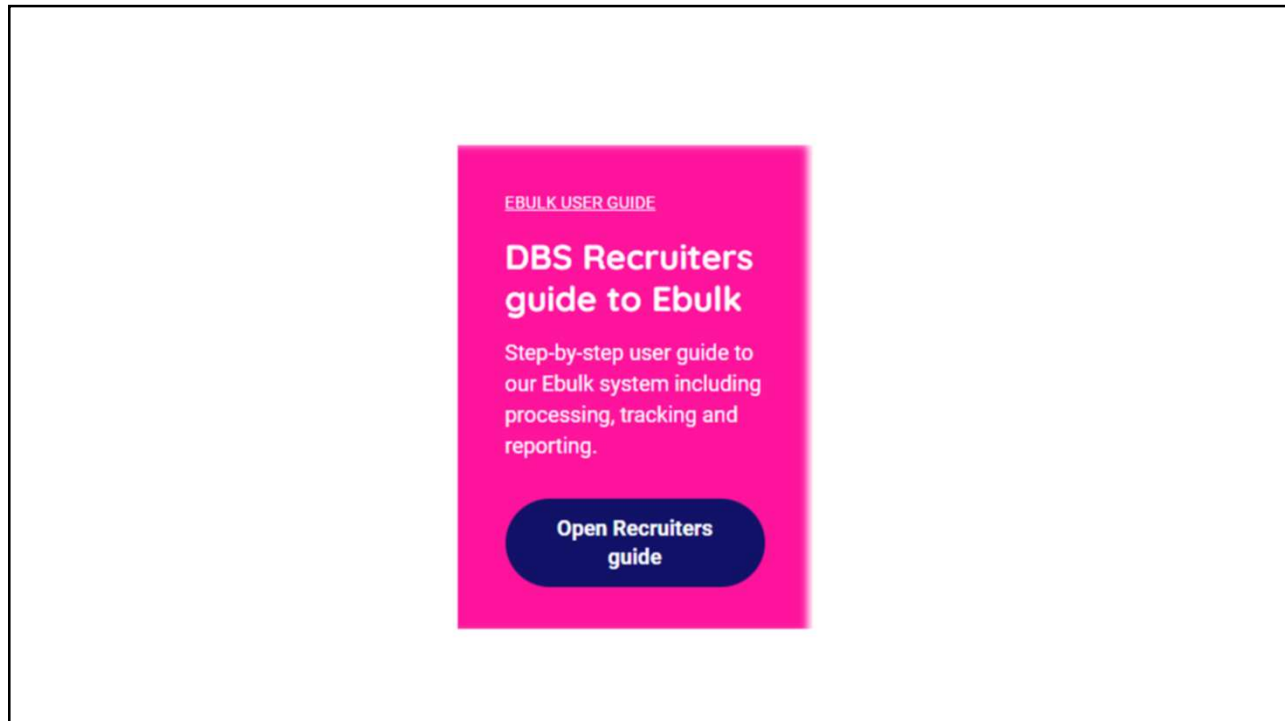
Your reference number is 271SURN817974

Make a note of this reference and arrange to visit your employer or Registered Organisation to have your identification verified, you will need to bring evidence of your identity. For suitable forms of identification, please read document [DBS list of acceptable identification](#).

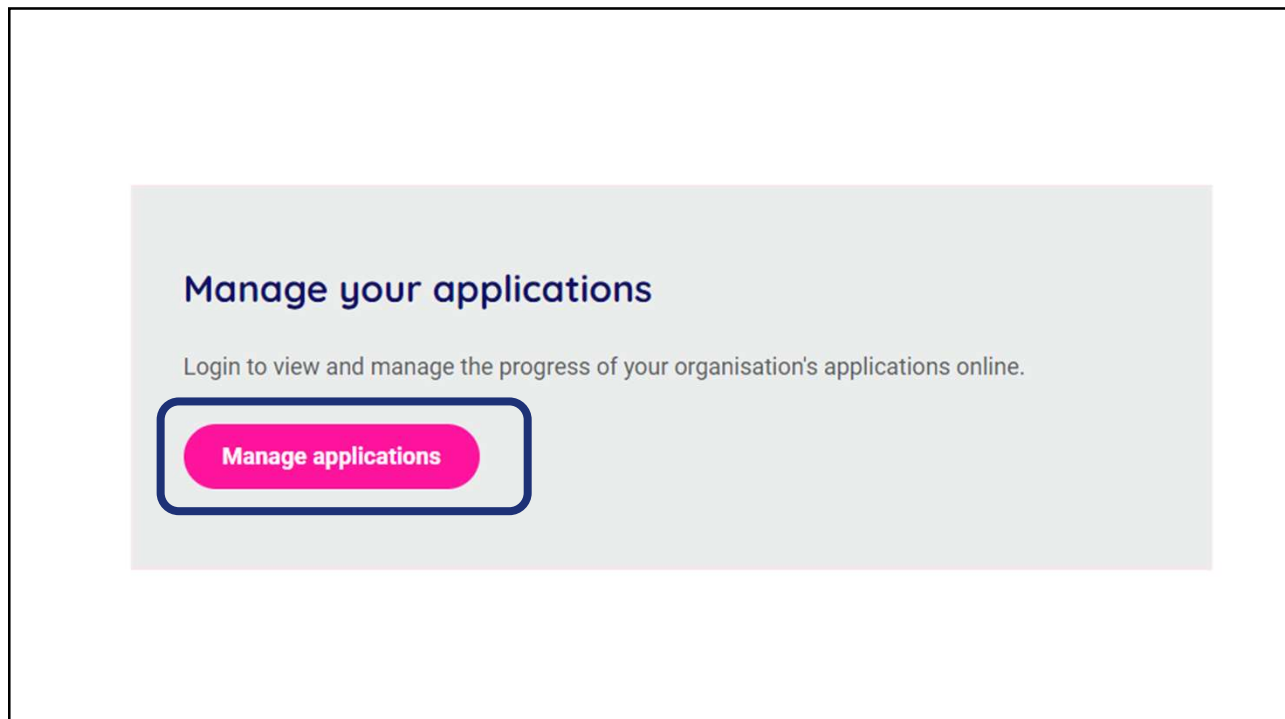
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Management of the Ebulk system

