



Disclosure &
Barring Service

DBS News

March 2013



Court of Appeal ruling - Our last DBS News paper copy - Protecting the vulnerable



Welcome to our last paper edition of DBS News.

Judging by your feedback, and the thousands of you who've already signed up, you welcome modern and timely information that you

can file, forward and reference easily and at no cost.

DBS is facing an unprecedented level of change. At present, it's happening behind the scenes, and I'm looking forward to telling you more next month.

Our April edition will arrive directly to your nominated email address, so if you've not yet signed up, please do. We don't want you to miss out on exciting information about our Update Service and other changes.

In the meantime, please accept my thanks for helping us to protect the vulnerable; who rely

on us to collectively keep them safe. If you need anything from us that you've not yet got, please tell us. You know how!

With my best wishes

Adrienne Kelbie
Chief Executive

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Court of Appeal ruling: an update

Last month, we told you the Home Office was seeking leave to appeal a Court of Appeal judgment on the disclosure of old and minor convictions. The Court found the law which requires people to disclose all previous convictions and cautions to employers is a breach of human rights. It found the current system disproportionate in dealing with historic and minor spent convictions and cautions.

The Home Secretary and Secretary of State for Justice have recently lodged an application to appeal against this judgment.

Pending the Supreme Court's decision on permission, the Court of Appeal's judgment has been temporarily suspended.

While this suspension is in force, it is business as usual for us. We will continue to issue Standard and Enhanced certificates and these show all convictions and cautions **as normal**.

We will keep you updated with the latest information on this judgment via DBS News and our website: www.homeoffice.gov.uk/dbs-news.

DBS News: our last paper copy

This is the last paper version of DBS News. From April, we'll send it to you electronically – but we can only do that if you've signed up.

In the past year, we've been in touch about things like:

- Important changes to the identity checking guidance. In May last year, we featured a double-page spread on this including step-by-step guidance to help you understand the changes.
- In July's edition, we introduced Adrienne Kelbie and Bill Griffiths to you as our new Chief Executive and Non-Executive Chair of the DBS.
- The Protection of Freedoms Act changes that were introduced on 10 September,

which we covered in detail in our editions during the summer.

- December's edition, our first as a new organisation, brought a new name to the publication and a new way of describing what we do – which we hope you continue to like!

Although recent editions have been a little quiet, we know it's going to hot up as spring approaches. If you've not signed up, you'll miss out. It will take you less than two minutes, so do it now – go on! Join us at www.homeoffice.gov.uk/dbs-subscribe and tell us your name, email address, and your business sector. Then just tick the DBS News box in the topics section (and any others you fancy, such as the Update Service).



We launched just last December, and already we've barred 638 unsuitable people from working with vulnerable groups including children. It's a sobering thought for all of us. Unless you refer, we can't consider a bar, so please do ask us if you need any help when considering a referral.

As part of the safeguarding community, we know how important it is for you to feel confident about recognising when harm is taking place and identifying potential risk of harm.

You will know that you must remove any person from Regulated Activity who you believe may have caused harm to a vulnerable person or child and undertake a thorough, internal investigation.

But you may not know that we have no powers of investigation, so we rely entirely upon you to provide as much detail and

background information as possible when making a referral. Timely and well-evidenced referrals help us make decisions without having to return to you for more information. It also helps us to make an appropriate and proportionate decision without undue delay.

By working together, we can make sure unsuitable people never have the chance to work with vulnerable groups including children.

We know this can be difficult, and so our events programme now includes tailored sessions about 'duty to refer'. To find out more about these, see our events calendar in our News and Events section on our website www.homeoffice.gov.uk/dbs.

Please note: DBS referral information events are specifically aimed at people who have a responsibility for removing individuals from positions in Regulated Activity.



On 1 April, to make the most of our new website going live, we'll launch a new Umbrella Body directory. This will help smaller organisations who want to find one rather than become one!

It will be simple and easy to use, and should help you easily locate an Umbrella Body which can quickly help you access DBS products and services.

We will move all the Umbrella Body details across from the old site to the new but we ask that all existing Umbrella Bodies check their details are still correct once the directory goes live on 1 April.

When it is up and running, please let us know what you think at:
customerservices@dbs.gsi.gov.uk

We will bring you more information on the website and further details on the Umbrella Body directory in next month's edition of DBS News.

Please note: we can no longer add new details and updates to the Umbrella Body database on the Home Office website as it needs to prepare for the move to our new website on 1 April. It will really help us if you keep hold of your requests for updates until 1 April when the new directory is up and running.



On 1 April, our website is moving to the new government site www.gov.uk.

This is our third move in less than a year – but we hope that we’ve kept the best ‘til last. We’re sorry for the frustration, inconvenience and potential cost that this may have caused you, as you again need to update your literature to reflect these changes. (This has not been within our control).

