

Self-directed support

Disclosure and Barring Service (DBS) checks

A DBS check, previously known as a Criminal Records Bureau (CRB) check, tells you about someone's criminal history. If you want to employ your own staff, it is sensible to know if someone has a criminal record.

If you are employing someone to support a child or vulnerable adult, you should look into getting a DBS check.

Your local council and the [DBS website](https://www.dbsexpress.gov.uk/) can tell you about DBS checks. This fact sheet provides basic information about them.



To get more help
contact In Control

Tel: **0121 474 5900**

Email:

help@in-control.org.uk



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The basic facts



You must get a DBS check.

You have to get a DBS check to help protect children and vulnerable adults who are recruiting people for positions of trust.

Recruiting and employing your own staff can be a great way of getting support that works for you. However, employing people is a serious responsibility. A DBS check is one of the things you can do to make sure you get the right staff.



You usually get a DBS check after you have chosen your staff.

You should request a DBS check once you've found someone you want to employ, so long as their references and checks are good. Your local council, direct payment advisor or a local support organisation should be able to recommend an umbrella organisation to do the check.

Useful but still limited



A DBS check isn't a 100% fail safe system.

A DBS check is very useful, but it is limited. It only shows someone's criminal history. It can't tell you if someone is doing something illegal now or if they will in the future. It only tells you if someone has offended – if they've been caught doing something illegal – so it isn't a 100% fail safe system.



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Look people up on Facebook.

It is wise to follow up other references, including character references. You can also ask other people who know the person you're thinking of employing. You could even use social network websites like Facebook to check people out.

What if the DBS check shows a conviction?



Is the person a risk to the one who needs support?

If the DBS check tells you that the person has offended, it can still be difficult to decide what to do. The question is: does the person pose a risk to the one who needs support? If, say, someone was caught stealing a chocolate bar some years ago, does it mean they are a threat to someone who needs support now?



You may need some help to make the right decision.

You have to deal with the problem in the right way and you shouldn't ignore it. You may need help to make the right decision. The council or umbrella body should offer you support and advice about what to do.



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The DBS is part of the Home Office. It helps to check if any job candidates are a risk.



There are three kinds of check and they have to be paid for.



The CRB works with different departments.

More information – the Disclosure and Barring Service

The DBS is run by civil servants. It's part of the Home Office.

It was set up to help organisations in the public, private and voluntary sectors to make safer recruitment decisions and identify job candidates who may pose a risk to children or vulnerable adults. The DBS was formed in 2012 by merging the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) under the Protection of Freedoms Act 2012.

There are three kinds of check: standard checks, enhanced checks, and enhanced checks with list checks. All checks have to be paid for, both there is no charge if it is for a voluntary/unpaid role.

The DBS acts as a 'one-stop-shop' for organisations, checking police records and, in some cases, information held by the Independent Safeguarding Authority (ISA).

The DBS also works with the Department of Health and Department for Education. These departments also keep information on people they consider unsuitable or



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It can take up to 8 weeks to get a DBS check.

barred from working with children and vulnerable adults.

When employing someone, you should take into account that it can take up to eight weeks to get a DBS check.



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An example

David got a personal budget after sustaining a brain injury in a motorbike accident. He lost the use of both his arms and was in rehabilitation for nine months. He came back to live in his bachelor pad. (His mum had managed to hang onto his council property.)



David was known as a bit of a 'jack the lad'. His mum says he kept some 'quite colourful company'. David used a provider organisation to manage his money and his support through an individual service fund, but he wanted to be involved in recruiting the staff. Many of his mates were out of work and he suggested they would be great at supporting him.

The support provider insisted that the staff he chose would need to be DBS checked and references followed up, but David didn't agree. The debate went on for a period of time. Finally David agreed to the DBS checks on the basis that, if the check didn't come back clear, it didn't instantly mean the person couldn't be employed to work with David.



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David needed five staff to support him. Three of the seven who applied were from David's own network. David opted to recruit all three of his mates and two people who he didn't know. One of the applicants admitted to having a criminal record before they filled in the DBS form. But when all five checks came back, it was evident that two people had criminal records.

Lemonade theft

David talked to the provider and the umbrella body about what to do. In the end, David recruited all three friends and one of the people he didn't know. One of his mates had disclosed his criminal conviction before the DBS. He had stolen a bottle of lemonade as a dare when he was 14. David and the provider were happy to employ him.

They only found out about the other person's conviction when the DBS check came back. It was a conviction for grievous bodily harm. David and the provider decided not to employ this person.

If you ask David about DBS checks now, he is all for them. He says you never know what surprises people have up their sleeve.



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