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ORGANISATION REFERENCE *

USERNAME *

DATE OF BIRTH *

| | | |
|----|----|------|
| DD | MM | YYYY |
|----|----|------|

BACK **ENTER**

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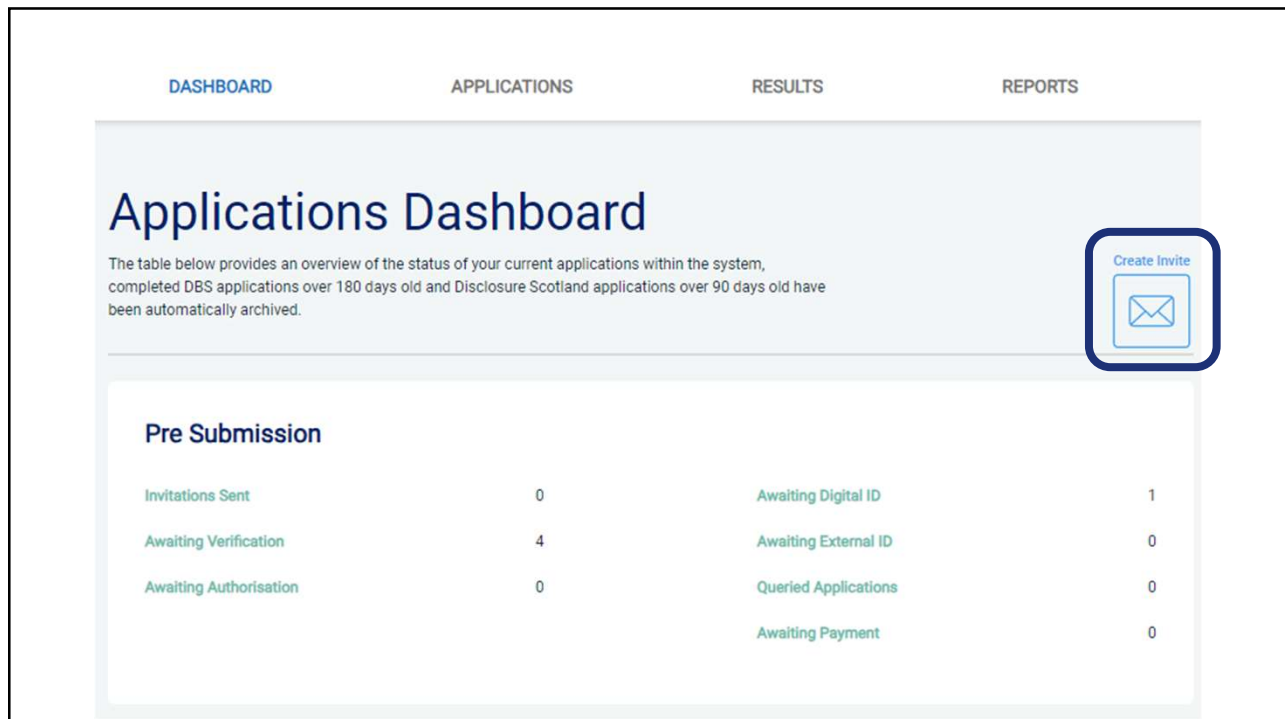
PASSWORD *

LOGIN

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Sending an invite

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The screenshot shows the 'Applications Dashboard' with a navigation menu at the top containing 'DASHBOARD', 'APPLICATIONS', 'RESULTS', and 'REPORTS'. The main heading is 'Applications Dashboard'. Below the heading is a paragraph: 'The table below provides an overview of the status of your current applications within the system, completed DBS applications over 180 days old and Disclosure Scotland applications over 90 days old have been automatically archived.' To the right of this text is a 'Create Invite' button with an envelope icon, which is highlighted with a blue rounded rectangle. Below this is a table titled 'Pre Submission' with two columns of application statuses and their counts.

| Pre Submission | |
|------------------------|---|
| Invitations Sent | 0 |
| Awaiting Verification | 4 |
| Awaiting Authorisation | 0 |
| Awaiting Digital ID | 1 |
| Awaiting External ID | 0 |
| Queried Applications | 0 |
| Awaiting Payment | 0 |

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Invite Details

ORGANISATION *

--select--

CHECKS REQUIRED *

DBS Standard/Enhanced
 With Digital ID Check

DBS Basic
 DS Basic
 Digital Right to Work Check

FORENAME *

SURNAME *

EMAIL ADDRESS *

CC EMAIL ADDRESS

Template Details

EMAIL TEMPLATE *

New Starter Invite

Select
New Starter Invite
Renewal Invite
TIGURS VIEW

<> [List Icons] [Undo] [Redo] [Bold] [Italic] [Underline] [Link] [More]

The link below is personal to you and will allow direct access to the application form without the need to enter an organisation reference or code, please click the link to start the application process:

\$inviteURL

(If you are unable to click the link directly from this email, please copy and paste the link into your browser.)

Guidance and useful links to assist you with filling in the online application can be viewed at <https://thirtyoneeight.org/dbs-service/applicant-guidance/>

You will need to enter details such as your Passport, Driving Licence, National

P = SPAN POWERED BY TINY

SEND

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Applications Dashboard


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[DASHBOARD](#) [APPLICATIONS](#) [RESULTS](#) [REPORTS](#)

Applications Dashboard

The table below provides an overview of the status of your current applications within the system, completed DBS applications over 180 days old and Disclosure Scotland applications over 90 days old have been automatically archived.

[Create Invite](#)



Pre Submission

| | | | |
|------------------------|---|----------------------|---|
| Invitations Sent | 0 | Awaiting Digital ID | 1 |
| Awaiting Verification | 4 | Awaiting External ID | 0 |
| Awaiting Authorisation | 0 | Queried Applications | 0 |
| | | Awaiting Payment | 0 |

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Transfer

| | |
|--------|---|
| Queued | 0 |
| Sent | 0 |

Submitted

| | |
|-----------------------------|---|
| Processing | 0 |
| Certificate Review Required | 0 |
| Completed | 0 |

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Finding an application

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DASHBOARD
APPLICATIONS
RESULTS
REPORTS

Applications Dashboard

The table below provides an overview of the status of your current applications within the system, completed DBS applications over 180 days old and Disclosure Scotland applications over 90 days old have been automatically archived.

[Create Invite](#)

Pre Submission

| | | | |
|------------------------|---|----------------------|---|
| Invitations Sent | 0 | Awaiting Digital ID | 1 |
| Awaiting Verification | 4 | Awaiting External ID | 0 |
| Awaiting Authorisation | 0 | Queried Applications | 0 |
| | | Awaiting Payment | 0 |

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Applications for Checking

The table contains applications waiting for ID verification (and/or Section Y for DBS) to be completed and approved. Click the reference number to view the application details and complete the required sections.

CHANNEL: --- Select --- LEVEL: --- Select --- STATUS: Waiting ID Check ORGANISATION: All

DISPLAY: 10 ORDER BY: Latest **SUBMIT**

FIND APPLICATION

| Date Created | Our Ref | Surname | Date Of Birth | Org Ref | Checks Required |
|--------------|---------------------|---------|---------------|---------|--|
| 24/08/2023 | [DBS] 271SURN817974 | SURNAME | 01/01/1993 | 804 |  DBS |
| 10/08/2023 | [DBS] 747SMIT814538 | SMITH | 01/01/1998 | 804 |  DBS |

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DASHBOARD APPLICATIONS RESULTS REPORTS

Applications → 850TEST764109

The details of this application can be viewed below.

