

DBS Eligibility Workshop

Presenters:

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Date: 15 October 2025



Disclosure &
Barring Service

Housekeeping

- Breaks
- Microphones
- Questions
- Confidentiality
- Captions
- Slides
- AI notetaking not permitted



The DBS Partnerships team

Workshop objectives

The aim of this workshop is to understand:

- The benefits of DBS and your organisation working together
- The safer recruitment practices that can be in place, with DBS checks forming a part of these
- The different levels of DBS check
- Eligibility, and when an employee is eligible for a check
- What 'regulated activity' is
- What the DBS Update Service is, and its benefits



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: 2025-26](#)



The role of DBS

The Disclosure and Barring Service, also known as DBS, is responsible for the delivery of disclosure and barring functions on behalf of government.

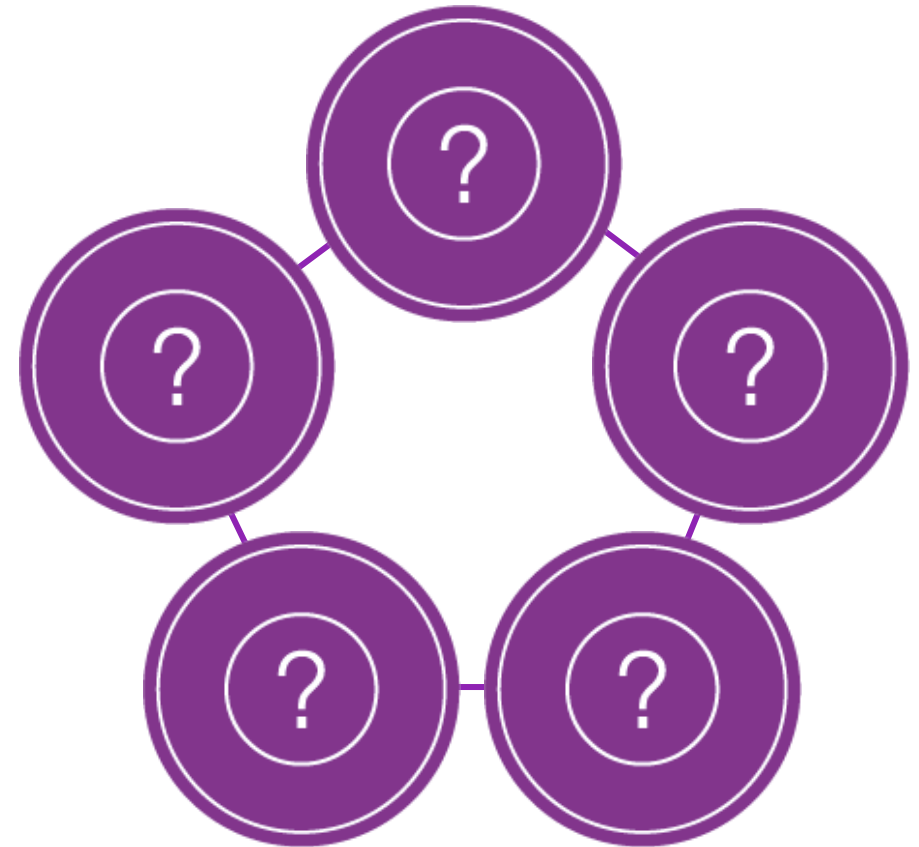
We operate **disclosure** functions for England, Wales, Jersey, Guernsey, and the Isle of Man under Part 5 of the Police Act 1997, supported by the following:

- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012

We also operate **barring** functions for England, Wales, and Northern Ireland under the following:

- Safeguarding Vulnerable Groups Act 2006
- Safeguarding Vulnerable Groups (Northern Ireland) Order 2007
- Protection of Freedoms Act 2012

