

DBS Overview

LCAS Social Care Forum

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Disclosure &
Barring Service

Introduction

Our Purpose:

Protecting the public by helping employers make safer recruitment and employment decisions, and by barring individuals who pose a risk to vulnerable people.

Our vision:

Making Recruitment and Employment Safer, by being a visible, trusted, and influential organisation. We will provide an outstanding quality of service to all of our customers and partners. Our people will understand the important contributions they make to safeguarding and feel proud to work within an inclusive and increasingly diverse organisation.

[DBS Business Plan: 2024-25](#)



Different levels of DBS check

£21.50 Basic DBS check	£21.50 Standard DBS check	£49.50 Enhanced DBS check	£49.50 Enhanced with Barred List(s) DBS check
Unspent convictions and conditional cautions	Spent and unspent convictions and cautions (subject to filtering)	Spent and unspent convictions and cautions (subject to filtering)	Spent and unspent convictions and cautions (subject to filtering)
		Relevant police intelligence	Relevant police intelligence
			Barred List(s) info (optional)

Criminal records checks for overseas applicants

DBS cannot access criminal records held overseas, but it is possible to submit an application while the applicant is overseas

Offences committed overseas are not routinely disclosed on DBS checks, therefore you should consider that if an individual has spent a significant amount of time overseas, a check from that country should be obtained.



For details on who can apply, how to apply and contact details for criminal record checks overseas, please see:

[Criminal records checks for overseas applicants - GOV.UK](http://www.gov.uk)
(www.gov.uk)

DBS Update Service

Organisations and employers can check online, free-of-charge, with the individual's consent – the certificate must be at a level that you are able to check and for the correct workforce.

Those making the check will be advised:

- No new information exists
- If the original certificate contained 'no relevant information'
- New information exists
- There is no record of the certificate in the service



Benefits of the Update Service:

- Re-check when you need to with the individual's consent
- Faster results – you will know instantly if there is no change or if you need to get a new certificate

Volunteer Update Service subscriptions:

- Volunteers will annually receive an email asking to confirm if they want to continue with subscription.

Regulated activity with adults

If done once, the following activities are regulated activity with adults:		Anyone carrying out any of these activities would be eligible for an Enhanced DBS check with an Adults' Barred List check
Providing health care	By or under the direction/supervision of a regulated healthcare professional	
Providing personal care	Washing and dressing, eating, drinking and toileting, oral care and care of skin, hair and nails	
Social Work	Provided by a social care worker to an adult who is a client or potential client	
Assistance with the day-to-day financial running of the adult's own household	Managing cash, bills or shopping	
Assistance with the conduct of an adult's affairs	Power of attorney, deputies appointed under Mental Health Orders	
Conveying an adult	Must be for health, personal or social care due to age, illness or disability	
Day-to-day managers/supervisors of those who carry out regulated activity with adults		

Barring: Who has a legal duty to refer?

A regulated activity provider:

Employers or voluntary organisations who are responsible for the management or control of regulated activity and make arrangements for people to work in regulated activity

Personnel suppliers:

An employment business, employment agency or an educational institution that makes arrangements with a person with a view to supplying that person to employers to undertake regulated activity

When must you refer?

When two main conditions have been met:

Condition one:

You withdraw permission to engage in regulated activity: dismissed, re-deployed, retired, been made redundant, or resigned

Condition two:

You think the person has either:

- engaged in relevant conduct
- satisfied the harm test; or
- received a caution, or a conviction for a relevant offence

Referral example

Paula is a support worker for a local organisation that supports the elderly in their own homes

Paula's role includes some light housekeeping duties, such as cleaning, but also includes shopping for elderly service users who can't do this for themselves

A support worker covering for Paula whilst she was on annual leave, noticed on older shopping receipts, items of shopping bought that they knew the service user would not have requested, such as steak and bacon – the service user was vegetarian

When this was investigated further, it was found that when doing the service users' shopping Paula was also adding items for herself and this was being paid for out of the service users' money

