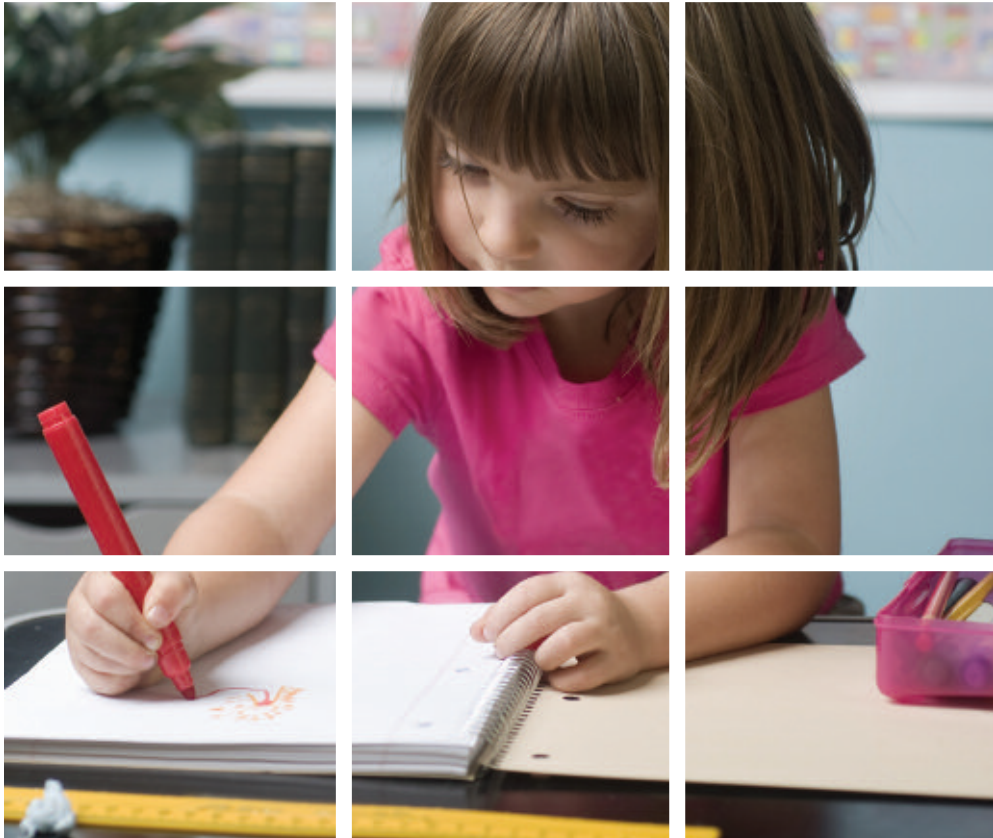




Disclosure &  
Barring Service

# DBS News

January 2013



Who's entitled to a barred list check? - The Update Service - Barring news



Hello and a Happy New Year from everyone at the DBS!

Over a month into operations at the DBS and, for you, we hope it is very much business as usual.

2013 is going to be a busy year for all of us as we launch the Update Service in spring this year and introduce the single certificate to applicants. You can read more about these developments in this edition.

DBS News is available at [www.homeoffice.gov.uk/dbs-news](http://www.homeoffice.gov.uk/dbs-news) or by clicking "DBS News" in the Publications section of our website. If you want to help the environment, opt for the electronic version by emailing us at [communications@dbs.gsi.gov.uk](mailto:communications@dbs.gsi.gov.uk) with your email address and Countersignatory number. Or call us on 0870 90 90 811.

We've had great feedback about DBS News – thank you! We want to make our information easy to understand and keep you up-to-date with everything you need to do your job. If we can help with anything, please let us know at [customerservices@dbs.gsi.gov.uk](mailto:customerservices@dbs.gsi.gov.uk)

Best Wishes

**Adrienne Kelbie**  
Chief Executive

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As a result of your feedback, we realise we need to clarify who is entitled to a barred list check. The Protection of Freedoms Act came into force in September 2012. It changed the definition of Regulated Activity including who

was eligible for a barred list check.