App Created: 28/02/2023 [Registered For Update Service >](#)

Check ID: Incomplete

Section Y: Incomplete

WITHDRAW

OVERVIEW **APPLICATION** NOTES DOCUMENTS AUDIT

Application Header

| | |
|-------------------|----------------------|
| APPLICANT NAME | JOHN JOHN JOHN SMITH |
| DATE OF BIRTH | 22/05/1992 |
| ORGANISATION NAME | THIRTYONE EIGHT |
| OUR REFERENCE | 850TEST764109 |

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OVERVIEW APPLICATION NOTES DOCUMENTS AUDIT

Third Party Details [Edit](#)

FORENAME
SURNAME
EMAIL
TELEPHONE NO
JOB TITLE

Personal Details [Edit](#)

| | |
|---------------|------------|
| TITLE | MR |
| FORENAME | JOHN |
| MIDDLE NAMES | JOHN JOHN |
| SURNAME | SMITH |
| DATE OF BIRTH | 22/05/1992 |
| GENDER | MALE |

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ID Check – digital route

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| OVERVIEW | APPLICATION | NOTES | DOCUMENTS | AUDIT |
|---------------------------|----------------------------------|-------|-----------|--|
| Application Header | | | | App Created: 28/02/2023 Check ID: Incomplete Section Y: Incomplete <div style="background-color: #e91e63; color: white; padding: 5px; text-align: center; width: fit-content; margin: 5px auto;">WITHDRAW</div> |
| APPLICANT NAME | JOHN JOHN JOHN SMITH | | | |
| DATE OF BIRTH | 22/05/1992 | | | |
| ORGANISATION NAME | THIRTYONE EIGHT | | | |
| OUR REFERENCE | 850TEST764109 | | | |
| DATE OF CONSENT | 28/02/2023 09:43:41 | | | |
| <hr/> | | | | |
| DBS Application | | | | |
| STATUS | ● Waiting ID Check and Section Y | | | |
| APPLICATION TYPE | | | | |
| DBS REFERENCE | | | | |
| Section Y | | | | |
| STATUS | ● Not Started | | | |
| | | | | <div style="background-color: #e91e63; color: white; padding: 5px; text-align: center; width: fit-content;">COMPLETE SECTION Y</div> |
| Identity Check | | | | |
| STATUS | ● Not Started | | | |
| | | | | <div style="border: 2px solid blue; border-radius: 10px; padding: 5px; display: inline-block;"><div style="background-color: #e91e63; color: white; padding: 5px; text-align: center; width: fit-content;">COMPLETE ID CHECK</div></div> |

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Invite the applicant to undertake a digital ID check (plus digital Right to Work check if required)
SELECT THIS OPTION IF YOU WISH TO INVITE THE APPLICANT TO UNDERGO A DIGITAL ID CHECK USING OUR CERTIFIED IDENTITY SERVICE PROVIDER (IDSP)

Complete the ID check using a digital ID check already obtained
SELECT THIS OPTION IF YOU HAVE ALREADY CARRIED OUT A DIGITAL ID CHECK THROUGH YOUR OWN PROVIDER


Complete the ID check manually using original documents provided by the applicant
SELECT THIS OPTION IF YOU HAVE CARRIED OUT THE ID CHECK MANUALLY USING DOCUMENTS PROVIDED BY THE APPLICANT

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| Invite Details | Template Details |
|---|--|
| DIGITAL ID CHECK TYPE * <input type="text" value="Digital ID Check only"/> | EMAIL TEMPLATE * <input type="text" value="Digital ID Check Invite Email"/> |
| FORENAME * <input type="text" value="FORENAME"/> | Tools View <> ☰ ∨ ☰ ∨ ↕ ↶ ↷ B <i>I</i> <u>U</u> |
| SURNAME * <input type="text" value="SURNAME"/> | Dear \$name, As part of your criminal record application, we a documents. |
| EMAIL ADDRESS * <input type="text" value="forename.surname@email.com"/> | It is important that when requested, you upload correct ID. Ensuring that there is no blur or flash must be in the exact name and address that you this is not followed then your ID check is likely to |
| ENTER CC EMAIL ADDRESS <input type="text"/> | |

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TRUST ID



Verify your identity!

You will need to provide

- ✓ Your identity documents
- ✓ A selfie

[Get Started](#)

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Invite the applicant to undertake a digital ID check (plus digital Right to Work check if required)
SELECT THIS OPTION IF YOU WISH TO INVITE THE APPLICANT TO UNDERGO A DIGITAL ID CHECK USING OUR CERTIFIED IDENTITY SERVICE PROVIDER (IDSP)

Complete the ID check using a digital ID check already obtained
SELECT THIS OPTION IF YOU HAVE ALREADY CARRIED OUT A DIGITAL ID CHECK THROUGH YOUR OWN PROVIDER

Complete the ID check manually using original documents provided by the applicant
SELECT THIS OPTION IF YOU HAVE CARRIED OUT THE ID CHECK MANUALLY USING DOCUMENTS PROVIDED BY THE APPLICANT

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ID Check - manual route

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GROUP 1 DOCUMENT
-- select --

