

## Disclosure and Barring Service (DBS) Checks

We hope that this FAQ answers any queries you may have regarding DBS checks.

### What is the Disclosure Barring Service (DBS)?

The DBS replaces the functions of what was previously known as the Criminal Records Bureau (CRB) for England and Wales which worked in conjunction with Independent Safeguarding Authority (ISA) for England, Wales and Northern Ireland. The DBS was outlined in the Safeguarding Vulnerable Groups Act 2006 and amended by the Protection of Freedoms Act 2012. It carries out checks for organisations and employers, to try prevent the hiring of unsuitable people to work with children and vulnerable groups.

### What is Protection of Vulnerable Groups Scheme (PVG)?

This is the Scotland equivalent of the DBS check, PVG was established by Disclosure Scotland in February 2011.

### What is AccessNI?

This is the Northern Ireland equivalent of the DBS and was established in April 2008.

### Who needs a DBS check?

Any employee, volunteer or self-employed person working with children and / or vulnerable adults is required to have a DBS check.

### What is the difference between a Standard and Enhanced Disclosure?

A Standard Disclosure checks for spent and unspent convictions, cautions, reprimands and final warnings. An Enhanced Disclosure includes the same as the Standard Check plus any additional information held by local police that is considered relevant to the work being applied for. Additionally the Enhanced Disclosure includes a check of DBS barred lists, which provide information, if applicable, of any barring decisions that have been made under its powers within the Safeguarding Vulnerable Groups Act 2006.

### Which disclosure do I need?

The STA highly recommend that anyone who comes into regular contact with children or vulnerable adults for example, Swim Teachers, Lifeguards and Duty Managers, undertake an Enhanced DBS check. Therefore as an organisation STA only offer Enhanced DBS checks. For further guidance on roles eligible for DBS checks please see the **DBS eligibility check** document.

## **From what age is a DBS check required?**

The STA highly recommends that anyone over the age of 16 years old completes an Enhanced DBS check if they are working with children or vulnerable adults.

## **How long will the process take?**

When applying for an Enhanced DBS check the DBS advise it will take approximately 4 weeks. This timescale is determined by the DBS office, STA are unable to influence waiting times.

## **Where do I need to send my documents and who will see them?**

When applying for a disclosure through STA on a self employed basis original copies of identification documents will need to be sent to head office for verification. Your documents will be returned to you after this process. Your application will be handled by the designated registration officer at STA head office and is a confidential process.

If you are applying for a check as an employer on behalf of an employee, these documents will be checked and verified by yourself before using the STA as the umbrella body to complete the check for you.

## **How much does it cost?**

The STA can act as an umbrella body for the purpose of obtaining a DBS disclosure on yourself, employees and volunteers. For an enhanced disclosure the DBS charge is £44.00 per applicant plus STA admin costs (admin costs vary dependent on how many application searches you make per year). Volunteers will not be charged for a disclosure, please be aware admin charges / restrictions may apply. Please see <http://www.sta.co.uk/dbs-checks/> for more information on admin charges.

## **How long is the DBS check valid for?**

There is no expiry date on a DBS check therefore the validity of the check is only accurate at the date of issue. With this in mind STA recommends that DBS checks are renewed every 3 years for employees who are continually employed. For seasonal / intermittent workers DBS checks may need to be done annually.

## **Is my DBS check transferable?**

The **DBS online subscription service** offers individuals the option to keep their DBS certificates up to date so that they are transferrable if they move to a similar job or role where the same type of check is required.

## **Where can I complete a Safeguarding Children and Vulnerable Adults course?**

The STA offer an online Safeguarding Children, Young People and Vulnerable Adults CPD. For further information please visit our website: [www.sta.co.uk/safeguarding-programme/](http://www.sta.co.uk/safeguarding-programme/). This programme does not expire, however STA recommends that you update this every 3 years.

## **Where can I go for further information?**

The STA can act as an umbrella body to apply for your DBS check. For more information on completing a check through STA please visit:

<http://www.sta.co.uk/dbs-checks/>

Government departments, other agencies and public bodies merge to form gov.uk. For more in depth information on DBS checks please visit:

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

For further information on PVG checks within Scotland please visit:

<http://www.disclosurescotland.co.uk/basicdisclosureonline/index.htm>

For further information on disclosures in Northern Ireland please visit:

<http://www.dojni.gov.uk/accessni>