

# Voluntary and Community Action

## Disclosure and Barring Service for Paid Staff and Volunteers

Volunteering Information Sheet No.8

May 2013

Screening is used here to mean checking if someone has a criminal record. It is one way of reducing the risk of recruiting volunteers who may be unsuitable to work with children or other people. Screening is a valuable tool in identifying unsuitable volunteers, but it is not fool proof. It is vital to always carry out effective recruitment, training and supervision of staff. As well as this, there should be a system for anyone to raise concerns about an individual.

### Volunteering Information Sheets

The Volunteer Centre has produced a series of Information Sheets on:

- setting up and managing a volunteer programme
- recruitment and development of volunteers and trustees.



They are available to download from our website or by contacting the Volunteer Centre (details on back page).

### Disclosure and Barring Service

The Disclosure and Barring Service (DBS) is a new service combining the Criminal Records Bureau and the Independent Safeguarding Authority (ISA) checks into one certificate. From the 28th February 2013 DBS will fully replace the CRB system to fall in line with the Protection Of Freedoms Act 2012.

The changes have been made to scale back systems to a proportionate level whilst still providing effective protection for those who need it. Well managed arrangements for safeguarding are important whatever the organisation and effective recruitment and reference checks along with vigilance and appropriate policies are just as important as checks.

### What changes have been made?

The major changes to the system are the definition of regulated activities and the relevancy test for applications, as well as increasing the age for checks to 16. The level of checks varies depending on what the role requires. Other changes that have been made include removing the concept of

controlled activities and the idea of registration and continuous monitoring. The police will no longer be able to provide additional information about a candidate to an organisation. You will still need to make the appropriate referrals to the ISA, and you may not allow anyone who is barred by the ISA to undertake a regulated activity.

### What are regulated activities?

A regulated activity focuses on close unsupervised contact with vulnerable groups including children. For children a regulated activity is one that happens once a week or more, or four or more days in a month (or overnight). There is no time requirement for regulated activities with adults.

### Regulated Activities

#### For those working with Children and Young People:

- Unsupervised Activities: teaching, training, instruction, care or supervision of children; the provision of advice and guidance or driving a vehicle only for children.
- Working in specified places such

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Central Bedfordshire



as schools, children's homes, and childcare organisations (this does not include supervised volunteers).

These activities are only regulated if they occur once a week or more or four or more times in a month (or overnight).

Other regulated activities include:

- Personal Care: washing, dressing or healthcare by or supervised by a professional (even if it is only done once)
- Registered child minding and foster-carers

Regulated activities still exclude family, personal and non-commercial arrangements. Further guidance on supervision will be available at the end of 2013.

#### Regulated Activities For those working with Adults:

- Healthcare: healthcare professionals, or someone working directly under them e.g. doctors, nurses, healthcare assistants and physiotherapists.
- Personal Care: someone who assists with washing, dressing, eating, drinking and toileting or teaching someone to do this.
- Social Work: social workers and care workers in connection with health services or social services.
- Those who provide assistance with cash, finances, bills and shopping due to an individual's age, health or disability.
- Those who provide assistance with personal affairs such as powers of attorney, or duties under the Mental Health Act.
- Transport: Those who provide transport services to and from healthcare, personal care or social care services (except

friends, family and taxi drivers).

#### Activities that are no longer regulated

- Activities that are supervised to a reasonable level
- Health care not provided or supervised by a health care professional
- Legal advice
- Treatments/therapy
- Occasional/temporary services (that are not listed as regulated)
- Volunteers supervised to a reasonable level
- Governors
- Inspectorates

#### Types of Checks

There are three types of checks that can be carried out. Standard, Enhanced and Barred List check. The level of check required will depend on the activities carried out.

##### Standard Checks

Standard checks reveal information relating to spent and unspent criminal convictions, cautions, reprimands and warnings from the Police National Computer (PNC). To be eligible for this check the position must be specified in the *Exceptions Order to the Rehabilitation of Offenders Act 1974*.

##### Enhanced Checks

The enhanced check is for individuals working with vulnerable people including children who are engaged in a regulated activity. This includes activities that have been previously regarded as regulated. To be eligible for this check a position must be specified in the *Exceptions Order to the Rehabilitation of Offenders Act 1974* and regulations made under the *Police Act 1997*.