DOCUMENT 2
-- select --

DOCUMENT 3
-- select --

CURRENT ADDRESS CHECKED
No

DATE OF BIRTH CHECKED
No

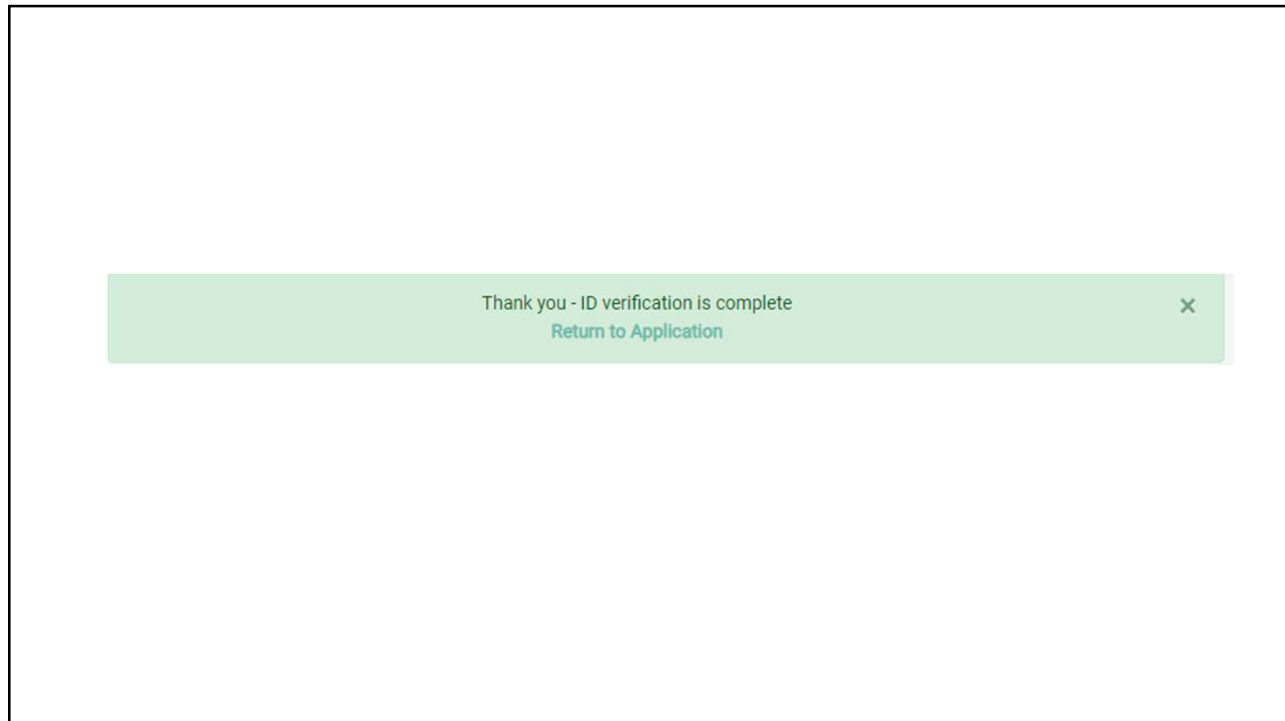
COST CODE / PERSONNEL NUMBER

EVIDENCE CHECKED BY MATTHEW COADY

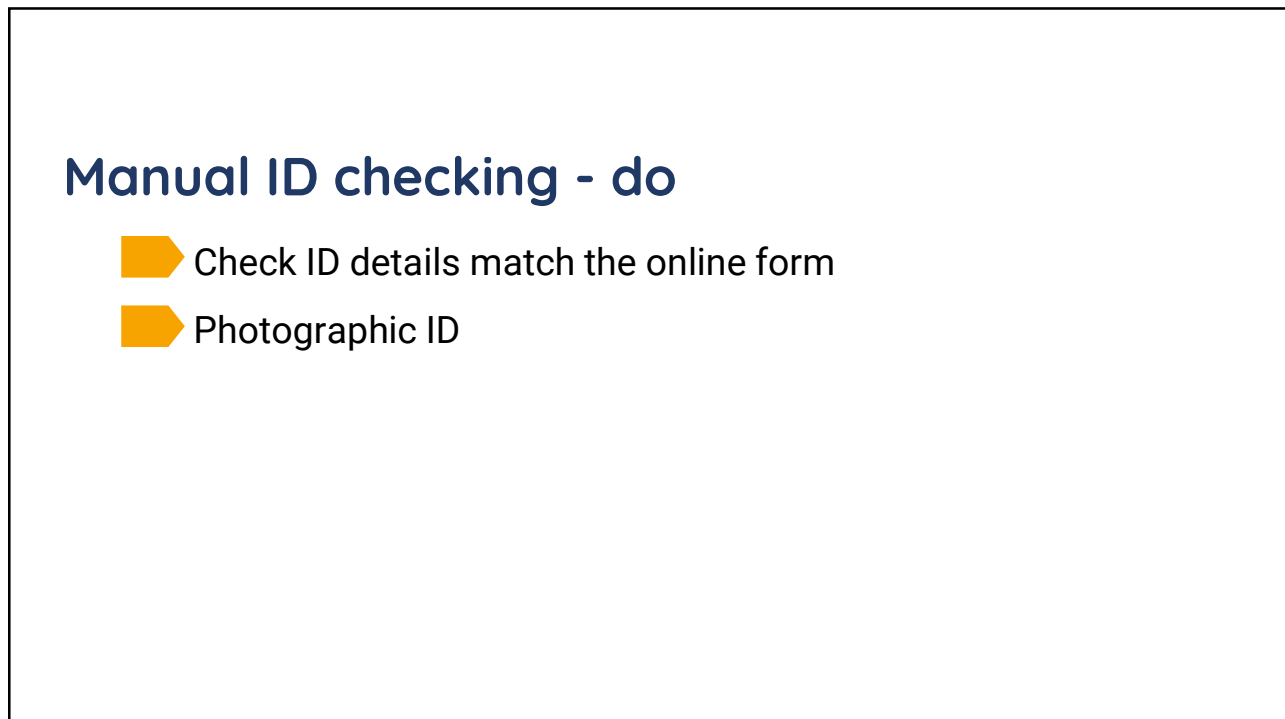
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| | |
|--|---|
| <h3>Driving Licence Details</h3> <p>DRIVER NO <input type="text"/></p> <p>ISSUE COUNTRY -- Please select --</p> <p>DATE OF BIRTH <input type="text"/> DD/MM/YYYY</p> <p>4A - VALID FROM/ISSUE DATE <input type="text"/> DD/MM/YYYY</p> | <h3>Passport Details</h3> <p>PASSPORT NO <input type="text"/></p> <p>NATIONALITY <input type="text"/></p> <p>DATE OF BIRTH <input type="text"/> DD/MM/YYYY</p> <p>DATE OF ISSUE <input type="text"/> DD/MM/YYYY</p> |
| <p>SAVE</p> | <p>SAVE</p> |

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Tips for those with paperless statements

- Applicant can contact their bank for one-off paper statement.
- Request a reminder of their NI number from GOV.UK
- A Digital ID Check is a good alternative

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Manual ID checking - do not

- Check ID for themselves or any relatives
- Accept photocopies
- Accept documents printed from the internet
- Accept foreign equivalent
- Write down document details
- Accept documents over zoom

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**Manual ID checking
COVID19 Temporary changes**

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Section Y

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OVERVIEW APPLICATION NOTES DOCUMENTS AUDIT

App Created: 28/02/2023
Check ID: Incomplete
Section Y: Incomplete

Application Header

| | |
|-------------------|----------------------|
| APPLICANT NAME | JOHN JOHN JOHN SMITH |
| DATE OF BIRTH | 22/05/1992 |
| ORGANISATION NAME | THIRTYONE EIGHT |
| OUR REFERENCE | 850TEST764109 |
| DATE OF CONSENT | 28/02/2023 09:43:41 |

