

WHO NEEDS TO DO A DBS AND WHAT IS OUR POLICY?

Where a role is eligible for a DBS check, in line with best practice principles and Charity Commission guidelines, it is our policy that one should be done. See also in Section 2 of the 2022 [Handbook](#)

We can't do a check *just in case* someone might work with vulnerable groups in the future. The Panel must be able to verify that each role is legally eligible before submitting an application to DBS -that's why we ask all the questions about the role.

Look at the [flowcharts](#) and examples to see who is eligible to do a DBS check or read our Policy and summary of eligibility regarding Disclosure and Barring Service (DBS) checks [here](#). See also eligibility info on the gov.uk [DBS website](#)

IF YOU ARE ELIGIBLE YOU SHOULD DO A DBS CHECK BEFORE YOU START WORKING AND THEN EVERY FOUR YEARS.

Still unsure? Look at our checklists or contact the office:

Panel eligibility Checklist for those working with Vulnerable Adults [here](#)

Panel eligibility Checklist for those working/volunteering with children [here](#)

The meaning of **supervision** and **trustee eligibility** can cause confusion:

Each application to work with children asks about **supervision**. This is to decide if a role is regulated activity or not. It's not just a matter of having two adults in the same room. There needs to be a **supervisor** with an enhanced and barred check. Click [here](#) to read the statutory guidance on supervision.

If a **trustee** is involved in regulated activity and works with vulnerable groups or manages or supervises those doing the work they need to do a check with a check of the barred lists because of the nature of the work, not because of the title 'trustee'. However, a trustee, not working directly with the vulnerable groups, but involved in the running of a church **that provides activities for children or vulnerable adults** is also eligible to do an enhanced check (without a check of the barred lists). This is because such a church can be classed as a "charity for vulnerable groups" for DBS checking purposes and the trustees are responsible for the work. Conversely, if there is no direct work with children / vulnerable adults in the church – a trustee isn't eligible to do a DBS.