## **Establishing DBS Eligibility Form**

Job Title:  Department:	Tick box	Appropriate DBS check
<ul> <li>Does the job involve:         <ul> <li>Healthcare or working in a hospital</li> </ul> </li> <li>Caring or working with children or working in a school</li> <li>Working with older, ill or disabled adults</li> <li>Caring or working with children or working in a school</li></ul>		Go to Part 1 Go to Part 2 Go to Part 3 Go to Parts 2 & 3, then refer to Part 5 Go to Part 4
Part 1: Healthcare or working in a hospital		
<ul> <li>What is the role?</li> <li>Healthcare professional (e.g., occupational therapist)</li> <li>Will the role involve working with: <ul> <li>children</li> </ul> </li> <li>adults</li> <li>both</li> </ul>		Enhanced Check with Children's Barring List Enhanced Check with Adults' Barring List Enhanced Check with Children's and Adults' Barring Lists
<ul> <li>Working with patients without the supervision of a healthcare professional (e.g., hospital-based adviser, reception, catering, cleaning, volunteers)</li> <li>Is it in a Children's Hospital?         YES         <ul> <li>Will the work be done frequently?</li> <li>YES</li> </ul> </li> <li>NO</li> </ul>		Enhanced Check <u>with</u> Children's Barring List

Is it in a Children's Hospital? NO Note: you cannot request a DBS check for a manager of someone doing this role. Providing first aid through a first aid organisation None of these  NOTE: If a DBS check is required from Part 1, the Workforce could be Children Workforce or Adults Workforce or Children and Adults Workforce, depending on the patient group that receive the healthcare or service in a hospital.		Enhanced Check without Barring List  Standard Check  Not applicable to CCC  Basic Check
Part 2: Caring or working with children or working in a school	l	
NOTE: Frequently is defined as:  • Working with children more than 3 days in a 30-day period or  • Ever working overnight (between 2am and 6am) where there may be face-to-face contact with children		
<ul> <li>What will the role involve?</li> <li>Teaching or caring for children         What will the teaching or caring involve?         <ul> <li>Childminding</li> </ul> </li> <li>Working in a school, nursery, children's centre or home, detention centre, young offender institution or childcare premises         <ul> <li>Will the work be done frequently?</li> <li>YES</li> </ul> </li> </ul>		Enhanced Check with Children's Barring List Enhanced Check with Children's Barring List
NO  Teaching, training or supervising children, but not in a school, nursery, children's centre or home, detention centre, young offender institution or childcare premises  Will the work be done frequently? YES  Will they be supervised?		Enhanced Check without Barring List

YES	Enhanced Check
	without Barring List
NO	Enhanced Check <u>with</u> Children's Barring List
Will the work be done frequently? NO	Enhanced Check without Barring List
<ul> <li>Helping ill or disabled children with eating or drinking or helping ill, disabled, or young children with washing, dressing, or going to the toilet</li> </ul>	Enhanced Check <u>with</u> Children's Barring List
<ul> <li>Giving advice about physical, emotional, or educational mental well-being e.g., therapist</li> <li>Will the work be done frequently?</li> </ul>	
YES NO	Enhanced Check <u>with</u> Children's Barring List
	Enhanced Check without Barring List
<ul> <li>Fostering or adopting a child or working with</li> </ul>	
fostered or adopted children <ul><li>Are the children fostered or adopted?</li><li>Fostered</li></ul>	
<ul><li>What will the role involve?</li></ul>	
Registered foster carer or living in a household with fostered children	Enhanced Check <u>with</u> Children's Barring List
Named foster care support  o Will the work be done  frequently?	
YES	Enhanced Check <u>with</u> Children's Barring List
NO	Enhanced Check without Barring List
Babysitting fostered children	
YES	Enhanced Check <u>with</u> Children's Barring List
NO	

			Enhanced Check
			without Barring List
	Working in a foster agency with		
	access to children or their personal		
	information		Standard Check
	mornadon		Staridard Shook
	Any other role with frequent visits to		
	a household of fostered children		
	a nousenota or rosterea chitaren		Basic Check
		_	Basic Check
	Are the children fostered or adopted?		
	•		
	Adopted		
	What will the role involve?		
	Adoptive parent or prospective		
	adoptive parent or living in a		Natauria de la tanco
	household with adopted children		Not applicable to CCC
	<b>Frequently</b> visiting a household with		
	adopted children		Dania Obaala
•	Driving children		Basic Check
	• Will the work be done frequently?		
	YES		
			Full and all Objective State
			Enhanced Check with
	NO		Children's Barring List
			Enhanced Check
•	Working in a school but not in a teaching role e.g.		without Barring List
	cleaner	_	
	<ul> <li>Will the role involve contact with children?</li> </ul>		
	NO	_	
			Dania Ohaali
	YES		Basic Check
	Who will they work for?		
	<ul> <li>An organisation that provides</li> </ul>		
	services for the school		
	<ul> <li>An organisation that hires school</li> </ul>		
	premises but does not do any work		Not applicable to CCC
	for the school		N
	<ul> <li>The school</li> </ul>		Not applicable to CCC
	<ul> <li>Will they get paid for the role?</li> </ul>		
	YES (permanent role)		
	■ Will the work be done		
	frequently?		
	YES		