The move is part of a wider government initiative to have everything in one place.

To make the move easier for you, anyone visiting our section on the Home Office site will be automatically redirected to www.gov.uk and we will keep a snapshot of our current site on the National Archives website.

From 1 April, all information about us and our services will be available in two sections on one site:

Mainstream section

You can access information about our organisation and our services. This section is aimed at helping Registered Bodies,

applicants and the general public.

Inside government section

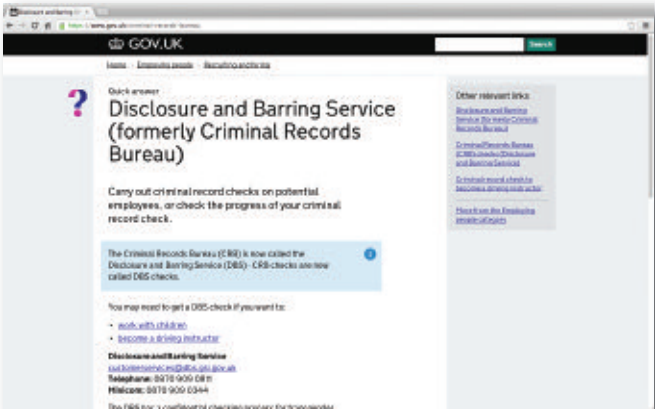
You can access our latest news, overviews of our services and corporate information. This section is aimed at helping our stakeholders and industry professionals.

All existing web addresses will be redirected to GOV.UK, so you don't need to worry about changing your links and bookmarks.

When we move to the new website we will email everyone who has registered for updates with the new DBS GOV.UK links.

We'll automatically keep you informed of all DBS changes if you've subscribed on our database. Until 31 March, you can subscribe at www.homeoffice.gov.uk/dbs-subscribe

If you have any comments or questions in relation to the DBS website, please contact us at: customerservices@dbs.gsi.gov.uk



We know that you rely on us to send you DBS certificates within the time you need them, and we can only do that when we receive correctly completed applications.

Sections b and c (address history) on the form are a frequent source of errors. Since March 2012, out of 374,154 errors, 47,202 relate to address history issues.

Here are our tips to avoid this pesky error:

- Applicants should provide a complete address history going back a full five years prior to the date they complete their application.
- Make sure the address provided in section b is the applicant’s current address (where they want us to write to them and where they will receive their certificate). If the first part of the address is fairly lengthy, it may be split across the two lines of boxes in section b32. Remember to leave an empty box between each word.
- Enter the date the applicant moved into their current address in b37 using the MMYYYY format only.
- Provide all other addresses lived at in the

last five years in section c. For each address, please give us:

- The house name/number and street
- The town/city
- The county
- The postcode
- The country

For addresses in section c, please enter the dates the applicant lived there (from and to) using the MMYYYY format only. Further addresses should be supplied on an official continuation sheet, which can be downloaded from www.homeoffice.gov.uk/dbs

- Make sure there are no gaps in dates; however overlapping dates are acceptable.
- Do not write ‘current’, ‘still there’, present’, ‘not applicable’, ‘N/A’, or any similar phrases in any of the fields.

We understand this is a lot of information to digest, but this section does prove troublesome and we want to provide you with as much help as we can to get it right. For further information, and for our ‘DBS unusual addresses guidance’, please go to www.homeoffice.gov.uk/publications and see our guidance section.

other addresses

38 address

39 town/city

40 county

41 UK postcode

42 country

43 dates from and to

You must provide all other addresses where you have lived in the last 5 years. There must be no gaps in dates, however, overlapping dates are acceptable. Use a continuation sheet if necessary, available from www.homeoffice.gov.uk/dbs. If not applicable, go to section e.

Keep your numbers safe!

Some of you have contacted us because you have received Freedom of Information requests asking for your Registered Body numbers.

We thank you for bringing this to our attention and at the same time, remind you of the importance of keeping your Registered Body number and Countersignatory number safe.

These numbers are mainly used for the countersigning of DBS application forms.

Your Countersignatory number, which is unique to you, can also be used to access such services as DBS online tracking, ordering blank application forms and checking on an application's progress.

To prevent misuse and the risk of fraud, please keep your reference number and Countersignatory details safe. Only share information with people who need to know as part of their recruitment and suitability process.

Contact

For Disclosure issues and information, please phone:
Customer Services 0870 90 90 811
Minicom line 0870 90 90 344
Llinell Gymraeg 0870 90 90 223

For Barring issues and information, please phone:
01325 953 795.

As a newly merged organisation, we have two different telephone systems so we're really sorry that we can't transfer your call between our offices.

Use our online tracking service to check the progress of DBS applications by visiting www.homeoffice.gov.uk/dbs-online-tracking.