Disclosure quiz



Disclosure quiz

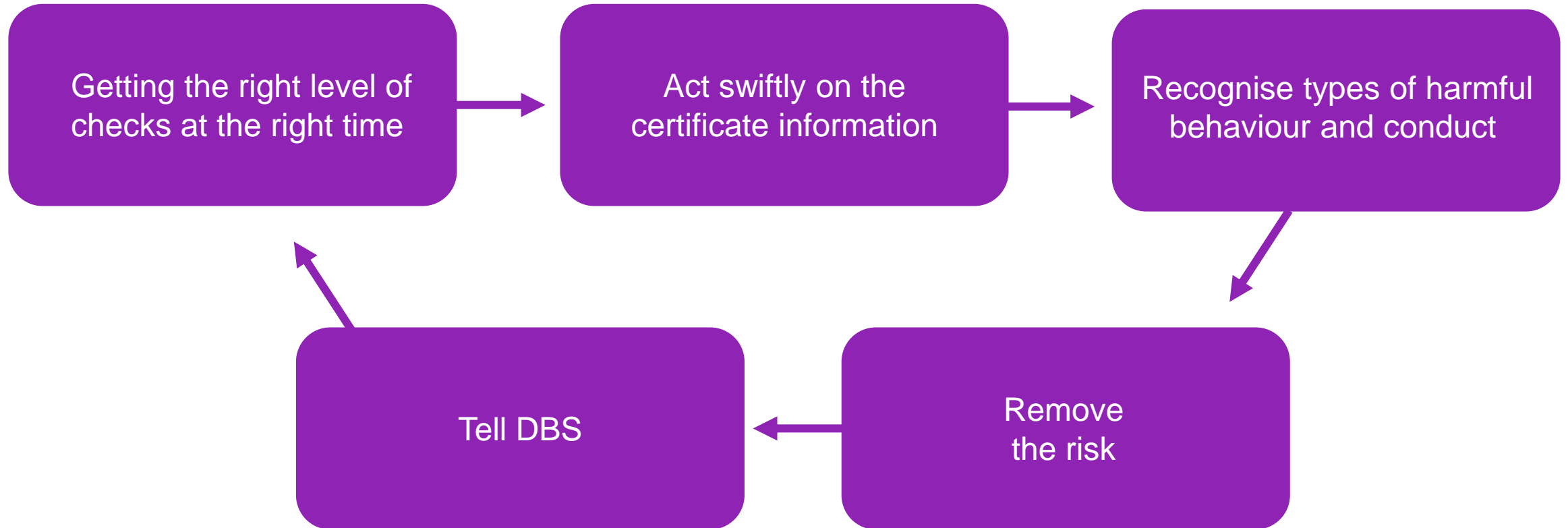
1. Anyone who works around children or vulnerable adults is eligible for a Standard or Enhanced level DBS check. **False**
2. A DBS certificate came back without any information on it – this means that DBS has said it is okay to employ them. **False**
3. An individual could have police information on their certificate, even if they've never had a conviction for an offence. **True**
4. My new employer cannot accept my current DBS certificate because it has my previous employer's name on it. **False**
5. A DBS check is not a legal requirement **True**
6. DBS certificates do not have an expiry date. **True**

DBS checks - statistics

Product	2024-2025
Basic DBS checks	2,675,224
Standard DBS checks	423,975
Enhanced DBS checks	4,172,891
Cumulative Update Service subscribers	2,901,075

Metric and Target	Average Attainment - Quarter 1 25/26	Average turnaround
85% of Basic DBS checks within 2 days	89.6%	0.6 days
85% of Standard DBS checks within 3 days	90.4%	1.2 days
80% of Enhanced DBS checks within 14 days	77%	12.4 days

Getting it right



Exercise: Safer recruitment practices

As an employer who is currently recruiting, what should be considered and what could/should be in place as part of safe recruitment practices?



Safer recruitment practices

- A DBS check
- References from previous employer(s)
- Safer recruitment policy
- Recruitment of ex-offenders policy
- Whistleblowing policy
- Training plans and programmes
- Supervision
- Job shadowing
- Probation periods
- Clear job descriptions

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)

Filtering rules for Standard and Enhanced certificates

Convictions

All convictions are considered individually

A conviction will be filtered from a criminal record certificate only if:

- 11 years have elapsed since the date of conviction (5½ years if under 18 when convicted);
- It did not result in a custodial (or suspended) sentence;
- It is not on the Specified Offences List

Cautions

- A spent caution for adults will be filtered after 6 years have elapsed since the date of the caution – and only if it does not appear on the Specified Offences List
- Spent youth cautions are not disclosed on DBS certificates

The police still have the power to disclose this information if it is relevant and ought to be disclosed.

