

FACTSHEET – DISCLOSURE & BARRING SERVICE (DBS)

If your group or organisation works with children or adults at risk (previously referred to as vulnerable adults), it may be necessary for paid staff and volunteers to undergo **Disclosure and Barring Service (DBS)** checks (formerly known as CRB checks). In Bury, we work with our partner organisation Salford CVS to provide a DBS service to local groups and organisations. This factsheet answers some common questions.

What is a DBS Check?

DBS checks are designed to help organisations from public, private and VCSE sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain areas of work, especially those involving contact with children or other vulnerable members of society.

How do I know if my staff/volunteers need to be checked? Should we just check everyone?

A DBS cannot be completed for just any job or voluntary role. For a check to be completed, the role needs to be eligible. To simplify things there is a [useful tool on the Government's website](#), which lets you know if you request a check and if so what type. If in doubt, you can always call our DBS partner (Salford CVS) to confirm whether you would be eligible for a check or not.

Paid Staff or Volunteer?

Both paid staff and volunteers can be DBS checked. The main difference between the two is the price, currently the pricing is –

- The cost for a volunteer is £16 – the DBS check is free, but there is a £16 admin fee to cover Salford CVS's costs.
- For staff the cost is slightly higher - £18 for a standard check and £38 both for an enhanced check and an enhanced check with barred lists

Type / Level of Check

It is important to confirm the level of check required as it does vary depending on the role and what the individual is doing. Again, the [tool on the Government's website](#) can help or you can contact our DBS partner Salford CVS for advice.

- **Standard check** - shows spent and unspent convictions and cautions, mostly used for positions in financial services or the justice system
- **Enhanced check** - shows the same as a standard check plus any information held by local police that has been considered relevant to the role.
- **Enhanced check with barred lists** - shows the same as an enhanced check plus whether the applicant is on the list of people barred from doing the role.

There is also a fourth level of check – **a basic check**. It costs £18. It is available for people working in England and Wales and is essentially a copy of your criminal record. Basic DBS checks



0161 518 5550

Charity no. 1182039



fundinganddevelopment@buryvcfa.org.uk



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are unlike the other two in that they can be requested for any position, in any type of business. You can even request a basic DBS check on yourself. The check will only show convictions that are not 'spent'; for example, some types of caution will disappear after 3 months. [If you require a basic check, you can do this online via the DBS website.](#)

How often do I need to do a DBS Check?

DBS checks do not have official expiry dates. However, renewing them every two to three years is good practice. It is up to an organisation to decide if a new check is required. Applicants can also use the [DBS update service](#) to keep a certificate up to date or carry out checks on a potential employee's certificate. This is at a cost £13 per year for paid workers but is free for volunteers. You apply for the update service as soon as you have your application number or as soon as you receive your certificate. However, be aware you only have 30 days from your certificate being issued to apply for the update service.

How do I get a DBS check?

We are working in partnership with Salford CVS as our Umbrella Body Agency (the body that can do the checks). To arrange a DBS with Salford CVS please contact the team by calling 0161 787 7795 or emailing dbs@salfordcvs.co.uk who provide both an in-person or online service.

What Identification do I need?

For a DBS check three forms of identification must be shown which include photographic identification and proof of address. [You can check current DBS ID requirements here](#)

- Only valid, current and original documentation will be accepted.
- Photocopies will not be accepted.
- Documentation printed from the internet e.g. bank statements will not be accepted.
- All documents must be in the applicant's current name as recorded on the form.

Once you have completed your form and ID checks

If you have completed a DBS check with Salford CVS and would like to see the progress, you can [track your DBS here](#). You will need your form reference number and date of birth to use the tracker. Once completed you will be issued with a copy of your DBS certificate.

Further Information

A Guide to DBS checks - www.youtube.com/watch?v=lzD93s7xPc0

A Guide to DBS Checks for Volunteers - www.gov.uk/government/publications/disclosure-application-process-for-volunteers/disclosure-application-process-for-volunteers

A Guide to DBS Check for Employers – www.gov.uk/guidance/dbs-check-requests-guidance-for-employers

A Guide to DBS Checks for Employees - www.gov.uk/government/publications/dbs-application-forms-guide-for-applicants



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