

**Voluntary, Community, Faith and Social Enterprise (VCFSE) Organisation
Disclosure and Barring Service (DBS) Check**

Information for Organisations

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Volunteer and Employee DBS Checks

Section 1 - Organisation Responsibilities

An organisation is responsible for:

- Making sure a volunteer or employee is eligible for a DBS check.
- Choosing the correct level of DBS check for each volunteer or employee role.
- Ensuring that each DBS Check result is satisfactory.
- Data Recording in accordance with current regulations.
- Dealing with any unsatisfactory results (Disclosures) in line with current policies.

1. Volunteer and employee Eligibility

Volunteers and employees must be eligible for a DBS Check.

2. Appropriate Level of Check

It is important that organisations read the [Government Guidance around the Disclosure and Barring Service \(DBS\)](#) and that the correct selection is made.

Any alterations will require a new application, which will incur additional costs.

3. Proof of Evidence

VANS will verify ID documentation.

4. DBS Certificates

When the volunteer or employee presents their DBS Certificate, organisations must check this carefully to ensure that the volunteer is suitable to perform the roles they have applied for.

DBS Certificates are confidential and remain the property of the volunteer or employee. Organisations must satisfy themselves of the eligibility of the volunteer – it is not advisable to retain copies of this record.

5. Data Recording

For guidance about how to record and store data in line with current Data Protection Regulations, please refer to [National Council for Voluntary Organisations – Data Protection](#)

6. Disclosures

If a DBS Check shows any unsatisfactory results (Disclosures), an organisation must follow its own current Disclosure Process / Policy.

A disclosure should not automatically mean that an application for a voluntary role is rejected.

Section 2 - Level of Check / Costs:

Basic (Volunteers and Employees)	£46.00	<ul style="list-style-type: none"> • Checks for unspent convictions and conditional cautions • Basic checks are not a legal requirement for volunteers and are chargeable at employee rate.
Standard (Volunteers)	£16.00	<ul style="list-style-type: none"> • Checks for unspent convictions and conditional cautions, also reprimands and warnings.
Standard (Employees)	£46.00	
Enhanced with Child Barred List (Volunteer)	£16.00	<ul style="list-style-type: none"> • Checks for unspent convictions and conditional cautions, reprimands and warnings, as well as any spent convictions that were not removed in line with filtering guidance (Barred lists). • Enhanced checks should be carried out if the applicant will be working or volunteering with Children &/or Vulnerable Adults.
Enhanced with Adult Barred List (Volunteer)		
Enhanced with Child and Adult Barred List (Volunteer)		
Enhanced with Child Barred List (Employee)	£68.00	<ul style="list-style-type: none"> • If applicable, checks may also include any other relevant information held by the applicant's local police force.
Enhanced with Adult Barred List (Employee)		
Enhanced with Child and Adult Barred List (Employee)		

Section 3 – Volunteer and Employee Evidence

As part of the DBS Check process, the volunteer must provide **three** pieces of evidence, one of which must show the volunteers/employees **current address**.

One must be a **Primary Identity Document** and then two additional documents.

These could include a different **Primary Identity Document**, a **Trusted Government Document** and / or a **Financial and Social History Document**.

1 from: Primary Identity Document (Group 1)	AND	2 from: Primary Identity Document (Different Document) (Group 1)	Trusted Government Document (Group 2a)	Financial and Social History Documents (Group 2b)
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Group 1 - Primary Identity Documents:	
Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EEA. Since 8 June 2015, the paper counterpart to the photocard driving licence is not valid and is no longer issued by the DVLA.
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a - Trusted Government Documents:	
Document	Notes
Current driving licence photocard - (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
<p>All driving licences must be valid. See link for further guidance - Driving in Great Britain on a non-GB licence</p>	
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa or work permit	Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-EEA country in which the role is based
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

Group 2b - Financial and Social History Documents:		
Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society statement	Countries outside the EEA	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19-year olds in full time education - only used in exceptional circumstances if other documents cannot be provided.	Must still be valid

Section 4 – DBS Check Process

DBS Check Process