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](https://www.gov.uk)
www.gov.uk



Responding to disclosure information

Regulated activity – are they barred from the workforce?

Legal or regulatory requirements

Seriousness of offence

Age at time offence committed

Any pattern of offending behaviour

Circumstances surrounding offending behaviour

Evidence of rehabilitation

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

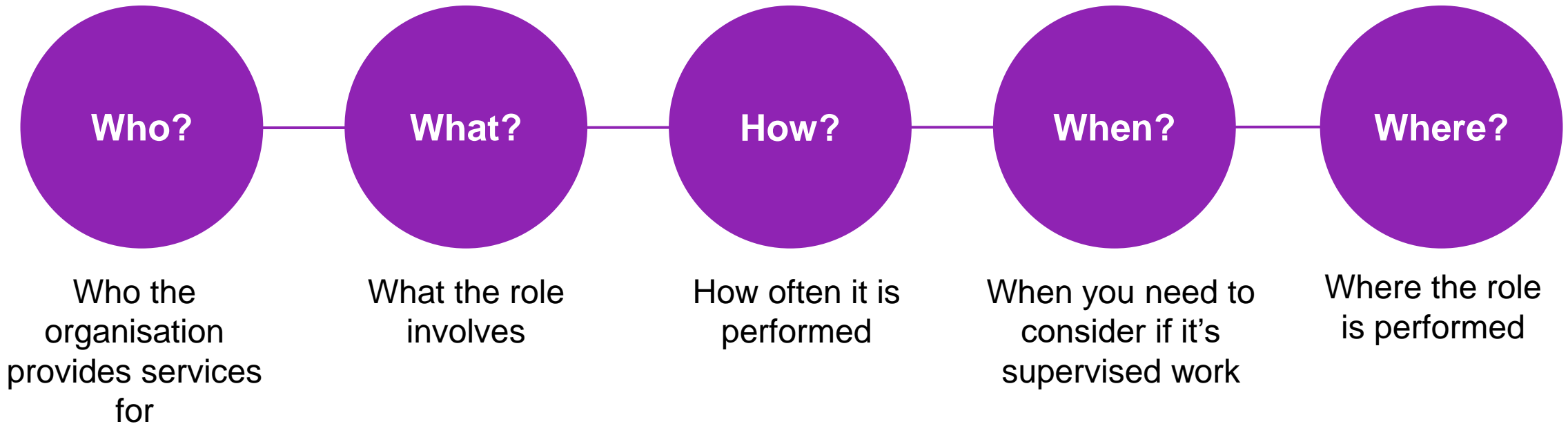
Benefits of the Update Service:

- 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.

Deciding what level of check you are able to request



Note, there are some different rules for roles in Wales.

For further guidance visit the: [DBS eligibility guidance page](#).

Other things to consider:

What is Health care?

Individuals who provide health care to adults, either as a **health care professional** or under the direction **or supervision** of a health care professional.

This includes providing **psychotherapy** and **counselling** and also covers **first aiders** where they provide this through an organisation set up specifically for the purposes of providing first aid, e.g. St John's Ambulance and community first responders.

Standard Level Certificates

Eligibility for **Standard checks** is often profession based.

A relevant exception to this rule is:

- Any work that relates to providing health services where that work means there is also contact with the patients

For more information:

<https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

DBS workforces

The Police Act 1997 (Criminal Records) regulations separate eligibility for Enhanced DBS checks into the following categories:



Work with children:
the **child** workforce



Work with adults:
the **adult** workforce



Everything else:
the **other** workforce

Work with children

The **child** workforce

For DBS purposes, a **child** is a person who has not yet reached the age of 18



Regulated activity with children

Role or activity	Once	More than 3 days in a 30 day period	Once overnight with opportunity for contact between 2am and 6am	
Providing healthcare	Yes	Yes	Yes	Anyone carrying out any of these activities would be eligible for an Enhanced DBS check with a Children's Barred List check
Providing personal care	Yes	Yes	Yes	
Teaching, training, and instruction - unsupervised	No	Yes	Yes	
Caring for or supervising - unsupervised	No	Yes	Yes	
Providing advice or guidance on physical, emotional, or educational wellbeing	No	Yes	Yes	
Driving children under arrangement	No	Yes	No	
Moderating a web-based service	No	Yes	No	
Registering to be a childminder (inc voluntary reg)	Not applicable			
Registering to become a foster carer	Not applicable			
Day-to-day managers of staff in regulated activity				

