

# PRO-ACTION

## Disclosure & Barring Service (DBS) for Members

Pro-Action offers enhanced DBS check facility to their Members who are working face to face with children & young people. DBS's are an area of Safeguarding Children and Young People. An enhanced DBS will disclose any criminal activity that an individual has taken part in.

### Pro-Action offers 3 methods of completing DBS forms for Members:

1. Pro-Action offer an **online** DBS's facility:
  - The applicant completes the forms online, without any errors, as mistakes are spotted immediately
  - Their identity is evidenced in person with their Evidence Checker (staff member) at their place of work
  - The DBS is sent online and payment is made online, allowing for a more efficient service
2. Pro-Action offer training for **Members to complete paper DBS's** for their staff/volunteers:
  - A Pro-Action representative will meet with a nominated person from a Member setting/project and train them to become an Evidence Checker (training in completing & evidencing the DBS forms)
  - This Evidence Checker will require a current enhanced DBS check for themselves.
  - Once the forms are evidenced and completed, the Evidence Checker will send them to Pro-Action for signing
  - Payment for these DBS checks are made either by post with the forms or online.
  - Once payment is received by Pro-Action, the completed forms will be forwarded to DBS.Gov for processing
3. Pro-Action offer an **in-person DBS check service** to Members.
  - Pro-Action staff can meet with Member applicants at a private space in the office base in Hatfield
  - Pro-Action staff can complete DBS forms and check evidence
  - Member's pay for their DBS check in person or prior to the appointment
  - On receipt of payment, the completed forms will be forwarded by Pro-Action to DBS.gov for processing
  - On occasion, Pro-Action staff can visit a Member if there is a group of staff/volunteers who all require DBS's

All paper DBS forms (completed by process 2 or 3) will be sent to DBS.Gov.uk twice a week, Tuesday & Friday.

### Pro-Action Guidance on DBS

- Pro-Action strongly advise that all applicants sign up for the DBS Online Update Service (see below).
- A DBS certificate that has not been registered on the *Online Update System*, should not be used at another project/organisation that is not named on the original certificate
- DBS certificates can be valid for up to 3 years as good practice
- A new application to DBS should be made if the person continues in the project/organisation beyond 3 years and every 3 years going forward as good practice
- A senior member of staff should see all original DBS's for staff/volunteers prior to appointment and check for disclosures

- Records of DBS certificate information (data protected) must be kept for all staff/volunteers during their employment with you
- Members **must not** keep photocopies of DBS certificates
- If a DBS certificate displays any criminal activities, the applicant will need to take part in a Risk Assessment to assess their suitability for employment & this be recorded and kept in a safe place, data protected by the Member
- Pro-Action Herts can support in completing a Risk Assessment as an independent body. This service incurs an extra charge

### **DBS Costs**

Members will receive 2 free DBS's checks for volunteers per year on renewal of membership (these are not carried forward). Payment must be received prior to the DBS form being sent for processing. Further DBS checks are priced:

- Paid member of staff: £54.00
- Volunteer: £10.00

### **Tracking Your DBS Check**

Having completed the DBS form, the applicant can obtain their DBS Form reference number from the paper form or the online service. This, together with the applicant's birth date, can track the progress of the DBS check. This helps applicants identify:

- How far the form is in the system
- If in the system, they can then register to the Online Update System
- If the DBS certificate has been sent to the applicant
- If the DBS certificate has been sent and not received - there is a limit of only 6 months to request a replacement DBS certificate

From our years of experience, most DBS certificates are issued at approximately 6- 8 weeks after their receipt by DBS.Gov.uk. Areas that may extend the length of the process can be: Missing information; Numerous addresses (especially in various counties/countries); Changes of name; Criminal activities

### **Returned Forms**

Due to the increased number of errors found on forms completed by Members, any forms rejected by us or returned by DBS will **incur an additional £10 admin fee**. This includes the cost of postage, returning and resending forms and the cost of administration to resolve these errors.

### **Online Update Service**

DBS's certificates for working with children and young people are now transferable. This allows Individuals to use one DBS certificate in more than one area of work. In order to this:

- Individuals must register their DBS certificate online, initially when they receive their certificate, and then annually. This costs £13 per year for paid staff and is free for volunteers.
- Individuals can only register for this service when a new DBS check has been completed for them
- Individuals need to register their DBS certificate within 30 days of the date the DBS certificate is issued
- Individuals can also register once the DBS form has been received at DBS.gov.uk for processing, using their Form reference number from the original application
- If the above opportunities are missed, individuals will not be able to register for this Online Update Service

Further guidance for this can be found here <https://www.gov.uk/dbs-update-service>

If you have any queries regarding the above information, please contact the Membership Team directly on [membership@pro-actionherts.org](mailto:membership@pro-actionherts.org)