

Appendix 3

Disclosure and Barring Service (DBS) Check – Information

There are four levels of DBS check, each type results in a DBS certificate being issued to an individual. Employers can then ask to see the certificate to ensure that they are recruiting suitable people into their organisation.

The four levels are:

1. Basic
2. Standard
3. Enhanced
4. Enhance with Barred List(s) check

Basic DBS

A basic DBS is essentially for any purpose, including employment. The certificate will contain details of the convictions and conditional cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act (ROA) 1974.

Any individual can apply for a Basic check directly from the DBS through an online application process, Or through Staffordshire County Council.

All basic checks done by the DBS currently cost £18 (2022), even for a volunteering position.

Standard DBS

A standard DBS check is suitable for certain roles, such as a security guard for example. The certificate will contain details of both spent and unspent convictions, cautions, reprimands, and warnings that are held on the Police National Computer (PNC).

An individual cannot apply for a standard check by themselves this will be applied for by Staffordshire County Council.

This service is free for volunteers.

Enhanced DBS

An enhanced DBS check is suitable for people working with children or adults in certain circumstances such as those in receipt of healthcare or personal care. An Enhanced DBS check is also suitable for a small number of other roles such as taxi licence applications or people working in the Gambling Commission.

The certificate will contain the same details as a standard certificate and, if the role is eligible, Staffordshire County Council can request that one or both of the DBS Barred Lists are checked.

The certificate may also contact non-conviction information supplied by relevant police forces if it is deemed relevant and ought to be contained in the certificate.

An individual cannot apply for an Enhanced DBS check by themselves. This will be applied for by Staffordshire County Council.

This service is free for volunteers.

Enhanced with Barring Lists DBS

An Enhanced with Barring Lists DBS check is also suitable for people working with children or adults in certain circumstances such as those in receipt of healthcare or personal care.

An Enhanced with Barring certificate will contain the same information as an Enhanced DBS certificate but will also include a check of one or both Barred Lists.

Volunteering & DBS Checks

Applicants do not pay for Standard, Enhanced or Enhanced with Barred Lists DBS checks for volunteer positions. The checks however are processed in the same way as for a paid position.

All Standard, Enhanced and Enhanced with Barred Lists DBS certificates now show if a fee has been charged by DBS so applicants can see if the certificate was issued for a paid role or a voluntary role.

To qualify for a free-of-charge volunteer check, the applicant must not:

- Benefit financially from the position for which the application is being submitted,
- Receive any payment (except for travel and other approved out of pocket expenses),
- Be on a work placement,
- Be in a trainee position or undertaking a course of study that will lead to a full-time role / qualification,
- Be a paid foster carer or member of a foster care household.

To apply for a Standard, Enhanced or Enhanced with Barring List DBS please contact disclosure@staffordshire.gov.uk



Step 1

- Establish if the role requires a Standard, Enhanced or Enhanced with Barring Lists check. If you are still unsure, check with Ask People Services which level will be required for the role.



Step 2

- If the role is eligible, make sure it meets the DBS definition of a volunteer - "A person engaged in an activity which involved spending time, unpaid (except for travel and other approved out of pocket expenses), doing something which aims to benefit some third party other than, or in addition to, a close relative.



Step 3

- If the role is considered volunteer in line with Step 2, the volunteer should complete the relevant sections of the application form.
- The application form is available online by visiting <https://disclosure.capitarvs.co.uk/staffordshire>
- Managers will be required to create a log on via disclosure@staffordshire.gov.uk