**ORGANISATIONS SHOULD NOT ASSUME THAT BY SCREENING VOLUNTEERS THEY HAVE DONE ENOUGH. IT IS VITAL TO ALWAYS CARRY OUT EFFECTIVE RECRUITMENT, TRAINING AND SUPERVISION OF STAFF. AS WELL AS THIS, THERE SHOULD BE A SYSTEM FOR ANYONE TO RAISE CONCERNS ABOUT AN INDIVIDUAL.**

**Enhanced & Barred List Checks**

The Enhanced & Barred List checks determine whether someone is permitted to work with vulnerable people including children. To be eligible for this an individual must be engaging in a regulated activity.

**How Can a Voluntary Organisation use this Service?**

There are two ways organisations can use this service:

- become a Registered Body
- apply for access through use of an Umbrella Body.

**1. Becoming a ‘registered body’**

If your organisation is likely to require more than 100 checks per year then it can apply to become a registered body.

There will be a charge to become a registered body, and an organisation will need to submit at least 100 forms a year as well as nominating a signatory to have overall responsibility.

If your group belongs to a national organisation then you should be able to access the DBS system they use. Check with your head office to see if the organisation is a registered body.

**2. Apply for Access to the Disclosure Service through an Umbrella Body**

If your organisation is relatively small or does not require many checks each year, it will be best to use an umbrella body and pay an administration charge. Due to extra administration, umbrella bodies have to charge organisations for checks. Charges vary, so we recommend comparing prices.

Registered umbrella bodies can also provide advise on different aspects of the disclosure system,

The voluntary organisation requiring the check will need to:

- appoint a named person as a point of contact with the Umbrella Body
- check the identity of the prospective volunteer against appropriate original ID (not photocopies).
- check that the Disclosure Application form has been correctly completed by the prospective volunteer in BLACK INK only
- make the decision to recruit or not based on the information provided by the Disclosure certificate
- after appointment, destroy the Disclosure certificate.

There is a database of umbrella bodies on the government website which organisations can search to find an Umbrella Body in their region. Visit <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/> email [customerservices@dbs.gsi.gov.uk](mailto:customerservices@dbs.gsi.gov.uk) or telephone the Disclosure Service Information Line on 0870 9090 811.

**Bedfordshire Rural Communities Charity**

Locally Bedfordshire Rural Communities Charity (BRCC) has registered as a DBS Umbrella Body and are able to process disclosure applications on behalf of voluntary organisations and community groups.

To use the service, you will need to be a member of BRCC – annual membership costs £35 including VAT for voluntary and community groups and you will also be eligible to access its other services.

**DBS checks for volunteers:** BRCC provide free of charge



**JUST BECAUSE A VOLUNTEER IS ELIGIBLE FOR A DBS CHECK DOES NOT MEANS IT IS REQUIRED, A RISK ASSESSMENT SHOULD BE CARRIED OUT TO DECIDE IF IT IS APPROPRIATE**

**THERE IS A DATABASE OF UMBRELLA BODIES ON THE DBS WEBSITE WHICH ORGANISATIONS CAN SEARCH TO FIND AN UMBRELLA BODY IN THEIR REGION THAT ARE WORKING IN THE RELEVANT SECTOR.**

Enhanced disclosures for volunteers belonging to member organisation and community groups up to a limit of ten checks per financial year. There is a charge of £15.60 including VAT for each additional application submitted.

**DBS checks for employees:**

For paid employees of member organisations and community groups the cost will be £70.14 including VAT for Enhanced Disclosures.

**For further information contact:**

Bedfordshire Rural Communities Charity  
 The Old School,  
 Cardington,  
 Bedford,  
 MK44 3SX

Telephone: 01234 838771  
 Fax: 01234 838149  
 Email: [info@bedsrcc.org.uk](mailto:info@bedsrcc.org.uk)



**Further Information and Resources**

For further information and advice and help with all aspects of volunteer recruitment contact the Volunteering Officer.

Other Information Sheets in this series include:

- Creating Volunteer Roles, Descriptions and Person Specifications
- Writing a Volunteer Policy
- Volunteer Risk Assessments
- Volunteer Insurance
- Marketing your Volunteering Opportunities
- Recruiting Volunteers
- Recruiting Trustees
- Induction of Volunteers
- Dealing with Volunteer Problems
- Volunteer Expenses



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**How can the Volunteer Centre help?**

If you are a voluntary organisation or community group operating in Central Bedfordshire, we can help by:

- promoting your volunteering opportunities and signposting volunteers to your organisation
- providing information, guidance and training in all aspects of good practice and volunteer management.

Please give us a call on 01525 850559 or email [volunteer@action-centralbeds.org.uk](mailto:volunteer@action-centralbeds.org.uk) to arrange a meeting.