DBS Application

STATUS ● Waiting ID Check and Section Y

APPLICATION TYPE

DBS REFERENCE

Section Y

STATUS ● Not Started

Identity Check

STATUS ● Not Started

WITHDRAW

COMPLETE SECTION Y

COMPLETE ID CHECK

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APPLICATION TYPE ⓘ

Enhanced

WORKFORCE ⓘ

Select

ARE YOU ENTITLED TO KNOW WHETHER THE APPLICANT IS BARRED FROM WORKING WITH ADULTS ⓘ

Select

ARE YOU ENTITLED TO KNOW WHETHER THE APPLICANT IS BARRED FROM WORKING WITH CHILDREN ⓘ

Select

WORKING WITH VULNERABLE GROUPS AT THE APPLICANT'S HOME ADDRESS ⓘ

Select

IS VOLUNTEER ⓘ

Select

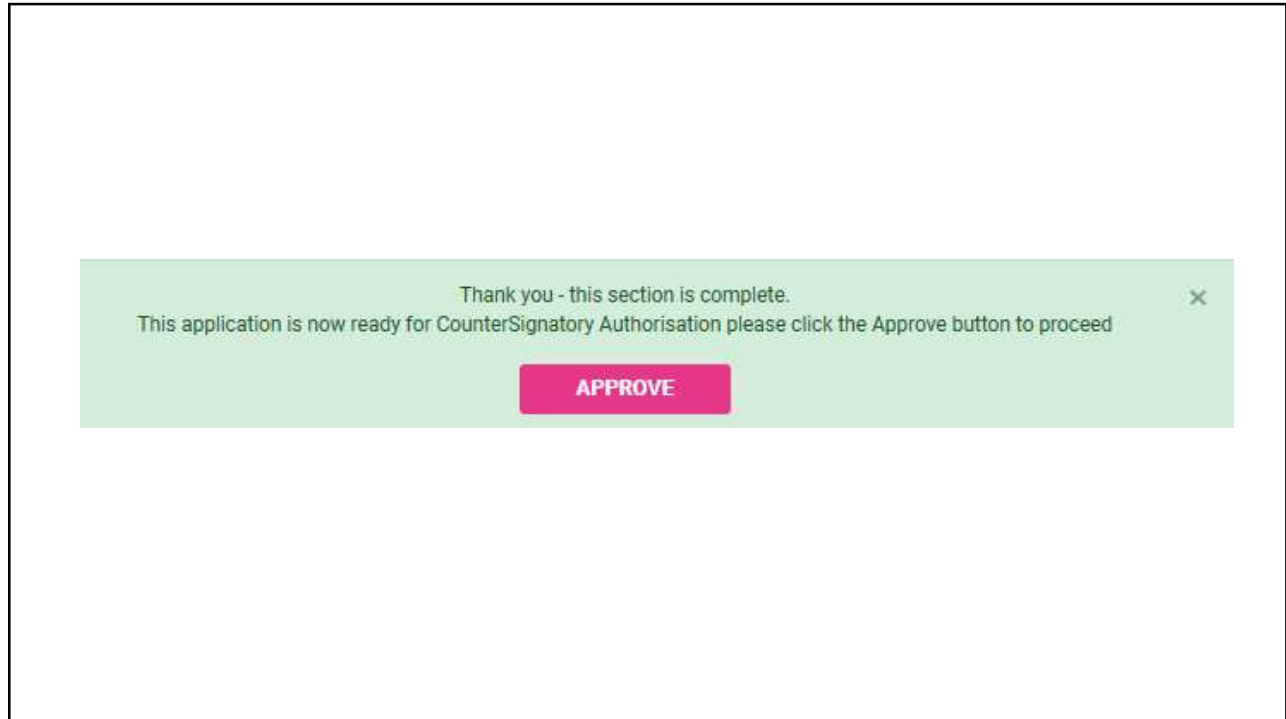
DBS ADULT FIRST CHECK REQUIRED ⓘ

Select

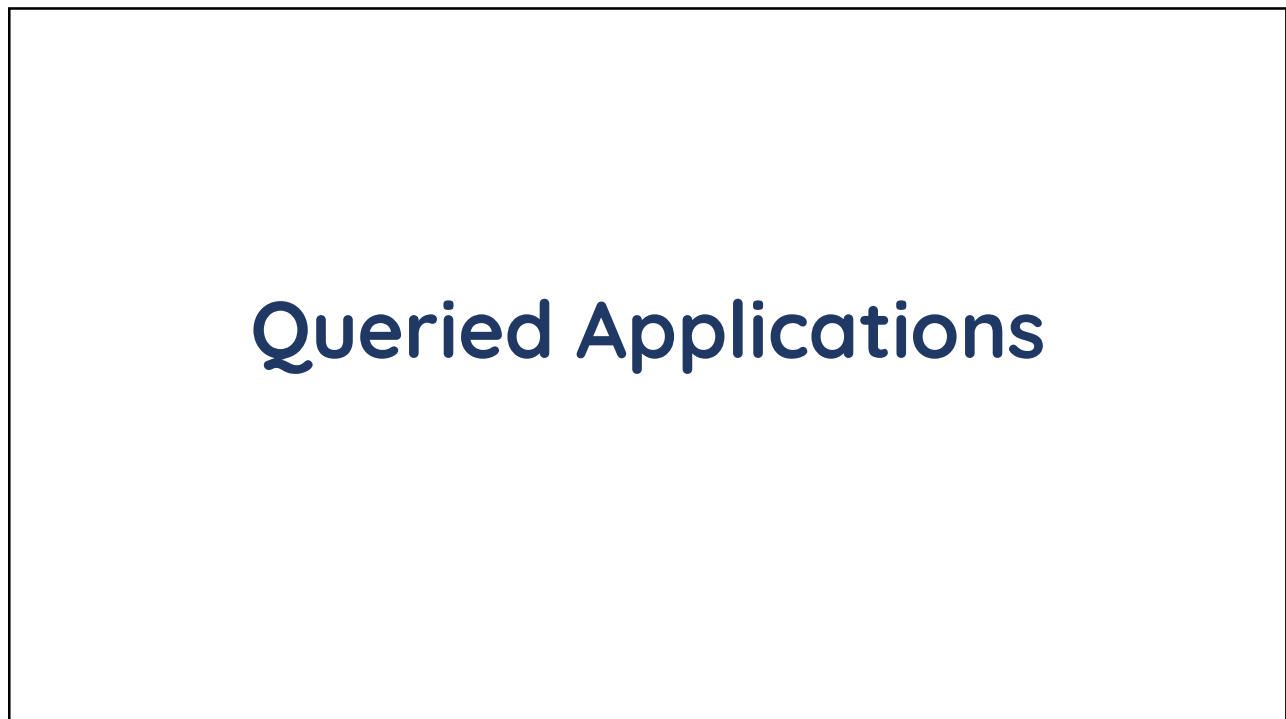
Additional Information

Use this box to provide any other information relevant to the application (max 250 characters)

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| Date Created | Our Ref | Surname | Date Of Birth |
|--------------|---------------------|---------|---------------|
| 24/08/2023 | [DBS] 271SURN817974 | SURNAME | 01/01/1993 |
| 10/08/2023 | [DBS] 747SMIT814538 | SMITH | 01/01/1998 |
| 02/08/2023 | [DBS] I653SURN34484 | SURNAME | 01/02/1993 |
| 28/02/2023 | [DBS] 850TEST764109 | SMITH | 22/05/1992 |

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OVERVIEW
APPLICATION
NOTES
DOCUMENTS
AUDIT

Application Notes Refresh

Eligibility (Created by ANNA GRAVER)
11/08/2023 11:47

Edit
Delete

From the information provided on the application form it is not clear how this role would be eligible for the level of check requested for working with children and vulnerable adults (with a check of the barred list). The DBS does state that eligibility decisions must be made at a local level where you understand the full nature of the role.

With this in mind, please run the responsibilities and duties of the role through our Interactive Eligibility Guide
<https://thirtyoneeight.org/dashboard/eligibility-guide/>

The username is: guide@thirtyoneeight.org and the password is: Guide318

Please then call to discuss or add a note to explain how the applicant is eligible for a barred list check with children and adults.