Specified establishments

Where the activity takes place:

- Schools*
- Nurseries
- Children's homes
- Children's centres
- Childcare premises
- Detention centres for children

*including pupil referral units and alternate provision academies in England

Individuals must satisfy all of the following criteria:

- Work there more than 3 days in any 30 day period or once overnight between 2am and 6am; **and**
- Have the opportunity for contact with children in the establishment; **and**
- Work there for the purpose of the establishment; **and**
- It's not a temporary or occasional role or a supervised volunteer role

Further detail is available at: [Safeguarding Vulnerable Groups Act 2006](#)

Work with children which is not regulated activity includes:

Supervised teaching, instruction, caring for, or supervising children:
Eligible for an Enhanced DBS check

Supervised volunteer in a school or other specified establishments undertaking teaching, instruction, care etc:
Eligible for an Enhanced DBS check

Living or working in childminding or childcare premises:
Eligible for an Enhanced DBS check with a Children's Barred List check

Anyone carrying out regulated activity but not often enough:
Eligible for an Enhanced DBS check

Trustee of a children's charity:
Eligible for an Enhanced DBS check

Registering to be adoptive parents:
Eligible for an Enhanced DBS check with a Children's Barred List check

Further detail is available at: [Definition of work with children - GOV.UK](https://www.gov.uk/guidance/definition-of-work-with-children)

Work with adults

- The **adult** workforce
- For DBS purposes, an **adult** is a person who is aged 18 or over



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		

Work with adults which is not regulated activity – the rules

Step 1: The adult must be 18 or over, **and** receiving a listed health or social care service, **or** receiving a listed activity set out in legislation.

Step 2: The employee must do **one or more** of the activities below:

- Train, teach, instruct, provide assistance, advice, or guidance wholly or mainly for adult
- Care for, supervise, provide treatment, or therapy
- Moderate a public interactive electronic communication service
- Work in a care home
- Conveying adults, including anyone accompanying, under contract arrangements

Step 3: Carry out the work often enough:

- More than 3 days in any period of 30 days, **or**
- Anytime between 2am and 6am with the opportunity for contact with the adult(s), **or**
- At least once a week on an ongoing basis

Work with adults – what else is included?

- Trustees of adult's charities
- Specific positions in England and Wales - examples would include CQC inspectors in England, elected members of local authority committees with social services responsibilities, Directors of social services in Wales but there are more
- Managing anyone who carries out work with adults activities

For further information visit the: [DBS adult workforce guidance](#)

What level of DBS check are they eligible for?

Ben is a dentist.

He is registered with General Dental Council and he works 4 days a week with children and adults

Enhanced DBS with Child and Adult Barred list

[UK regulated professions and their regulators - GOV.UK](https://www.gov.uk/government/organisations/disclosure-and-barring-service)



What level of DBS check are they eligible for?

Caroline is a health records assistant

Her role includes locating, retrieving, tracking and delivering patients' health records and case notes, ensuring they are kept up to date and are filed away correctly.

The area of the hospital that she will be working in is not accessible to persons in receipt of health services.

Basic check



What level of DBS check are they eligible for?

Steven is an IT Engineer working at an NHS Trust hospital

Part of his role is to attend to any IT equipment within the hospital that needs fixing or installing, and this often means going into patient waiting areas and wards to access the equipment.

Standard check



What level of DBS check are they eligible for?

Saema is a hospital porter who moves adult patients around hospital grounds

**Enhanced check with Adult
barred list check**



What level of DBS check are they eligible for?

Monika is a Social Prescribing Link Worker. Her role involves providing advice and guidance to patients who have been referred to her as part of their treatment plan.

She works full time and speaks to adult patients both over the phone and face to face.