So here is a checklist of the positions which are now eligible for a check of the Children's and/or Adults' barred list:

## Children

- Those in Regulated Activity with children (the new definition)
- Foster parents
- Adoptive parents
- Applicants for a Taxi or Private Hire Vehicle (PHV) licence
- Persons aged 18 and over living in the same household as a prospective adopter

Persons aged 16 and over:

- living in the same household as a foster or prospective foster parent - including private fostering
- who have regular contact with children because they live or work on the premises where day care or child minding is, or will be, provided
- who have regular contact with children and who are members of a household of a person who is being assessed for the purposes of engaging in Regulated Activity. For example, spouse of a boarding school manager where the manager and the spouse live on site at the school

## Adults

- Those in Regulated Activity with adults (the new definition)
- Applicants for a Taxi or PHV licence



## The Update Service - coming soon!


Be the first to hear more about this exciting new service and future changes by subscribing at [www.homeoffice.gov.uk/dbs-subscribe](http://www.homeoffice.gov.uk/dbs-subscribe)

This spring, we launch a brand new product; the Update Service. This will dramatically change the way you carry out criminal record checks, making it much easier and quicker for you to recruit or recheck your employees and volunteers. We are really pleased to announce the Update Service will be free-of-charge for volunteers. It will cost around £10 to everyone else.

When you take on new staff, if they have

registered with our new Update Service, all you need to do is ask to see their DBS certificate and carry out a free, online check to see if it is still valid and up-to-date. Just think, no more forms to fill in and rechecking becomes quicker and easier to do. When we launch the service, applicants will apply for a DBS check (in the normal way). They can, at the same time, apply to register online for the Update Service. If they do they will be able to take their DBS certificate with them, from job-to-job (in the same sector), and may never need to apply for another one, ever again. You also benefit, as you will be able to check the DBS certificate online and get instant results.

If you want to be the first to find out more about the Update Service, please register your interest online at [www.homeoffice.gov.uk/dbs-subscribe](http://www.homeoffice.gov.uk/dbs-subscribe).



Universities will benefit if students join the Update Service as they can move them more quickly and easily between placements. Head Teachers will benefit if staff join the Update Service as they can carry out free online rechecks, saving time and money. Recruitment Agencies will benefit if staff join the Update Service as they will be able to place them more quickly into jobs – saving us and the client, time and money.

## Barring news – what we can and can't do

One of our main responsibilities is to make independent barring decisions. We have no powers of investigation and rely upon information from you to inform our barring decisions.

In some instances there is a legal duty to refer people to us:

- If an employer permanently moves or removes someone because there is evidence that they have harmed a vulnerable adult or child; or
- There is evidence that a person presents a risk of harm to a vulnerable adult or child.

We review the referral information and evidence provided and, if necessary, we can request information from other sources such as the police and the relevant local authority.

We also request additional information from the Regulated Activity provider if information was not provided with the original referral. It is really important that as much relevant

information is sent to us at the earliest opportunity to avoid delaying the review.

In cases where a person is barred, they will be notified in writing and they will no longer be able to work in Regulated Activity. Employers and other parties who have registered a legitimate interest in the individual will be notified of the barring decision. If the person is not barred, they will be advised in writing.

We do not have the power to inform any other individuals or organisations of the decision, including an employer who may have dismissed the individual, as they no longer have a legitimate interest in that person.

**i** For more information, please visit the DBS website [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or call our helpline on 01325 953 795.

## Welsh Language Scheme - new website search option

Some of you are struggling to find an Umbrella Body that handles DBS applications in Welsh. We have listened to you and built a new search field into the Umbrella Body database.