Paula was dismissed as this was Gross Misconduct and a referral was made to DBS



How to make a barring referral

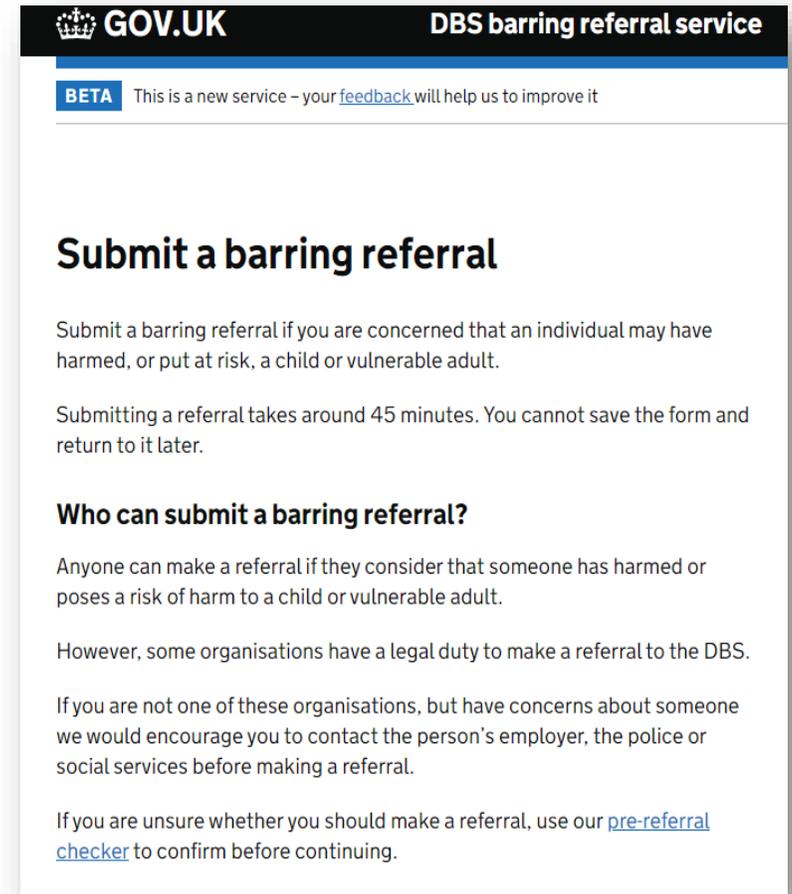
We accept referrals made using The Barring Referral Service:

[Submit a barring referral.](#)

You are allowed to provide this information under UK General Data Protection Regulation (UK GDPR) and the Data Protection Act (DPA). You can find more information about GDPR on our [guidance pages](#).

This service is only available Monday to Sunday, 8am to 11:30pm.

If you do not add any information for 90 minutes your session will end, your answers will not be saved, and you will need to start the referral again.



The screenshot shows the GOV.UK website interface for the DBS barring referral service. At the top, there is a header with the GOV.UK logo and the text 'DBS barring referral service'. Below the header, a blue banner indicates 'BETA' and states 'This is a new service – your [feedback](#) will help us to improve it'. The main content area features a heading 'Submit a barring referral' followed by a paragraph explaining that a referral should be submitted if an individual may be harmed or put at risk. It also notes that the process takes about 45 minutes and cannot be saved. A section titled 'Who can submit a barring referral?' explains that anyone can make a referral if they believe someone has harmed or poses a risk to a child or vulnerable adult, but some organizations have a legal duty to do so. It encourages contacting employers, police, or social services if not one of these organizations. Finally, it mentions a 'pre-referral checker' for those unsure if a referral is necessary.

What you need to make a barring referral

What you will need

If you find you do not have all of the following information, you should complete as much of the form as possible.

1. your contact details
2. details of the person being referred (including their name, address, date of birth and national insurance number)
3. contact details for any other agencies involved in investigating the relevant conduct
4. details of the risk of harm or harm suffered
5. documents in support of your referral (for example, statements, reports, meeting minutes and other evidence)



Useful links

- [DBS Guidance Leaflets](#)
- [DBS Check process explained - video](#)
- [DBS eligibility guidance](#)
- [DBS Barring Referral Guidance](#)
- [Submit a Barring Referral](#) – online form
- [How to make a Good Quality Barring Referral](#)
- [At what point should a barring referral be made – video](#)
- [Employ with Conviction - Campaigns - Better Hiring Institute](#)

How to contact us

Regional Outreach:

Email: DBSregionaloutreach@dbs.gov.uk

Partnerships Team:

Email: DBSEngagement@dbs.gov.uk

Further information - Disclosure:

Helpline: 03000 200 190 | Email: customerservices@dbs.gov.uk

Further information - Barring:

Helpline: 03000 200 190 | Email: Contactus@dbs.gov.uk

Website: www.gov.uk/dbs

Facebook: <https://www.facebook.com/dbsgovuk/>

Twitter: <https://twitter.com/DBSGovUK>

LinkedIn: Disclosure and Barring Service (DBS)

Greater London: Kiran Rehal

Email: Kiranpreet.Rehal@dbs.gov.uk

Please get in touch for bespoke support:

- Questions about DBS checks, eligibility, and regulated activity
- Support with making barring referrals and the 'legal duty to refer'
- Delivery of training and workshops directly to your team or network
- Support your training programmes that require DBS information
- Provide us feedback so we can improve our DBS products and services

Evaluation

Please access this link to complete a **short evaluation form**:

[DBS Overview evaluation](#)

Your feedback is very important to us in the DBS Partnership team.



Thank you for listening.

Any questions?