



Disclosure &  
Barring Service

**DBS News**

2018: Edition Three

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## Choose the right Basic route

**People are being reminded that all English and Welsh basic disclosure checks must be submitted to the DBS for processing.**

Anyone living or working in England or Wales can apply for a basic disclosure check directly using our online application route or a Responsible Organisation who is registered with the DBS.

People living or working in Scotland should apply to Disclosure Scotland, and for Northern Ireland applications should be submitted to AccessNI.

**Ian Johnston, Director of Operations for Disclosure explained: "It is really important that people use the right route to obtain their basic check. This is to ensure that the correct Rehabilitation of Offenders Act rules are applied. Failure to do this could impact on the content of the certificate."**

A basic disclosure check is suitable for any role. It contains details of convictions and conditional cautions considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974. The Rehabilitation of Offenders Act 1974 aims to give those with convictions or cautions the chance - in certain circumstances - to wipe the slate clean and start afresh.

Under the Act, eligible convictions or cautions become 'spent' after a specified period of time known as the 'rehabilitation period', the length of which varies depending on how the individual was dealt with.

For more information visit [www.gov.uk/government/publications/basic-checks](http://www.gov.uk/government/publications/basic-checks)

### Legislation reminder

In order to receive an enhanced or standard disclosure check the application must be for an eligible role and both the recruiting organisation and the recruitment decision must be made in England or Wales.

For more information about eligibility surrounding Disclosure Checks please visit our website [www.gov.uk/dbs](http://www.gov.uk/dbs)

**Sign up for [GOV.UK alerts](http://www.gov.uk/alerts) and you'll always know when we publish news or updates**

## Updated identity checking guidance

**In response to customer feedback the DBS has updated the Identity (ID) checking guidelines for all Disclosure Checks.**

Registered Bodies and Responsible Organisations are required to check the identity of people applying via them for Basic, Standard or Enhanced Certificates.

**Julia Hutcheson, Head of Relationship Management, said: “We have recently revised our ID checking guidelines in response to suggestions from our customers. This has seen the introduction of new measures that both maintain our strict security requirements and make the process more flexible.”**

**The following details some of the planned changes:**

### Checking by video

A live video link can now be used as an alternative to face-face examinations of identity documents. However, it is important to note that the person carrying out the identity check must be in possession of original copies of the documents.

### Irish Passport Card

An Irish Passport Card has been added to Group 2b. However, please note it cannot be used with an Irish passport.



### New documents available for non-European Economic Area applicants

#### The following can now be used:

- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question

#### Changes to requirements

#### A passport is no longer required as an additional item for the following three documents:

- A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

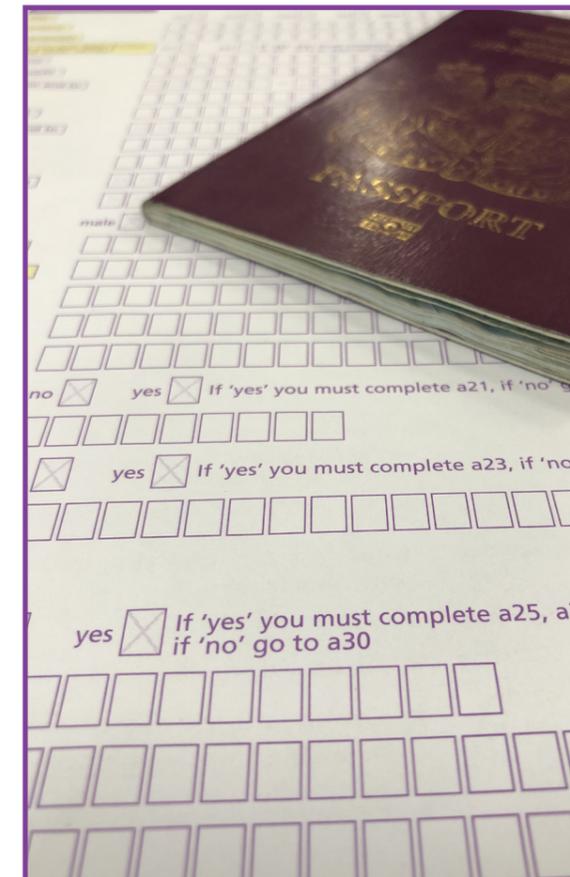
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

People were able to start using the new guidance from September. However, to ensure a smooth transition the old guidelines will run in parallel until Monday 3rd December. After this date only the revised ID Checking Guidance will be valid.

The guidelines are available on our website [www.gov.uk/dbs](http://www.gov.uk/dbs)

Please circulate this information to those in your organisations involved in the DBS ID checking process to make them aware of these changes.