168 Umbrella Bodies offer our services in Welsh. You can access these by selecting the Welsh Language option at [www.homeoffice.gov.uk/ub-search](http://www.homeoffice.gov.uk/ub-search). The Umbrella Body search facility can also be used to search for an Umbrella Body or update your details.



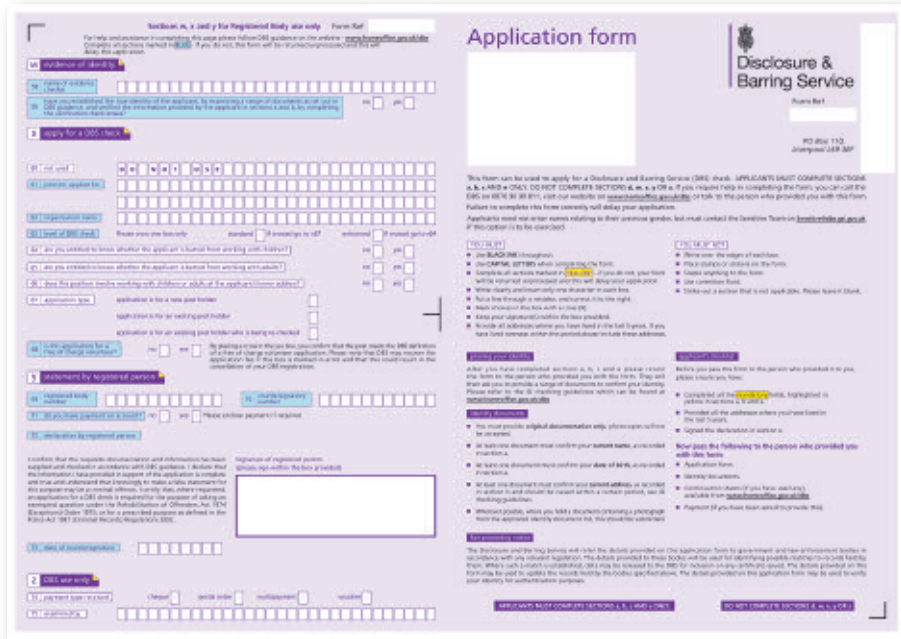
# Application forms

You need to start considering which form you give your applicants to complete. The last date we can receive and process applications on the CRB branded form is **28 February 2013**. Any CRB branded forms received after this date will be rejected.

We suggest the last date for posting CRB branded application forms is 21 February. You will be required to re-submit your application on a DBS application form if it is received after 28 February 2013. From **1 March 2013**, only DBS application forms will be accepted.

We can see that you have been placing orders for applications forms in readiness for 1 March 2013. If you haven't yet placed an order, please continue to use your CRB branded application forms until the 28 February 2013. If you still need to order DBS application forms to submit from 1 March 2013, please place an order before 28 February 2013, keeping to your regular ordering pattern.

Thank you for your help in ensuring a smooth transition to the DBS.



# The DBS Board

We thought we would share with everyone the appointment of the DBS Board to show you the people who will be bringing the DBS services to you.

The Board is made up of our Chair, Bill Griffiths, and the following members: Adrienne Kelbie (CEO), Adele Downey (Director for Corporate Services), Sue Quigley (Director for Operations - Disclosure), David Clarke, Caroline Tapster, Dr Bernard Herdan C.B, Donald Findlater, Mehmuda Mian, Richard Black O.B.E and Tom Davies.

Two of our Corporate Directors also attend Board meetings. These are: Janet Gauld (Director for Operations – Barring) and Barbara Howard (Director for Transition).

The Board's responsibilities include:

- overseeing performance of the DBS
- making sure that our legal duties are carried out
- working with our Senior Management Team
- representing the DBS externally.

Bill will be working closely with Adrienne to make sure that we deliver the direction set by the Board and therefore the best of services to you.



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Use our online tracking service to check the progress of DBS applications by visiting [www.homeoffice.gov.uk/dbs-online-tracking](http://www.homeoffice.gov.uk/dbs-online-tracking)