

## Disclosure and Barring Scheme (DBS) Checks

In order to work with young people and/or vulnerable adults organisations ask for new workers to apply for “disclosure” – a document containing information held by the police and government departments – from the Disclosure and Barring Scheme (an agency of the Home Office).

Disclosures may only be requested by individuals through organisations registered with the DBS or through umbrella bodies acting on behalf on an organisation. The EBU is not registered with the DBS. The EBU use a company called First Advantage to provide the disclosure service for EBU members. The procedure for obtaining a disclosure is that the individual whose background is being checked must themselves apply for the disclosure, but the request is submitted through the EBU. There are different types of disclosure, but for us the relevant type is an “Enhanced Disclosure” – needed for any work with children.

DBS checks are free of charge for volunteers but there is a handling charge of £18 levied by First Advantage, but costs £56 for anyone who receives a tax-declarable payment for their services. This means that for anyone who is *paid* for teaching bridge in a school, you will have to pay the full price.

While anyone can apply to have a DBS check carried out it is only *necessary* where a person is involved in ‘regulated activity’. The EBU/EBED currently pays the volunteer’s handling charge for any EBU/EBED volunteers who needs to have a DBS check carried out. We cannot pay for club or county volunteers or volunteers who do not need to be checked but wish to have one carried out anyway.

The definition of ‘regulated activity’ is to be found in the full details of the scheme through the link given below.

To initiate the process for obtaining a disclosure on yourself, you need to email the EBU – [karend@ebu.co.uk](mailto:karend@ebu.co.uk) . The EBU will create an Online Application and you will receive an Activation email containing a link and instructions on how to complete the registration process. Your documents will need to be verified either by the EBU or by the Post Office depending on the verification method chosen Once the verification has been done the DBS the process takes between 1 and 4 weeks to complete.

You will receive an individual disclosure document. The EBU does not receive a copy.

Full details of the DBS can be found at

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

## DBS update service

The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online.

### Applicants How to register

You can [register online](#) as soon as you have your application form reference number. You can ask for the number when you apply for your DBS check.

Or you can wait and [register](#) with your certificate number when you receive your DBS certificate. If so, you must do so within 30 days of the certificate being issued.

To check the progress of your DBS certificate, use the [DBS tracking service](#).

Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only). There's no charge if you're a volunteer.

You'll get an ID number with your registration that you need to log on to the service.

### **What you get**

When you join, you'll get an online account that lets you:

- take your certificate from one job to the next
- give employers permission to check your certificate online, and see who has checked it
- add or remove a certificate

Read the [detailed guidance for applicants](#).

### **Reusing a DBS check**

A DBS certificate only contains information from a DBS check on a certain date and for a particular purpose.

Employers can accept a previously issued certificate but must:

- check the applicant's identity matches the details on the certificate
- check the certificate is of the right level and type for the role applied for
- carry out a free-of-charge [status check](#) to see if new information has come to light since the certificate's issue; the applicant must have already joined the [DBS update service](#)

Employers can accept a previously issued certificate without a [status check](#) but at their own risk.