



Disclosure and Barring Service Checks (DBS) for England

There is a different process in Scotland where volunteers have to be checked through Volunteer Scotland and employees may need a PVG.

The Safeguarding Officer and all staff, whether employed, freelance or volunteers who have unsupervised access to children or vulnerable adults need an **Enhanced DBS check with Barred List**.

It is the responsibility of the Proprietor to ensure these are in place.

For a full explanation of what a DBS check is, the types of checks available and which checks should be used, please use this link to the Government website.

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about#introduction-to-dbs>

The ABRS+ requires that members and their staff have an **Enhanced DBS Check with Barred List** as they will be:

- *working with children;*
- *teaching or caring for children;*
- *teaching, training or supervising children, but not in a school, nursery, children's centre or home, detention service, young offender institution or childcare premises;*
- *working with children for more than 3 days in any 30 day period;*
- *may be unsupervised.*

Proprietors, their Employees, Freelance Staff and Volunteers

You cannot apply for your own Enhanced DBS Check with Barred List.

Anyone over the age of 16 years may get an Enhanced DBS Check with Barred List

Original ID must be verified in person by someone associated with the business applying for the check.

Register with an umbrella company offering DBS checks.

The ABRS+ suggest www.safecic.co.uk

This is not the only company offering an online service and you may use any company you wish. Be aware that some companies charge for Registration as well as the checking service and admin fee.

With SAFEcic Registration is free. Employee checks are charged an application fee of £38 + £12 admin fee. Checks on volunteers cost only the admin fee (ensure you request the correct one).

Members' Employees:

Proprietors can register to put in an application for their staff. They apply for the check and verify the ID.

Proprietors:

Proprietors will need to add another staff member to their registration. This person could be an employee or a freelance contractor who provides services to the proprietor. This person will then apply for the Proprietor's DBS check and verify their ID. Once the DBS check has been received, the Proprietor can remove the other person's access if they want to.

Freelance staff:

Freelance contractors are self-employed and usually provide services for more than one person. There are two ways for freelance contractors to get their DBS checks for each Service User.

Either,
each proprietor for whom they provide a service, applies for an Enhanced DBS check with Barred List

Or,

- Proprietor 1 registers with SAFEcic (or similar company) and requests the Enhanced DBS check with Barred List and verifies the ID.
- The freelancer will receive their DBS certificate.
- The freelancer signs up for the Update Service at <https://www.gov.uk/dbs-update-service>. This service currently costs £13 pa.
- Proprietor 2, 3 (etc) can access the Update Service, which will say if the certificate is up to date. The freelancer will have to show their certificate.

Case Study Example:

Mary runs a riding school. She employs Tim and Jane. She also uses Bob as a freelance instructor. Mary can verify their ID as they are associated with her business and she can see the person and their original identification documents together.

Mary would register with SAFEcic. She can then apply for an Enhanced DBS check with Barred List for Tim, Jane and Bob.

In order for Mary to get her own Enhanced DBS check with Barred List, she would add Tim to her registration with SAFEcic. Tim would apply for Mary's check.

Bob would sign up to the Update Service.

Bob probably provides services for a number of other people. Either each of them can apply for an Enhanced DBS check with Barred List on him, or they can request a copy of Bob's certificate and check on the Update Service that it is still current.

To use SAFEcic: www.safecic.co.uk

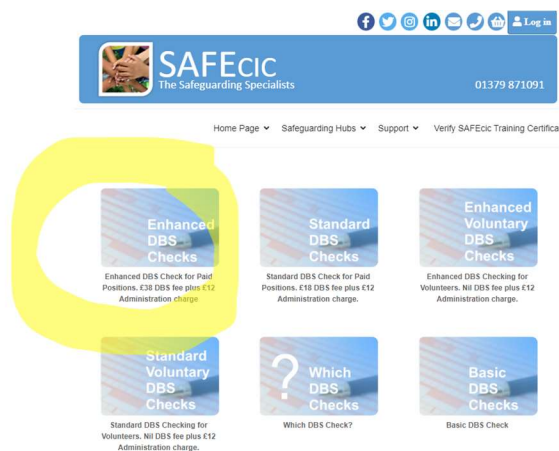
1. Choose Products and Services



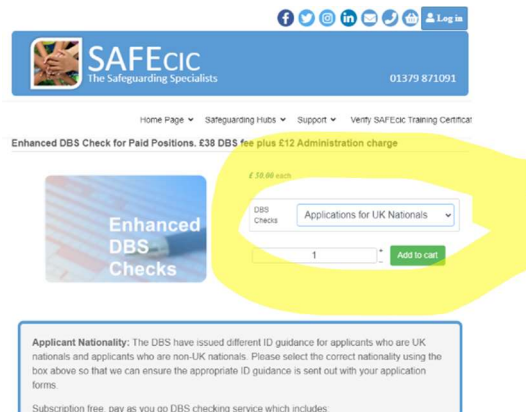
2. Choose DBS Checks



3. Choose Enhanced DBS Checks



4. Choose either Applications for UK Nationals or Applications for Non UK Nationals from the dropdown.



5. They will guide you through the application process.
6. If you are the Safeguarding Officer, when you receive your certificate, send the ABRS+ office a copy – both sides office@abrs-info.org. The ABRS+ will check the certificate, record the date and number and then dispose of the copy safely.
7. Optionally sign up to the Update Service <https://www.gov.uk/dbs-update-service>. This service currently costs £13 pa. This service enables employers or people you offer services to, to check that your certificate is still current. If it is still current, it can be accepted but if it isn't another application will need to be made.