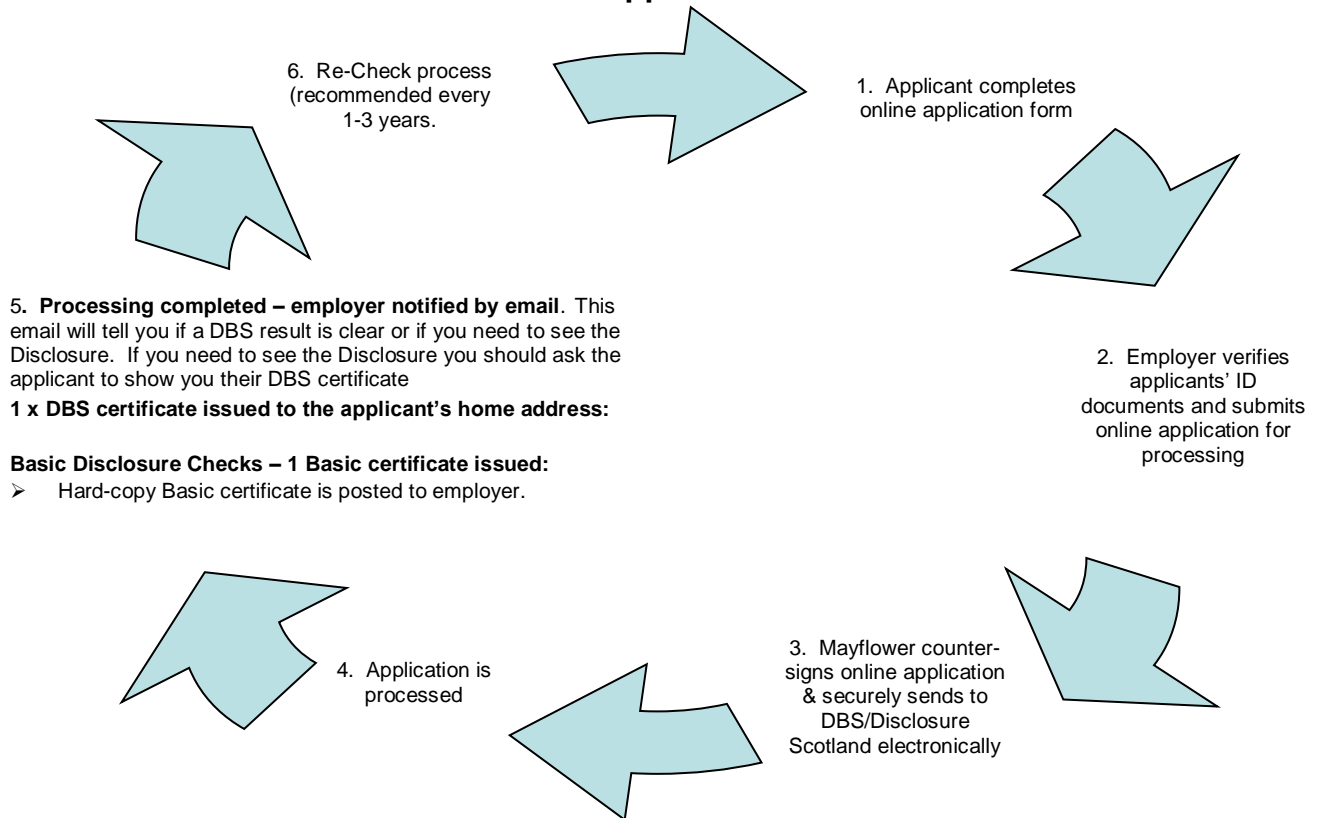


Online DBS / Basic Disclosure Applications- The Online Process



Benefits of our Online Applications compared to paper applications

1. Checks are completed faster (on **average 8 days**) – many completed sooner.
2. Applications can be completed securely from anywhere with access to the web.
3. **ID verification completed on-line** - No photo-copying of ID documents - No posting, No postal delays.
4. You approve and submit applications to us on-line - no paper, increased processing speed.
5. You can have **unlimited number of ID Checkers/Application Managers** at no extra cost.
6. Multi-level access to your on-line account based on user type.
7. **In-built error checking**, eliminating errors and therefore delays (e.g.: ensuring mandatory fields completed, cross-referencing details from ID documents with applicant's information).
8. **Email notifications of results:** from 17th June 2013 the DBS will issue one DBS certificate to applicants. Our on-line system will still keep you 'in the loop' by providing integrated application tracking, and by sending you emails when each DBS check is completed, informing you if the DBS check is clear or if it has content (in which case you will need to see the applicant's certificate).
9. **Integrated one-click on-line tracking** of applications. *DBS only
10. **Integrated on-line payment option** available – with added option of payment by applicants.
11. Provides a **one-stop record of your Applications**, where you can easily view applications waiting for ID Check / in processing / completed.
12. Option where you can separate groups of applications into "Divisions". Useful for internal invoicing/budgeting purposes, and allows you to restrict ID Checkers/Managers' access so they can only view applications that are within their Division.
13. **Clear Pricing** – you are only charged for applications you submit for processing. Full access, unlimited users and options are provided at NO extra cost.
14. You can obtain statistics and records of your DBS applications through an integrated **bespoke reporting system**. Reports can be downloaded in excel or pdf. format.
15. Our on-line DBS Application system is **compliant with ISO27001**. It is fully secure and has been tested and approved by the DBS (CRB).