If the role is not eligible for a barred list check, please advise how the applicant works with children and adults at risk (and how often with adults).

Many thanks

ADD NOTE

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Tracking Applications

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| Transfer | |
|----------|---|
| Queued | 0 |
| Sent | 0 |

| Submitted | |
|-----------------------------|---|
| Processing | 0 |
| Certificate Review Required | 0 |
| Completed | 0 |

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| Date Sent | Our Ref | Surname | Date Of Birth | Org Ref | Application Ref |
|------------|-------------------|---------|---------------|---------|-----------------------------------|
| 24/08/2023 | [P] 722SURN818000 | SURNAME | 07/07/1995 | 000 | E0000000003 Track |

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Viewing Results


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[DASHBOARD](#) [APPLICATIONS](#) **RESULTS** [REPORTS](#)

Applications Dashboard

The table below provides an overview of the status of your current applications within the system, completed DBS applications over 180 days old and Disclosure Scotland applications over 90 days old have been automatically archived.

[Create Invite](#)



Pre Submission

| | | | |
|------------------------|---|----------------------|---|
| Invitations Sent | 0 | Awaiting Digital ID | 1 |
| Awaiting Verification | 4 | Awaiting External ID | 0 |
| Awaiting Authorisation | 0 | Queried Applications | 0 |
| | | Awaiting Payment | 0 |

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Application Results

The table contains applications that have recently been completed

RESULT:
 CHANNEL:
 LEVEL:
 ORGANISATION:

DISPLAY:
 ORDER BY:

| Result Date | Reference | Surname | Certificate No | Issue Date | Status | Org Ref |
|-------------|-------------------|---------|------------------|------------|-------------------------------------|---------|
| 13/08/2023 | [P] 568SURN818010 | SURNAME | 0000000000000000 | 10/08/2023 | Certificate contains no information | 0000 |

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| OVERVIEW | APPLICATION | NOTES | DOCUMENTS | AUDIT |
|---------------------------|-------------------------------------|-------|-----------|-------|
| Application Header | | | | |
| APPLICANT NAME | FORENAME SURNAME | | | |
| DATE OF BIRTH | 27/11/1978 | | | |
| ORGANISATION NAME | TEST ORGANISATION | | | |
| OUR REFERENCE | TEST000 | | | |
| DATE OF CONSENT | 21/08/2023 12:09:30 | | | |
| DBS Application | | | | |
| STATUS | ● Application Complete | | | |
| CERTIFICATE RESULT | Certificate contains no information | | | |
| CERTIFICATE NO | 00000856 | | | |
| ISSUE DATE | 24/08/2023 | | | |
| CHANNEL | DBS | | | |
| APPLICATION TYPE | Enhanced | | | |

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| OVERVIEW | APPLICATION | NOTES | DOCUMENTS | AUDIT |
|---------------------------|---|-------|-----------|-------|
| Application Header | | | | |
| APPLICANT NAME | FORENAME SURNAME | | | |
| DATE OF BIRTH | 10/08/1963 | | | |
| ORGANISATION NAME | TEST ORGANISATION | | | |
| OUR REFERENCE | 000TEST | | | |
| DATE OF CONSENT | 01/08/2023 09:15:10 | | | |
| DBS Application | | | | |
| STATUS | ● Application Complete | | | |
| CERTIFICATE RESULT | Please wait to view applicant certificate | | | |
| CERTIFICATE NO | 000000005896 | | | |
| ISSUE DATE | 21/08/2023 | | | |
| CHANNEL | DBS | | | |
| APPLICATION TYPE | Enhanced | | | |

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Reports

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DASHBOARD
APPLICATIONS
RESULTS
REPORTS

Applications Dashboard

The table below provides an overview of the status of your current applications within the system, completed DBS applications over 180 days old and Disclosure Scotland applications over 90 days old have been automatically archived.

[Create Invite](#)


Pre Submission

| | | | |
|------------------------|---|----------------------|---|
| Invitations Sent | 0 | Awaiting Digital ID | 1 |
| Awaiting Verification | 4 | Awaiting External ID | 0 |
| Awaiting Authorisation | 0 | Queried Applications | 0 |
| | | Awaiting Payment | 0 |

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Reports Dashboard

The options below provide access to all applications processed through the system or you can define your own report

CUSTOM REPORT

General Reports

Candidate Invite Report

Digital ID Results

Standard/Enhanced

Certificate Results

Invoice Report

Applicant Payment Report

Outstanding Applications

DBS Adult First Requested

Basic Reports

Certificate Results

Invoice Report

Applicant Payment Report

Outstanding Applications

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Create Report

Define Report Parameters

DATE FROM: 01 Jul 2023 DATE TO: 31 Jul 2023 ORGANISATION: All

DATE TYPE: Created Date

LEVEL: -- Select --

STATUS: -- Select --

ROUTE TAKEN (DBS ONLY): -- Select --

CHANNEL: All

DISPLAY: 10

ORDER: Oldest

SEARCH ARCHIVED
SUBMIT

TICK ALL
UNTICK ALL

Application Data

| | | | | | |
|----------|-------------------------------------|-----------------|--------------------------|------------------------|--------------------------|
| Forename | <input type="checkbox"/> | NI Number | <input type="checkbox"/> | DBS Profile Id | <input type="checkbox"/> |
| Surname | <input checked="" type="checkbox"/> | Position | <input type="checkbox"/> | Employment Sector Type | <input type="checkbox"/> |
| DOB | <input checked="" type="checkbox"/> | Applicant Email | <input type="checkbox"/> | Purpose Of Check Type | <input type="checkbox"/> |

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comfort break



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Comfort break

5:00

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The Different Levels of DBS Checks



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DBS eligibility definitions

➤ Always remember - supervision is:

On-site, physical supervision of a team member by a leader at all times

➤ Frequent and intensive is:

Working weekly; or 4 or more days in a 30 day period; or overnight (between the hours of 2am and 6 am)

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Barred lists

- Maintained by the DBS.
- Barred people **MUST NOT** work in Regulated Activity (RA) with the relevant group.
- Only for those in RA **OR** those living with a homebased worker (who is in RA) where they have contact with children.

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Regulated Activity with children

| | Once | Weekly or 4 or more times in 30-day period | Overnight between 2am and 6am |
|---|------|--|-------------------------------|
| Providing healthcare | ✓ | ✓ | ✓ |
| Providing personal care | ✓ | ✓ | ✓ |
| Teaching, training, instructing, caring for, supervising, providing advice or guidance on wellbeing unsupervised | ✗ | ✓ | ✓ |
| Driving children under arrangement | ✗ | ✓ | ✗ |
| Moderating a web-based service. | ✗ | ✓ | ✗ |

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Regulated Activity with Adults

If done once the following activities are regulated activity with adults

Providing health care

Providing personal care

Social Work



Assisting with cash/paying bills or obtaining shopping

Transporting/accompanying to or from places where they will receive - health/personal care, social work services

Counselling/psychotherapy provided by or referred by a health care professional

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DBS checks for those not in RA

-  You may still be able to request an enhanced DBS check without a check of the barred list.
-  You can only apply for a Standard/Enhanced check where the applicant's role is legally eligible for one.

