

# Referral flow chart

We have put together the following set of questions to help you decide if it is appropriate to refer someone to us.

## Question 1

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 or a supervisory authority? **If yes**, go to Question 2.

**If no**, 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.

## Question 2

Was/is the person working in Regulated Activity?

**If yes**, go to Question 3. **If no**, there is no need to refer to DBS.

## Question 3

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

**If yes**, go to Question 4.

**If no**, you must follow your safeguarding and disciplinary procedures to establish facts and gather evidence. Reconsider whether the person should be referred after this process.

## Question 4

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

**If yes**, go to Question 5. **If no**, there is no need to refer to DBS.

## Question 5

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?

**If yes**: 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 or a supervisory authority you can make a referral to DBS with information to support your concerns.

**If no**, go to Question 5a.

## Question 5a

Do you still have safeguarding concerns about the person?

**If yes**, you can make a referral to DBS with information to support your concerns.

**If no**, no further action is needed.