NO		Enhanced Check <u>with</u> Children's Barring List
YES, but the role is a NO (volunteer)  • Will they be supervised?		Enhanced Check without Barring List Enhanced Check without Barring List
YES		
be do		Enhanced Check without Barring List
YES NO	ently?	
<ul> <li>Moderating an online chat room or online me</li> <li>Will the work be done frequently?</li> <li>YES</li> </ul>	dia -	Enhanced Check with Children's Barring List Enhanced Check without Barring List
NO	- -	Enhanced Check <u>with</u> Children's Barring List
<ul><li>Running a childcare business</li><li>Giving legal advice</li></ul>		Enhanced Check without Barring List
Inspecting childcare premises		Not applicable to CCC
None of these		Enhanced Check without Barring List Not applicable to CCC
NOTE: If a DBS check is required from Part 2, you st select <b>Children Workforce</b>	nould	Basic Check

Part 3: Working with older, ill or disabled adults		
NOTE:		
Frequently is defined as:		
Working with adults receiving care once a week or		
more		
Working with adults receiving care for more than 3		
days in a 30-day period or		
Ever working with adults receiving care overnight		
(between 2am and 6am)		
(20000000000000000000000000000000000000		
What will the work involve?		
Social work		Enhanced Check with
		Adults' Barring List
Helping ill, disabled or older adults with personal care		
<ul> <li>Will the role involve helping them with any of the</li> </ul>		
following:		
<ul><li>Eating or drinking</li></ul>		
<ul><li>Going to the toilet</li></ul>		
<ul><li>Washing or bathing</li></ul>		
<ul><li>Dressing</li></ul>		
<ul><li>Oral care</li></ul>		
<ul><li>Looking after their hair, skin or nails</li></ul>		
YES		Enhanced Check with
	Ш	Adults' Barring List
NO		Addits Dailing List
		Basic Check
<ul> <li>Looking after an adult's cash, bills or shopping</li> </ul>		
		Enhanced Check with
		Adults' Barring List
Driving adults to where they get health or social care (heat matter is driven as)		F. 101 1 31
(but not taxi drivers)		Enhanced Check with
Daing annainte dte name ant an adult an aandrot thair		Adults' Barring List
<ul> <li>Being appointed to represent an adult or conduct their affairs on their behalf</li> </ul>		Enhanced Check with
arians on their benati		Adults' Barring List
Teaching, advising or guiding adults		Addits Darring List
<ul> <li>Will the work be done frequently?</li> </ul>		
o will the work be done <i>nequently</i> :		
YES		Enhanced Check
		without Barring List
NO		
		Basic Check

•	Working in a care home but not in a caring role e.g., cleaner, catering		
	<ul> <li>Will the work be done frequently?</li> </ul>		
	YES NO		Enhanced Check without Barring List
•	Moderating online chat or online media		Standard Check
	O Will the work be done frequently?		
	YES		Enhanced Check without Barring List
	NO	-	Standard Check
•	Inspecting places where adults received health or social care		Not applicable to CCC
•	None of these		
			Basic check
	OTE: If a DBS check is required from Part 3, you should lect <b>Adults Workforce</b>		
Pa	rt 4: None of these		
	ho is the check for?		
•	Financial or legal profession		
	<ul> <li>What type of financial or legal professional is the</li> </ul>		
	check for?  Solicitor or legal executive		Standard Check
	<ul><li>Accountant or actuary</li></ul>		Standard Check
	<ul> <li>Other financial services professional (regulated by the Financial Conduct Authority)</li> </ul>	■	Standard Check
•	Someone working in the courts, prisons, or probation services		Not applicable to CCC
•	Vet or someone employed by RSPCA who is responsible for killing animals humanely	_	Not applicable to CCC
•	Traffic warden or civil enforcement officer		

<ul> <li>Immigration worker e.g. regulated immigration adviser or immigration search officer</li> <li>Someone applying for a licence or membership of an association</li> <li>None of these         <ul> <li>Is the check for any of the following?</li> <li>Gambling commission or Lottery employee</li> <li>Football steward</li> <li>None of these</li> </ul> </li> </ul>		Not applicable to CCC  Not applicable to CCC  Not applicable to CCC  Not applicable to CCC
NOTE: If a DBS check is required from Part 4, you should select <b>Other Workforce</b>		Basic Check if you think it is relevant and proportionate for the role
Part 5: Caring or working with children or working in a school AND working with older, ill or disabled adults	ol	
<ul> <li>Having completed Parts 2 and 3, you should have determined:         <ul> <li>the DBS check recommended for the aspect of the role caring or working with children or working in a school</li> <li>the DBS check recommended for the aspect of the role working with older, ill or disabled adults</li> </ul> </li> </ul>		
Example 1: A driver drives children and adults to where they receive social care. Both Part 2 and Part 3 recommend an Enhanced Check with Children's and Adults' Barring Lists.  Example 2: A counsellor works with teenagers and young adults with learning disabilities. Part 2 recommends an Enhanced Check with Children's Barring List. Part 3 recommends an Enhanced Check without Barring List. The DBS check required is Enhanced Check with Children's and Adults' Barring List.  Example 3: A cleaner works in a school outside of school hours and in a nearby care home.		Record the outcome Enhanced Check with Children's and Adults' Barring Lists Enhanced Check without Barring Lists Standard Check Basic Check

Part 2 recommends a Basic Check. Part 3 recommends an Enhanced Check without Barring List. The DBS check required is Enhanced Check without Barring List.

Example 4: A swimming instructor provides daily swimming lessons to children and weekly lessons to a group of adults with sensory impairments.

Part 2 recommends and Enhanced Check with Children's Barring List. Part 3 recommends an Enhanced Check without Barring List. The DBS check required is Enhanced Check with Children's and Adults' Barring List.

NOTE: If a DBS check is required from Part 5, you should select Children and Adults Workforce