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Enhanced DBS checks (for those not in RA with children)

More than once:

-  Supervise
-  Teach
-  Train
-  Instruct and/or care for children
-  Provide advice/guidance on well-being
-  Drive a vehicle only for children

81

Enhanced DBS checks (for those not in RA with children)

-  Trustees of a charity that works with children.
-  Supervising/managing workers who are eligible for an
Enhanced DBS check

82

Enhanced DBS checks (for those not in RA with adults at risk)

- 1 If they are working weekly, 4 or more times in 30 days or overnight
- 2 **WITH** someone who is receiving health or social care services **AND** who needs help because of their age, illness or disability
- 3 **AND** are giving teaching, advice guidance, assistance etc

83

Enhanced DBS checks (for those not in RA with adults at risk)

- Trustees of a charity that works with children.
- Supervising/managing workers who are eligible for an Enhanced DBS check

84

Eligibility Case Studies

85

Case Study 1

Emmanuel is a volunteer at a children's club working with children aged from 5-10. He works on a rota at least once a month with children and is not always supervised by a leader.



86

Eligibility Guide

Find out if a role meets the eligibility criteria for a DBS check.

[Check eligibility](#)

Our interactive eligibility guide will help you decide whether or not a role meets the eligibility criteria set by the DBS. Using a series of questions about the role, you'll be given relevant advice to help you in your decision making.

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Church Specific Roles

See our eligibility guidance for a full list of church specific roles

[Access list](#)

Eligibility FAQs

See answers to some of the common questions surrounding eligibility

[Read more](#)

Definitions and notes

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[Read more](#)

87

Emmanuel is a volunteer at a children's club working with children aged from 5-10. He works on a rota at least once a month with children and is not always supervised by a leader.

Is the activity a private non-commercial arrangement between family, friends or neighbours?

No

88

Emmanuel is a volunteer at a children's club working with children aged from 5-10. He works on a rota at least once a month with children and is not always supervised by a leader.

Does the role involve working with children or vulnerable adults or managing or supervising those that do?

Yes

89

Emmanuel is a volunteer at a children's club working with children aged from 5-10. He works on a rota at least once a month with children and is not always supervised by a leader.

Is the role working directly with children?

Yes

90

Emmanuel is a volunteer at a children's club working with children aged from 5-10. He works on a rota at least once a month with children and is not always supervised by a leader.

Does the role involve any personal care even if carried out on only one occasion?

What is personal care?



Personal care includes things such as help with feeding, washing, dressing or toileting.

No

91

Emmanuel is a volunteer at a children's club working with children aged from 5-10. He works on a rota at least once a month with children and is not always supervised by a leader.

Is the role supervised at all times?

What is meant by supervised?



On-site, physical supervision of a team member by a leader

No

92

Emmanuel is a volunteer at a children's club working with children aged from 5-10. He works on a rota at least once a month with children and is not always supervised by a leader.

Does the role involve any of the following activities on a frequent or intensive basis solely for children?

Teaching, training, instructing, caring for, supervising, providing well-being advice and guidance, or driving a vehicle.

No

93

Emmanuel is a volunteer at a children's club working with children aged from 5-10. He works on a rota at least once a month with children and is not always supervised by a leader.

Does the role involve frequent or intensive work for and in a specified establishment where there is the opportunity for unsupervised contact with children?

No

94

Emmanuel is a volunteer at a children's club working with children aged from 5-10. He works on a rota at least once a month with children and is not always supervised by a leader.

This role is usually eligible for an Enhanced check but not the Barred List









An Enhanced Disclosure check can usually be obtained for this type of role but Barred List information cannot be accessed by law.

95

Emmanuel is a volunteer at a children's club working with children aged from 5-10. He works on a rota at least once a month with children and is not always supervised by a leader.

More than once:

-  Supervise
-  Teach
-  Train
-  Instruct and/or care for children
-  Provide advice/guidance on well-being
-  Drive a vehicle only for children

96

Case Study 2

Gloria has volunteered with your organisation to become a youth worker. She will be part of the youth team each week, transporting children and helping out at weekends away.



97

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[Read more](#)

98

Gloria has volunteered with your organisation to become a youth worker. She will be part of the youth team each week, transporting children and helping out at weekends away.

Is the activity a private non-commercial arrangement between family, friends or neighbours?

No

99

Gloria has volunteered with your organisation to become a youth worker. She will be part of the youth team each week, transporting children and helping out at weekends away.

Does the role involve working with children or vulnerable adults or managing or supervising those that do?

Yes

100

Gloria has volunteered with your organisation to become a youth worker. She will be part of the youth team each week, transporting children and helping out at weekends away.

Is the role working directly with children?

Yes

101

Gloria has volunteered with your organisation to become a youth worker. She will be part of the youth team each week, transporting children and helping out at weekends away.

Does the role involve any personal care even if carried out on only one occasion?

What is personal care?



Personal care includes things such as help with feeding, washing, dressing or toileting.

No

102

Gloria has volunteered with your organisation to become a youth worker. She will be part of the youth team each week, transporting children and helping out at weekends away.

Is the role supervised at all times?

What is meant by supervised?



On-site, physical supervision of a team member by a leader

No

103

Gloria has volunteered with your organisation to become a youth worker. She will be part of the youth team each week, transporting children and helping out at weekends away.

Does the role involve any of the following activities on a frequent or intensive basis solely for children?

Teaching, training, instructing, caring for, supervising, providing well-being advice and guidance, or driving a vehicle.

Yes

104

Gloria has volunteered with your organisation to become a youth worker. She will be part of the youth team each week, transporting children and helping out at weekends away.

This role is eligible for an Enhanced check with a check of the relevant Barred List



The role is considered to be in Regulated Activity therefore an Enhanced Disclosure with a check of the relevant Barred List must be obtained prior to the person starting work following appropriate Safer Recruitment procedures.

105

Case Study 3

Kara has volunteered with your organisation to visit housebound adults to assist with cleaning, shopping and driving. So will be working with adults at risk (as they need help due to either age, illness or disability).



106

Eligibility Guide

Find out if a role meets the eligibility criteria for a DBS check.

[Check eligibility](#)

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Eligibility FAQs

See answers to some of the common questions surrounding eligibility

[Read more](#)

Definitions and notes

Read our definitions and notes that relate to DBS eligibility

[Read more](#)

107

Kara has volunteered with your organisation to visit housebound adults to assist with cleaning, shopping and driving. So will be working with adults at risk (as they need help due to either age, illness or disability).

Is the activity a private non-commercial arrangement between family, friends or neighbours?

No

108

Kara has volunteered with your organisation to visit housebound adults to assist with cleaning, shopping and driving. So will be working with adults at risk (as they need help due to either age, illness or disability).

