

Who we are

We are responsible for the delivery of Disclosure and Barring functions on behalf of government. We are a Non Departmental Public Body accountable to Parliament through the Secretary of State for the Home Office. We are led by a Board, which is responsible for the strategic leadership of the organisation. The Board has collective responsibility for the proper conduct of DBS affairs. This role can be summarised as: direction, monitoring and control, assurance and propriety. The Board comprises Chair, executive and non-executive members.

The DBS was established under the Protection of Freedoms Act (PoFA) 2012 on 1 December 2012, operating from two locations in Liverpool and Darlington. We operate Barring functions for England, Wales, Jersey, Guernsey and the Isle of Man, and Disclosure functions for England, Wales and Northern Ireland. The functions of DBS are those contained within the Safeguarding Vulnerable Groups Act 2006 (SVGA), Part V of the Police Act 1997, the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (SVG) and PoFA. These functions are broadly described as 'Disclosure' and 'Barring' functions and are set out below.

Disclosure

We keep and maintain a register of organisations approved by DBS which can submit applications for criminal records certificates. There are three levels of certificates of criminal records:

Basic certificate: This contains details of unspent convictions and conditional cautions. An applicant can apply for a Basic Certificate directly and use it for a wide variety of employment or other purposes, including insurance or certain licensing, such as street trading.

Standard certificate: This is available to those working in activities specified in the Exceptions Order to the Rehabilitation of Offenders Act (ROA) 1974. A standard criminal record certificate contains information about all spent and unspent convictions, cautions, final warnings and reprimands recorded against an individual in

central records, subject to the filtering rules. For this purpose, central records are those records held on the Police National Computer.

Enhanced certificate: This is the highest level of check available to those involved in work with vulnerable groups, and other positions involving a high degree of trust, which are listed in the Police Act 1997 (Criminal Records) Regulations 2002. Enhanced certificates contain the same information as the Standard certificate with the addition of relevant police information held by a police force. Additionally, where the activity is prescribed in legislation as regulated activity, it will include details of whether the individual is included in the lists of those barred from working with children and vulnerable groups.

Update Service: We also provide a subscription Update Service. Individuals subscribe on a voluntary basis which allows employers or voluntary organisations to check whether any new criminality information, such as a new conviction or information recorded that is deemed relevant to their employment sector.

Barring

In Barring we reach considered decisions about whether an individual should be barred from engaging in regulated activity. We also manage, maintain and own the Children's and Adult's barred lists, which are used to prevent unsuitable individuals from working in regulated activity with children and vulnerable groups. Information is received from numerous sources including direct referrals. This information is used to make decisions on whether a referred person should be barred from engaging in regulated activity in one or both sectors and included on the Barred list(s).

We bar any individual who has accepted a caution for or been convicted of an Automatic Barring Offence. We also consider for Barring any individual who has accepted a caution for or been convicted of an Automatic Inclusion Offence (i.e. an offence that does allow representations) or has been referred to DBS from, for example, an employer or regulatory body, subject to any representations submitted by the individual – provided DBS also has reason to believe that the person is or has been,

or might in the future be, engaged in regulated activity with children or vulnerable adults. We also consider for barring individuals who have applied for an Enhanced Disclosure certificate where that certificate contains relevant criminality information or intelligence.

We make decisions as to whether it is appropriate to remove an individual from a Barred List.

