

Establishing DBS Eligibility Form

Job Title: _____ Department: _____	Tick box	Appropriate DBS check
Does the job involve: <ul style="list-style-type: none"> Healthcare or working in a hospital Caring or working with children or working in a school Working with older, ill or disabled adults Caring or working with children or working in a school AND working with older, ill or disabled adults None of these 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	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		
What is the role? <ul style="list-style-type: none"> Healthcare professional (e.g., occupational therapist) Will the role involve working with: <ul style="list-style-type: none"> children adults both Working with patients without the supervision of a healthcare professional (e.g., hospital-based adviser, reception, catering, cleaning, volunteers) Is it in a Children's Hospital? YES <ul style="list-style-type: none"> Will the work be done frequently? YES NO 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Enhanced Check <u>with</u> Children's Barring List Enhanced Check <u>with</u> Adults' Barring List Enhanced Check <u>with</u> Children's and Adults' Barring Lists Enhanced Check <u>with</u> Children's Barring List

<p>Is it in a Children's Hospital?</p> <p>NO</p> <p>Note: you cannot request a DBS check for a manager of someone doing this role.</p> <ul style="list-style-type: none"> • Providing first aid through a first aid organisation • None of these <p>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.</p>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<p>Enhanced Check <u>without</u> Barring List</p> <p>Standard Check</p> <p>Not applicable to CCC</p> <p>Basic Check</p>
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Part 2: Caring or working with children or working in a school

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

What will the role involve?

• Teaching or caring for children

What will the teaching or caring involve?

- Childminding
- Working in a school, nursery, children's centre or home, detention centre, young offender institution or childcare premises

- Will the work be done **frequently**?
- YES

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?

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Enhanced Check <u>with</u> Children's Barring List |
| <input type="checkbox"/> | Enhanced Check <u>with</u> Children's Barring List |
| <input type="checkbox"/> | Enhanced Check <u>without</u> Barring List |
| <input type="checkbox"/> | |

Working in a foster agency with access to children or their personal information	<input type="checkbox"/>	Enhanced Check <u>without</u> Barring List
Any other role with frequent visits to a household of fostered children	<input checked="" type="checkbox"/>	Standard Check
<ul style="list-style-type: none"> Are the children fostered or adopted? <u>Adopted</u> <ul style="list-style-type: none"> What will the role involve? Adoptive parent or prospective adoptive parent or living in a household with adopted children 	<input type="checkbox"/>	Basic Check
Frequently visiting a household with adopted children	<input type="checkbox"/>	Not applicable to CCC
<ul style="list-style-type: none"> Driving children <ul style="list-style-type: none"> Will the work be done frequently? 	<input type="checkbox"/>	Basic Check
YES	<input type="checkbox"/>	
NO	<input type="checkbox"/>	Enhanced Check with Children's Barring List
<ul style="list-style-type: none"> Working in a school but not in a teaching role e.g. cleaner <ul style="list-style-type: none"> Will the role involve contact with children? 	<input checked="" type="checkbox"/>	Enhanced Check <u>without</u> Barring List
NO	<input checked="" type="checkbox"/>	
YES		Basic Check
<ul style="list-style-type: none"> Who will they work for? <ul style="list-style-type: none"> An organisation that provides services for the school An organisation that hires school premises but does not do any work for the school The school <ul style="list-style-type: none"> Will they get paid for the role? 	<input type="checkbox"/>	Not applicable to CCC
YES (permanent role)	<input type="checkbox"/>	Not applicable to CCC
<ul style="list-style-type: none"> Will the work be done frequently? 	<input type="checkbox"/>	
YES		

NO		Enhanced Check <u>with</u> Children's Barring List
YES, but the role is temporary	<input type="checkbox"/>	Enhanced Check <u>without</u> Barring List
NO (volunteer)		Enhanced Check <u>without</u> Barring List
<ul style="list-style-type: none"> Will they be supervised? YES 		
Will they be supervised?	<input type="checkbox"/>	Enhanced Check <u>without</u> Barring List
NO	<input type="checkbox"/>	
<ul style="list-style-type: none"> Will the work be done frequently? YES 	<input type="checkbox"/>	
NO	<input type="checkbox"/>	Enhanced Check <u>with</u> Children's Barring List
<ul style="list-style-type: none"> Moderating an online chat room or online media <ul style="list-style-type: none"> Will the work be done frequently? YES 	<input checked="" type="checkbox"/> <input type="checkbox"/>	Enhanced Check <u>without</u> Barring List
NO	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	Enhanced Check <u>with</u> Children's Barring List
<ul style="list-style-type: none"> Running a childcare business 		Enhanced Check <u>without</u> Barring List
<ul style="list-style-type: none"> Giving legal advice 		
<ul style="list-style-type: none"> Inspecting childcare premises 		Not applicable to CCC
<ul style="list-style-type: none"> None of these 		Enhanced Check <u>without</u> Barring List
		Not applicable to CCC
NOTE: If a DBS check is required from Part 2, you should select Children Workforce		Basic Check

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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 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.

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