16. Environmentally friendly and cost effective - less admin, paper, postage etc.

Roles - Online Applications

Primary Contact (limited to one person per organisation only)
<ul style="list-style-type: none"> • Same as Applicant Manager, plus: • Receive Email notifications when DBS(CRB) checks completed
Application Managers
<ul style="list-style-type: none"> • Same as ID checker, plus: • Approve applications & submit them to Mayflower for processing • View clear certificates online • View progress of applications throughout processing • Track progress applications using in-built tracking facility • Run bespoke reports regarding Applications • Can withdraw applications
ID Checkers
<ul style="list-style-type: none"> • Check applicants ID documents • Submit application to Applicant Managers/Primary Contact for authorisation
Applicants
<ul style="list-style-type: none"> • Complete online DBS Applications using their assigned Organisation reference & password

Types of Criminal Records Check and Who They are For:

From **10th September 2012**, four levels of Criminal Record Check are available:

1. Basic Disclosure
2. Standard DBS(CRB)
3. Enhanced DBS(CRB) (excluding barred list check)
4. Enhanced DBS(CRB) (including barred list check)

Summary of Information searched for each Criminal Record Check

Information Searched	Type of Criminal Record Check			
	Basic	Standard DBS(CRB)	Enhanced DBS(CRB)	Enhanced DBS(CRB) (incl. barred list check)
Unspent convictions	✓	✓	✓	✓
Spent convictions	✗	✓	✓	✓
Cautions, Warnings, Reprimands	✗	✓	✓	✓
Other relevant police info.	✗	✗	✓	✓
Childrens or Adults barred list	✗	✗	✗	✓

1. Basic Disclosure:

A Basic Disclosure is available to ANYONE throughout the UK, for ANY purpose; for example

A role where it is in the interest of a customer/employer to obtain a criminal record history; e.g: working in a position of trust, or working in premises unsupervised.

Alcohol / personal licence, Visa Applications, Aviation Security sector.

2. Standard DBS (CRB):

STANDARD DBS Checks are for employers based in England & Wales & should be obtained for...

****NB: This is a summary of eligible roles. Other roles may be eligible but not detailed here****

People working in an **NHS setting who have contact with patients (not a healthcare role)** - Workforce Type = "Child and Adult Workforce".

e.g.: maintenance workers, engineers, trades persons, catering staff, drivers, porters, cleaners, admin

People involved in the Legal Profession or Financial Services positions (Financial Conduct Authority previously called "FSA") - Workforce Type = "Other Workforce".

People working in the Security Industry, Traffic Wardens, Veterinary surgeons- Workforce Type = "Other Workforce".

****Any role that is eligible for an Enhanced level DBS(CRB), is also eligible to obtain a Standard level DBS(CRB) check.**

3. Enhanced DBS (CRB) - excluding the child and/or vulnerable adults barred list check:

ENHANCED DBS Checks are for Employers based in England/Wales & should be obtained for...

****NB: This is a summary of eligible roles. Other roles may be eligible but not detailed here****

Staff/[volunteers](#) who work with vulnerable adults once a week or more, or 4 days in any 30 day period, or overnight in the following roles (Workforce Type = "Adult Workforce"):

- a. Teaching or training (excl personal care) or
- b. providing advice or guidance.

Staff/[volunteers](#) who work once a week or more, or 4 days in any 30 day period, or overnight in (Workforce Type = "Adult Workforce"):

- a. an adult care home or
- b. an adult detention centre (e.g.: prison, remand centre).

Members of peer support groups (e.g.: Alcoholics Anonymous) - Workforce Type = "Adult Workforce".

Temporary contractor in a school - Workforce Type = "Child Workforce".

A [Volunteer](#) who (Workforce Type = "Child Workforce"):

- a) works with children, and
- b) who is **supervised** on a day to day, ongoing basis, and
- c) who works in a specified place or in a specified role (see regulated activity below)

Note: Unsupervised volunteers in specified place or specific role will require the Enhanced CRB incl. barred list check

Family or friends of Foster Carers who live in the foster carer's home - Workforce Type = "Child Workforce".

People in certain positions of responsibility, such as a vulnerable adults' charity (Adult Workforce) or children's charity (Child Workforce) trustee or a school governor

Staff working within the Gambling Commission - Workforce Type = "Other Workforce".

4. Enhanced DBS (CRB) - including the child and/or vulnerable adults barred list check (Regulated Activity):

The enhanced check with barred list check(s) is only available for those individuals who are carrying out regulated activity and a small number of positions listed in Police Act 1997 (Criminal Records) regulations, for example, prospective adoptive parents and taxi and Private Hire Vehicle (PHV) licences.