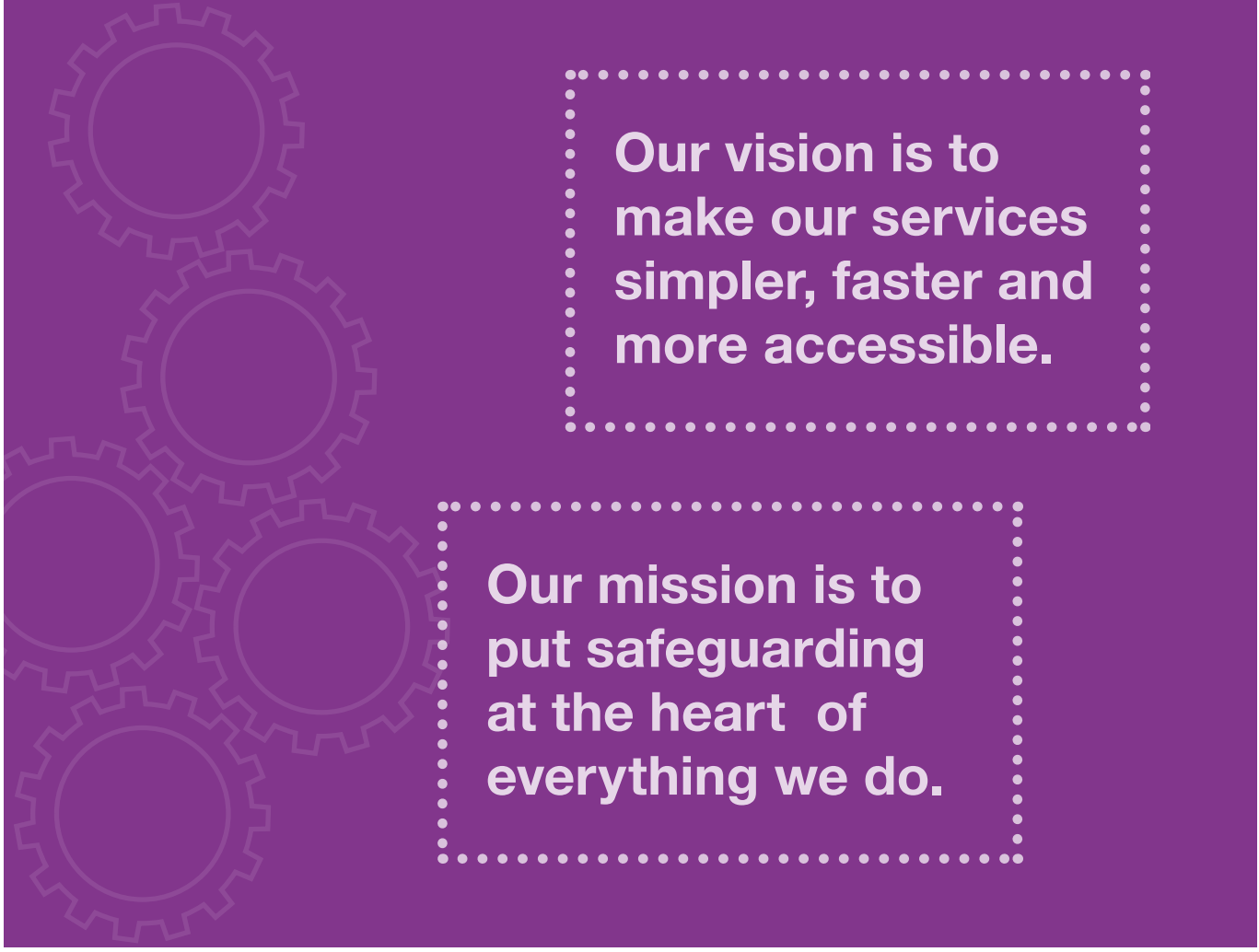
The DBS is committed to ensuring it makes fair, consistent and thorough Barring decisions which provide a proportionate response to the behaviour that has occurred and the future risk of harm which is posed. There is keen awareness of the impact a Barring decision can have both on the person referred, and those with whom they may have already, or may in future come into contact. It is often necessary to make very difficult and finely balanced decisions.

Our strategic plan

Our Strategic Plan 2017-20 sets out our vision and mission:

To take forward our strategic plan we have identified five objectives that unite our activities and provide focus for our work over the three years of the plan. For each of these we have agreed priorities, specific actions and outcomes for the year ahead; 'transforming' as set out in our Strategic Plan:

- Improve safeguarding through delivery of excellent services and sharing of knowledge;
- Drives good value for money;
- Meets customer needs and exceeds expectations;
- Develops a talented workforce to inspire continuous improvement;
- Is a highly valued public organisation.



Our vision is to make our services simpler, faster and more accessible.

Our mission is to put safeguarding at the heart of everything we do.