

## What is a DBS check?

DBS stands for Disclosure and Barring Service. The DBS is a public organisation run by the Home Office department of the UK Government, its job is to provide employers and organisations with information about the criminal records of people who apply for jobs or volunteer roles. A 'DBS check' is performed by the DBS or a DBS checking company (such as Acevo) at the request of organisations like The Cellar Trust, who must provide the relevant details of the person they want to be checked.

The DBS provides employers and organisations with information such as spent or unspent criminal convictions (and whether they resulted in a custodial sentence) and possibly information such as cautions, warnings or reprimands depending upon the type of DBS check.

The DBS also maintain lists of adults who are barred from working with either vulnerable adults or children because they've committed certain offences. People on these lists are legally barred from any work doing regulated activity with children or vulnerable adults. For certain types of check, the DBS may check if an applicant is on either of these lists and provide the information to an organisation.

## Why does The Cellar Trust perform DBS checks?

Employees or Volunteers doing certain types of activities, legally known as 'regulated activity', with either vulnerable adults or children must be legally required to undergo a DBS check.

The Cellar Trust is legally required to perform an Enhanced DBS check on applicants to most of our volunteer roles, because most of our volunteers work with vulnerable adults. An Enhanced DBS Check shows convictions, cautions, warnings and reprimands.

## Do I need to pay for a DBS check?

No. DBS checks for volunteers are free.

## What if I have a conviction or warning?

**Having a conviction or warning does not automatically stop you from volunteering.**

If something comes up on a DBS check, The Cellar Trust will assess the risk the person becoming a volunteer would pose to clients and other people at The Cellar Trust based on the nature of the offence, how long ago it happened and what the consequences were.

The Cellar Trust does not discriminate against ex-offenders and welcomes volunteer and job applications from ex-offenders. We encourage applicants to tell us about any convictions or warnings they know they have – this can help further on in the process.

## How do you conduct a DBS check?

1. If you are confident using a computer, we will email you a link to an online DBS form – you fill in the information yourself at home. Information includes a 5 year address history, where you were born and what your mother's maiden name was, as well as other personal information. If you aren't confident using a computer, the Volunteer Coordinator or another member of staff at The Cellar Trust will complete this part of the check with you at The Cellar Trust. You need at least one identity document such as passport, driving license (full or provisional), birth certificate or National Identity Card to start the DBS (please see below for a full explanation and list of documents).
2. We will then check your documents such as passport etc. in person to make sure they are legitimate and contain the correct information. There is a full list and explanation of documents which can be used for DBS checks below.

## What Documents do I need to bring?

The DBS categorises documents into different groups - **you can find a full list of accepted DBS documents below**. Simply put, Group 1 documents are the most official and highly trusted documents, Group 2a are highly trusted but less so than group one, and Group 2b documents are trusted when used together with other documents.

Your DBS can take different 'routes' depending on which documents you can provide.

### Route 1

Ideally, the DBS would like people to take this route. The documents needed for Route 1 are:

- One document from Group 1
- Two further documents from either Group 1, or Group 2a or 2b

At least one of the documents must show the applicant's current address.

### Route 2

If the applicant doesn't have any of the documents in Group 1, then they need to take Route 2. The documents needed for this are:

- One document from Group 2a
- Two further documents from either Group 2a or 2b

At least one of the documents must show your current address.

### Route 3

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

For Route 3, you will need:

- A birth certificate issued after the time of birth (UK and Channel Islands)
- One document from Group 2a
- 3 further documents from Group 2a or 2b

At least one of the documents must show your current address.

## Full list of DBS documents

### Group 1

Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EU
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 2

Current driving licence photocard - (full or provisional)	All countries outside the EU (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 EU
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands

HM Forces ID card

UK

Firearms licence

UK, Channel Islands and Isle of Man

**Group 2b**

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 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

Work permit or visa

UK

Valid up  
to expiry  
date

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
EU National ID card	-	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

For more information please visit <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

## **Can I use my DBS certificate for other volunteering roles at other organisations?**

No. A DBS certificate cannot be used to allow you to volunteer in other roles at other organisations. However, as a volunteer you can register with the DBS update service free of charge – this is a service which automatically adds any offences to an online record which employers and voluntary organisations can check at any time. You can allow an organisation to check your DBS status using this, meaning you don't need a new DBS for every voluntary role. Please visit <https://www.gov.uk/dbs-update-service> for more details.

## **Any other questions?**

Ask for Oscar at The Cellar Trust Reception, or ring 01274 586 474 or email [Oscar.cremin@thecellartrust.org](mailto:Oscar.cremin@thecellartrust.org)