An enhanced level certificate with barred list check(s) contains the same PNC information and check of information held locally by police forces as an enhanced level check but in addition will check against the [children's and/or adult's barred lists](#).

ENHANCED DBS Checks are for Employers based in England/Wales & should be obtained for...

****NB: This is a summary of eligible roles. Other roles may be eligible but not detailed here****

i. **Regulated Activity** in relation to CHILDREN; under 18 year olds (Workforce Type = "Child Workforce"):

Staff/[volunteers](#) in relation to **CHILDREN (under 18 years old)**; working (Workforce Type = "Child Workforce"):

- a) unsupervised and
- b) once a week or more, or 4 days in any 30 day period, or overnight and
- c) in a specific role **OR** in a specified place (see below):

Specific child-related Roles: supervising, caring, teaching, training, instructing, providing advice/guidance, providing therapy/treatment, transporting, providing assistance, moderating a public electronic communication service to be used mainly by children.

Specified Places: educational institution (e.g.: school, under-18 further education), nursery, children's hospital, detention centre (e.g.: prison, remand centre), children's home, childcare premises, children's care home

ii. **Regulated Activity** in relation to (VULNERABLE) ADULTS; over 18 year olds (Workforce Type = "Adult Workforce"):

1. **Provision of Health Care** by a regulated [healthcare professional](#), or are acting under the direction or supervision of a regulated healthcare professional, for example doctors, nurses, healthcare assistants and physiotherapists. Health Care roles include:

- a. Physical care, mental health care and palliative care
- b. Diagnostic tests and investigative procedures,
- c. Non-medical procedures such as taking blood (blood donations) and cosmetic surgery,
- d. Psychotherapy and counselling. This includes the provision of psychotherapy and counselling over the phone. **Note:** Life coaching is excluded from regulated activity.
- e. First aid, when any person administering the first aid is doing so on behalf of an organisation established for the purpose of providing first aid (for example, St John Ambulance Service), this is regulated activity. This includes first aid given by Community First Responders.

Note: Individuals employed for another purpose who volunteers, or is designated, to be that organisation's first aider is not in regulated activity. For example, a person who works in a department store whose role includes being a first aider is not engaging in regulated activity.

Exclusions to supervision of healthcare: Staff in GP surgeries or dental practices who do not provide health care (for example, receptionist) will not be in regulated activity - a Standard level DBS check or and Enhanced level DBS check excluding the barring lists will be sufficient.

2. Providing Personal Care:

- a. Assisting or prompting an adult with:
 - eating, drinking, washing, bathing, dressing, oral care, skin/nail care
- b. Training, instructing, or offering advice or guidance to an adult in relation to personal care
- c. Supervising someone providing personal care

3. Providing Social Work; activities of regulated social workers (relevant social work has the meaning given by section 55(4) of the Care Standards Act 2000 and a social care worker by virtue of section 55(2)(a) of that act)); including:

- a. Assessing/reviewing the need for health or social care services
- b. Providing support

4. Assistance with general household matters (day to day assistance in relation to the running of a household of the person concerned where the assistance is the carrying out of one or more of the following activities):

- a. Managing a person's cash
- b. Paying a person's bills
- c. Assistance with shopping

5. Assistance in the conduct of a person's own affairs:

- a. Lasting/enduring power of attorney (not including family)
- b. Appointed adult's deputy
- c. Independent mental health advocate
- d. Independent mental capacity advocate
- e. Providing independent advocacy services
- f. receiving payments on behalf of an adult under the Social Security Administration act
- g. an order by the court of protection

6. Transporting / Conveying:

- a. Drivers or assistants transporting adults because of the age, illness or disability to, from or between places where they receive healthcare, personal care or social work (not including family, friends).

This includes:

- a. Hospital porters
- b. Patient Transport Service drivers and assistants
- c. Ambulance Technicians
- d. Emergency Care Assistants.

iii. Other activities requiring barred list check:

A day to day manager or supervisor of somebody engaging in Regulated Activity (see ii and iii above) with children or adults

The following **Child-related roles, even if done only once** (without time constraints specified above) - Workforce Type = "Child Workforce":

- Assisting an ill or disabled child to eat or drink
- Assisting a child that is ill, disabled or required due to age with toileting, washing, bathing or dressing
- Health care to children: (treatment/therapy) all forms of physical / mental health healthcare incl. palliative care

People communicating with children by telephone, internet or other electronic means (once a week or more, or 4 days in any 30 day period, or overnight) - Workforce Type = "Child Workforce".
Foster Carers, Registered Childminders or Child-Carers - Workforce Type = "Child Workforce".
Roles that provide hosting for under 18 year olds - Workforce Type = "Child Workforce".
Applicants for a Taxi or Private Hire Vehicle (PHV) license (child and adults barred lists) - Workforce Type = "Other Workforce".

Please note: The above is for guidance only and should not be considered a substitute for legal advice. **It is the responsibility of the employer/recruiting organisation to determine if eligibility exists in line with the current legislation.**

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