**Barring referral flow chart**

We have put together the following flow chart to help you decide if it is appropriate to refer someone to us.

Are you:  
• a Regulated Activity provider?  
• a personnel supplier?  
• a local authority?  
• an education and library board (NI)?  
• a health and social care (HSC) trust?  
• a keeper of register  
• a supervisory authority?

You are not one of the groups listed in legislation. You do not have a legal duty to refer, however, you can still send the information to DBS.

If you have concerns, contact the person’s employer, the police or social services.

Was/is the person working in Regulated Activity?

There is no need to refer to DBS.

Have you carried out an investigation to establish facts and gather evidence?

You must follow your safeguarding and disciplinary procedures to establish facts and gather evidence. Reconsider whether the person should be referred after this process.

Does the evidence point to the concerns or allegations being true?

There is no need to refer to DBS.

Has the person been removed from Regulated Activity (either through instruction or of their own choosing) because they pose a risk of harm or caused harm to a child or adult?

Do you still have safeguarding concerns about the person?

No further action needed.

If you are a Regulated Activity provider or a personnel supplier, you have a legal duty to make a referral to DBS. If you are:  
• a local authority  
• an education and library board (NI)  
• a health and social care (HSC) trust  
• a keeper of register  
• a supervisory authority  
you can make a referral to DBS.

You can make a referral to DBS with information to support your concerns.