Enhanced check with Adults workforce



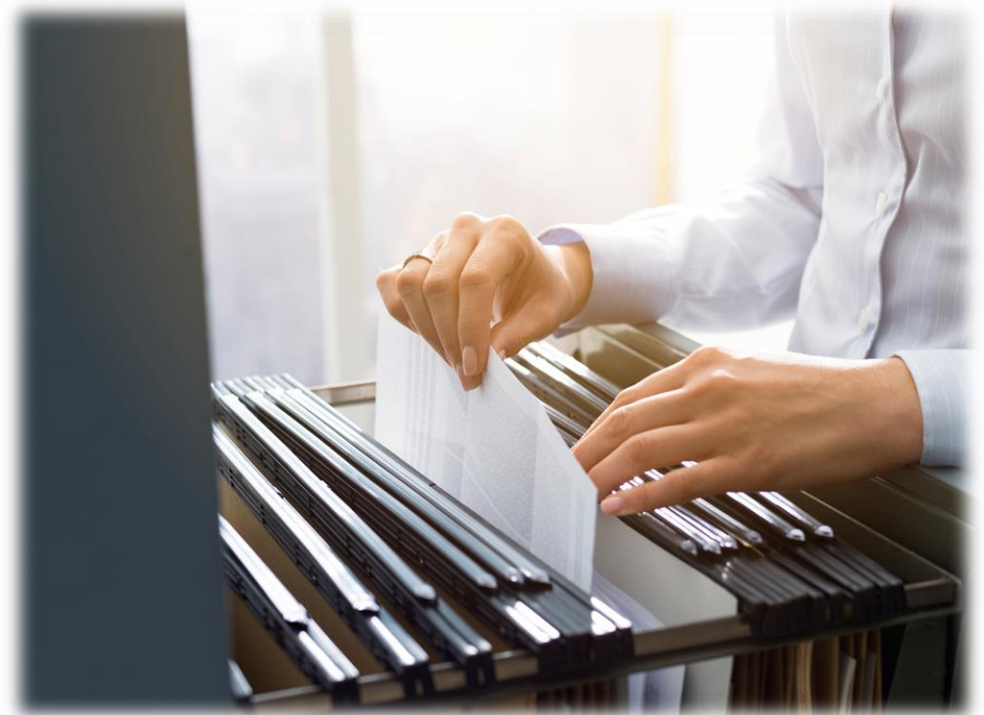
What level of DBS check are they eligible for?

Mohammed is a GP Practice Manager for a group of surgeries.

He is involved with the day-to-day business, recruitment of staff and ensuring that the practices comply with CQC requirements. He works within the surgeries and will have contact with patients.

He is also the designated safeguarding lead

Standard DBS check



A re-cap...

- The benefits of DBS and you (employer, or voluntary organisation) working together
- Having an understanding of what safer recruitment practices can be in place that DBS checks can form a part of
- The different levels of DBS check
- When an employee is eligible for a check
- What regulated activity is
- The DBS Update Service

A moment of reflection

Thinking about your own area of work – take a minute to reflect on the information shared today and think of one thing you weren't aware of or one thing you will do differently?

What was it you made a note of?

What was it that caught your attention?

Can you drop it in the chat box please?

Resources

DBS eligibility information is available in the [DBS eligibility guidance](#).

This provides links to:

- The DBS online eligibility tool
- Eligibility guidance for Standard DBS checks
- Eligibility guidance for Enhanced and Enhanced with Barred List(s) DBS checks – this includes the Department for Education’s definition of ‘regulated activity with children’ and the Department for Health’s definition of ‘regulated activity with adults’
- Department for Education statutory supervision guidance
- DBS guidance leaflets

Information on Basic DBS checks can be found in the [DBS Basic checks](#) guidance.

Useful links

- [DBS guidance leaflets](#)
- [DBS check process explained - video](#)
- [DBS eligibility guidance](#)
- [Eligibility guidance for Enhanced DBS checks](#)
- [DBS barring referral guidance](#)
- [DBS barring referral form and guidance](#)
- [How to make a good quality barring referral](#)

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

X and Facebook: @DBSgovuk

LinkedIn: Disclosure and Barring Service (DBS)

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

How to contact us – Regional Outreach Advisers

North West: Jordan Hayden
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Evaluation

Please access the below link or QR code to complete a **short evaluation form**:

[Disclosure workshop evaluation](#)



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

Thank you for listening.

Any questions?