

## **What is a Disclosure and Barring Service check?**

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

A DBS check is a mandatory requirement for people who work with children or vulnerable adults. Many organisations also choose to carry out DBS checks for other positions of trust. A DBS check is a way for organisations to ensure that their employees and volunteers are safe and reliable and have no previous convictions that may affect their role.

## **Why choose Mencap to carry out your organisation's DBS checks?**

**Understanding:** As a leading social care provider, we know how important the safety and welfare of the people you support is. We also understand the impact that adhering to safety and welfare policies can have on your legal compliance, the protection of your contracts and the reputation of your brand.

**Assurance:** Mencap is registered with the DBS as an umbrella organisation, which means we can provide DBS services to non-registered organisations.

**Experience:** Mencap processes more than 6,000 DBS checks every year for many other charities, as well as for its own employees and volunteers.

**Personalised service:** We offer DBS services to meet the needs and scale of different organisations, including the standard paper application method and an online submission process that links directly to the DBS database.

## **What types of DBS check does Mencap offer?**

We provide enhanced and standard disclosures, as well as ISA Adult First checks. We can also support you with the DBS update service and obtaining a status check on existing DBS certificates.

## **What is an enhanced disclosure?**

This is the highest level of check available to anyone who is regularly involved in supporting or caring for children or vulnerable adults. An enhanced disclosure contains the same information as the standard disclosure, plus additional information held by the police that they deem appropriate to disclose.

## **What is a standard disclosure?**

This is available in respect of occupations and professions specified in the Exceptions Order to the Rehabilitation of Offenders Act 1974. Standard disclosures show current and spent convictions, cautions and warnings. If the post involves working with children or vulnerable adults, the Protection of Children Act (POCA) List and any information held under Section 142 of the Education Act 2002 (previously known as List 99) may also be searched.

We recommend an enhanced disclosure if the employee or volunteer is working with children and/or vulnerable adults.

## **What is an ISA Adult First check?**

This is an extra check that can be done before the receipt of an enhanced disclosure. It allows an employer to access a list of individuals who the police deem unsuitable to work with vulnerable adults. Adult First checks are done on receipt of a completed DBS paper form and valid items of identification.

## Online DBS checks

Mencap now uses the latest technology to provide an online solution (DBS e-Bulk Disclosure System) for the submission of DBS check applications. DBS check applications can be submitted, processed and tracked through our easy-to-use system, enabling applicant details to be sent directly to the DBS database.

## What is the DBS update Service?

The DBS update service allows applicants keep their DBS certificates up to date online and allows employers to check a certificate online.

Applicants can apply to join the update service directly with the Disclosure and Barring Service for a fee of £13.00 per year, 14 days after they have received a Disclosure certificate. Applicants are then able to take their certificate to a new job.

Employers can check the status of the certificate online free of charge, as long as you have the applicants permission. Mencap can support you with this process and carry out the status check on your behalf.

## What are the benefits of the online solution?

- Overall processing time is reduced by 5--10 days, speeding up your recruitment process.
- Data is imported directly to the DBS database, meaning that pre-processing is no longer required.
- There is no opportunity for common errors.
- ISA Adult First checks are completed within 24 hours of submitting an application.
- There are no postage costs or delays.
- All DBS disclosure records are kept online for the employer.
- You have full control over DBS processes and all the benefits of an online solution without the need to be registered with the DBS.

## Scotland -- Protecting Vulnerable Groups Scheme (PVG Scheme)

We are currently in the process of registering to supply vetting services for organisations operating in Scotland under this scheme.

## Northern Ireland -- Access NI

If you have an interest in vetting services within Northern Ireland, please contact us.

## Find out more

If you would like to discuss your requirements for DBS checks, contact our business services team.

Call **0300 333 1111**

Email [DBS.enquiries@mencap.org.uk](mailto:DBS.enquiries@mencap.org.uk)