Does the role involve working with children or vulnerable adults or managing or supervising those that do?

Yes

109

Kara has volunteered with your organisation to visit housebound adults to assist with cleaning, shopping and driving. So will be working with adults at risk (as they need help due to either age, illness or disability).

Is the role working directly with children?

No

110

Kara has volunteered with your organisation to visit housebound adults to assist with cleaning, shopping and driving. So will be working with adults at risk (as they need help due to either age, illness or disability).





Is the role working directly with adults?

Yes

111

Kara has volunteered with your organisation to visit housebound adults to assist with cleaning, shopping and driving. So will be working with adults at risk (as they need help due to either age, illness or disability).

Does the role involve any of the following activities even if only once or occasionally?

-  Health care or personal care
-  Assisting with cash/paying bills or obtaining shopping
-  Transporting/accompanying to or from places where they will receive - health/personal care, social work services
-  Counselling/psychotherapy provided by or referred by a health care professional

Yes

112

Kara has volunteered with your organisation to visit housebound adults to assist with cleaning, shopping and driving. So will be working with adults at risk (as they need help due to either age, illness or disability).

This role is eligible for an Enhanced check with a check of the relevant Barred List



The role is considered to be in Regulated Activity therefore an Enhanced Disclosure with a check of the relevant Barred List must be obtained prior to the person starting work following appropriate Safer Recruitment procedures.

113

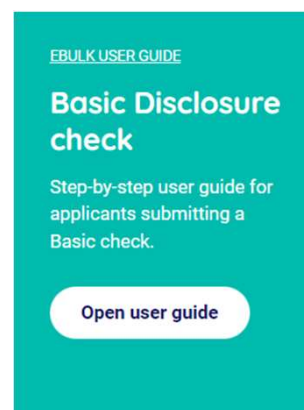
**Basic
Disclosures**

114

- ▶ Basic Disclosures are useful where a role is not eligible for an Enhanced check but where the role requires (or publicly indicates) a certain level of trust by the church or organisation.

115

- ▶ Contact us to enable Basic Disclosures
- ▶ Costs is our normal admin fee + £18 charged by the DBS



116

Overseas workers

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- ▶ There are risks (and difficulties) in obtaining a DBS check for workers with no UK residence history.
- ▶ Disclosure certificates may hold little value because the Police National Computer contains only a very limited number of overseas convictions.

118

- ▶ An applicant could be in possession of a 'clear' certificate which may not present a true picture of their background.
- ▶ If an applicant has a significant overseas address history, wherever possible a 'Certificate of Good Conduct' or equivalent is obtained.

119

| | | | |
|-----------------------------|-----------------------|-----------------------|----------------------------|
| Albania | Estonia | Luxembourg | Russia |
| Argentina | Finland | Macedonia | Serbia |
| Australia | France | Malaysia | Singapore |
| Austria | Germany | Malta | Slovakia |
| Bangladesh | Ghana | Mexico | Slovenia |
| Belarus | Greece | Moldova (Republic of) | South Africa (Republic of) |
| Belgium | Hungary | Montenegro | South Korea |
| Bosnia-Herzegovina | Iceland | Netherlands | Spain |
| Brazil | India | New Zealand | Sri Lanka |
| Bulgaria | Indonesia | Nigeria | Sweden |
| Canada | Ireland (Republic of) | Norway | Switzerland |
| China (Peoples Republic of) | Italy | Pakistan | Thailand |
| Croatia | Japan | Philippines | Turkey |
| Cyprus | Latvia | Poland | United Arab Emirates |
| Czech Republic | Liechtenstein | Portugal | Ukraine |
| Denmark | Lithuania | Romania | United States of America |

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CPNI
Centre for the Protection
of National Infrastructure

SECURITY WATCHDOG
Part of Capita plc

New Zealand

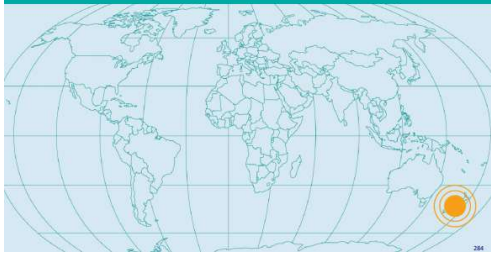
How to obtain a criminal record check - detailed guidance

Individual/third party (with written consent) applies by fax/email/post to Criminal Records Unit

No cost

Certificate issued in English

Turnaround 5–20 working days



121

● **New Zealand**

- 1 Name of certificate
- 2 Department responsible for criminal records
- 3 Where to apply in country
- 4 How to apply in country
- 5 Where to apply in the UK
- 6 How to apply in the UK
- 7 Who can apply
- 8 Cost, payment and turnaround
- 9 How results are presented and security features
- 10 Languages
- 11 Criminal convictions listed on certificate
- 12 Confirming authenticity
- 13 Official bodies providing advice on interpretation of criminal records
- 14 Legislation
- 15 Pending changes
- 16 Sources of information
- 17 Sample documents

| | | |
|---|--|---|
| 1 | Name of certificate | Criminal Record Check |
| 2 | Department responsible for criminal records | Ministry of Justice (MoJ) |
| 3 | Where to apply in country | Criminal Records Unit, Ministry of Justice, SX 10161, Wellington, New Zealand. Tel: +64 (0)4 918 8800 Fax: +64 (0)4 918 8974 Email: criminalrecord@justice.govt.nz Web: https://www.justice.govt.nz/ |
| 4 | How to apply in country | <p>Individual</p> <ul style="list-style-type: none"> The individual must complete the Priv/F1 application form which can be found online at https://www.justice.govt.nz/assets/Documents/Forms/request-by-individual.pdf. A sample can be viewed in Section 17. This can be faxed, posted or emailed to the Criminal Records Unit. A signed and current copy of the individual's driving licence or passport must be provided. <p>Authorised third party</p> <ul style="list-style-type: none"> The individual and third party must complete the Priv/F2 application form which can be found online at https://www.justice.govt.nz/assets/Documents/Forms/CRC-request-by-third-party.pdf. A sample can be viewed in Section 17. The application must then be posted to the Criminal Records Unit (see address in Section 3). A signed and current copy of the individual's driving licence or passport must be provided. |

122

DBS Update Service

123

- ▶ Applicants can subscribe within 30 days from issue date.
- ▶ Free for volunteers, £13 annual fee for paid workers.

124

- ▶ Once subscribed the individual can take their Certificate with them from role to role where the same level and type of check are required.
- ▶ Employers can check for free online, take care it must be a like for like check.

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Questions

126

Learning objectives

- Safer Recruitment
- Creating an application
- Managing a DBS application
- Eligibility for Enhanced checks
- Basic Disclosures
- Overseas checks
- DBS update service

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Thank you

**thirtyone:
eight** 
Creating safer places. Together.

**CPD
CERTIFIED**
The CPD Certification
Service

Trainer: Anna Graver

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