

Age UK Gloucestershire offers a Disclosure & Barring Service umbrella service to allow small organisations and charities to access DBS checks for their employees and volunteers who will be working with children and vulnerable adults. Please read the following terms under which this service is offered:

GUIDELINES

1. Introduction

The Disclosure & Barring Service (DBS) requires that any information released will be used fairly, and handled and stored securely. All individuals involved in the process of requesting disclosure information, countersigning forms and/or receiving disclosure information will have responsibility for understanding and complying with this guidance.

2. Counter-Signatories

Age UK Gloucestershire's lead counter-signatory is the Chief Executive Officer. Age UK Gloucestershire's named counter-signatories are the only individuals authorised to sign a DBS form to request disclosure information on behalf of the organisation.

3. Umbrella Organisation Status

Age UK Gloucestershire will not request or receive disclosure information on behalf of any other organisation without the prior consent of the lead counter-signatory. Requests by organisations to use Age UK Gloucestershire's umbrella service must explain why disclosures are required.

All requests will only be considered where this is mutually beneficial and checks can be processed within existing staffing resources. All approved organisations will be placed on a list, which will be reviewed regularly by the lead counter-signatory.

All approved organisations must sign an agreement that they will abide by Age UK Gloucestershire's DBS guidelines and the DBS Code of Practice.

A charge will be made to cover administrative costs for this service (£11 per disclosure as at 1st October 2019) and reviewed annually. Umbrella organisations are responsible for paying the processing fee required by the Disclosure & Barring Service (£40 per enhanced disclosure as at 1st October 2019). Disclosures for volunteers are processed by the DBS free of charge, so volunteer checks will only incur the umbrella organisation's administration fee. A volunteer is defined by the DBS as:

'a person who is engaged in any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative.'

It is the responsibility of the employing organisation to ensure that the DBS form is clearly marked by crossing the appropriate box in Section 68, to ensure volunteer checks are processed free of charge. Failure to do this will make the organisation liable for payment of any charge made by the DBS.

The fee charged for each DBS check will thus be either £51 for a paid employee (£40 charged by the DBS plus £11 admin fee charged by Age UK Gloucestershire) or £11 for a volunteer.

4. Rehabilitation of Offenders Act 1974 (Fair Treatment of Ex-offenders)

The Act was introduced to ensure that ex-offenders who have not re-offended for a period of time since the date of their conviction are not discriminated against when applying for jobs. The Act means that ex-offenders are not legally required to disclose convictions that have become 'spent', unless the post they are applying for is exempted.

5. Procedure

Organisations wishing to use Age UK Gloucestershire's umbrella service must first complete a service request form and return this with a signed service agreement. A decision will then be made on whether Age UK Gloucestershire is able to provide the service. The contact person named on the service request form should be the contact for all DBS queries and the person to receive any disclosure notifications.

Blank disclosure application forms can be obtained by telephoning Age UK Gloucestershire. Make sure the applicant reads the instructions on the front page before filling in the form.

As employer you should complete the details at Section W and X 60 to 68. If the applicant is a volunteer, the appropriate box must be crossed to avoid a charge being made by the DBS. The first line of 61 should read 'Child & Adult' or 'Adult' or 'Child' workforce. DBS needs to know what the applicant is going to be doing so the job title given at 61 should describe the nature of the work. Do not sign in the box at 72 as this is for the umbrella organisation.

All applicants must produce identity documents to verify their identity and current address to the responsible appointed person of the requesting organisation. An Identity Checking guide is available to download on the DBS website <http://www.homeoffice.gov.uk/db>s (under 'Publications'). A continuation sheet is also available to download here for applicants needing more space for names or addresses.

On processing of disclosure forms, the organisation will be invoiced for the cost of the checks and the administration fee by Age UK Gloucestershire. The forms will be checked, counter-signed and forwarded to the DBS.

Incorrectly completed forms will be referred back to the organisation contact if the problem cannot be rectified by telephoning the applicant so that the organisation is aware of the delay.

Age UK Gloucestershire has an arrangement with Diligence Checking Ltd to provide External ID Validation checks in the (few) cases where an applicant is unable to provide a group 1 piece of ID. There is an additional small charge for this.

Disclosure certificates are returned directly to the applicant only. They should bring it to you to inspect the content prior to a final decision being taken to employ. You may NOT keep a copy of the certificate but should note name (as given on certificate), certificate number and issue date for your records.

6. Adult First Check

Adult First Check is a service provided by the DBS that can be used, in accordance with the terms of Department of Health guidance, to enable the person to start work with vulnerable adults before a DBS certificate has been issued. It is applicable to care workers in adult services such as care homes and adult placement schemes where DBS certificates are required by law. It is not available where the applicant will be working with children. An additional charge is made of £17 for this service.