If you have any questions about this please contact [customerservices@dbs.gov.uk](mailto:customerservices@dbs.gov.uk)



## Changes to email addresses

### DBS in partnership with Home Office is dropping the 'GSI' from its email addresses.

This means that when contacting us '@dbs.gsi.gov.uk' will change to '@dbs.gov.uk'. DBS emails have already changed so people can update their contact lists now. However, emails to our old address will be automatically delivered to our new email until March 2019.

**Barry Topham the DBS's Chief Information Officer said: “Although we will have an email divert in place until next March we are encouraging people to update their contact lists now with our new addresses.”**

Technology has advanced a lot since 'GSI' was launched in 1996. Today there are far better ways of achieving the security levels government needs. Our new address is simpler but just as secure.

## Eligibility in the NHS

We often get asked about eligibility for DBS checks relating to roles within the NHS and have produced a leaflet which we have distributed at NHS events. It can be found on our website within the [DBS eligibility guidance](#).

The main questions we are asked are about agency interpreters and contractor roles. Contractor roles can be technicians, cleaners, plumbers, engineers, electricians etc.

Agency interpreters and contractors within the NHS may be eligible for a DBS check if:

- They work for a health service provider and have contact with patients, they are eligible for a standard DBS check
- They normally provide the service in a high security psychiatric hospital they are eligible for an enhanced DBS check
- They work in a children's hospital and have contact with the patients more than once, they are eligible for an enhanced DBS check
- They undertake their work in a children's hospital in Wales, however, they could be in regulated activity and eligible for an enhanced DBS with a children's barred list check if the following are met:
  - ▶ They work there on more than 3 days in a 30-day period or overnight between 2am and 6am with the opportunity for face to face contact with the children and
  - ▶ They have the opportunity, because of their job, to have contact with the children in the establishment and
  - ▶ They work there for the purpose of the establishment and
  - ▶ It is not temporary or occasional work and it is not a supervised volunteer role

As freelance/agency interpreters are not employed directly by the NHS it is unlikely that they would be in regulated activity in these establishments as their work would be temporary or occasional.



### Does Santa need a DBS check?

It will soon be that time of year when organisations start building grottos and searching for Father Christmas and his elves, so we thought we would remind you about whether these roles can be DBS checked.

There is no automatic eligibility for either of these roles to receive a standard or enhanced DBS check. This is because children are accompanied by a parent or other adult who is responsible for supervising the child.

This removes responsibility from staff. Organisations should not request standard or enhanced DBS checks because there is a possibility that a child may show up unaccompanied.

You can request basic disclosure checks on any staff including Father Christmas. This will disclose details of any unspent convictions and conditional cautions. If you are unsure about whether a role is eligible, please see updated eligibility guidance on our [website](#), or check out our [eligibility tool](#).

## Help reduce recruitment fraud

Registered Bodies are being urged to partner with the charity SAFERjobs to help protect people from potential recruitment scams.

Working with the DBS, SAFERjobs is asking organisations to join its scheme that aims to tackle the rise in fake background screening checks defrauding job seekers.

Keith Rosser, Chair of SAFERjobs explained: "A common method that fraudsters are using to target job seekers involves fake job offers online signposting applicants to websites claiming to offer fast, online DBS checks for a fee payable immediately by the job seeker.

"I would therefore encourage Registered Bodies to sign up to our prevention scheme. It is free to join and involves you displaying our logo on your website and application forms to raise awareness amongst job seekers. In return SAFERjobs will advertise your business on its site to the 40,000 job seekers and employers visiting our website every month. By working together we can take a strong stance against fraud and help reduce the incidence of this distressing crime. By working together we really can make a difference."

SAFERjobs was created by the Metropolitan Police to tackle a range of labour market abuses and is now a registered charity with cross-government support offering free services to job seekers.

The SAFERjobs logo is currently used by companies as a sign of authenticity to workers that the process is safe and legitimate, and that workers have a place to get free advice should they have any concerns.

Director of Safeguarding at the DBS, Sue Smith, said: "This sort of scam can be really distressing to those involved and we are keen to do all we can to prevent it. We have been working closely with SAFERjobs to raise awareness of this issue and would urge Registered Bodies to do the same."

To get involved with the scheme, visit the [www.safer-jobs.com](http://www.safer-jobs.com) and contact them directly.



### Contact:

#### Address:

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SN4 4HF

**Email:**  
customerservices@  
dbs.gov.uk

**Website:**  
[www.gov.uk/dbs](http://www.gov.uk/dbs)

**Don't miss our latest updates:**  
Register for email alerts by joining [our mailing list](#)

**DBS helpline:**  
03000 200 190

**Welsh language scheme:**  
03000 200 191

**Minicom:**  
03000 200 192

Use our online tracking tool to check your application progress

**Keep your details up-to-date:**

If you're an RB, you need to keep your details updated. Take a look at our employer guide for more information