

# Checking and managing DBS certificates - a guide for FSSE event team DBS coordinators

Scenario	Actions
The volunteer does not have a DBS	<ol style="list-style-type: none"><li>1. <a href="#">Apply for a DBS check</a></li><li>2. <a href="#">Update our records</a></li></ol>
The volunteer's DBS certificate's details already exist in the our records	<ol style="list-style-type: none"><li>1. <a href="#">Check the current DBS status</a></li><li>2. <a href="#">Update our records</a></li></ol>
The volunteer's DBS certificate does not exist in the our records	<ol style="list-style-type: none"><li>1. <a href="#">Validate an unknown to us DBS certificate</a></li><li>2. <a href="#">Check the current DBS status</a></li><li>3. <a href="#">Update our records</a></li></ol>

## Action details

### Apply for a DBS check

Use the online Due Diligence Checking service <https://online.ddc.uk.net/>  
See separate instructions for using the system

### Check the current DBS status

If the DBS is registered with the update service then:

1. Get permission from the volunteer to check their DBS status
2. Use the recorded name, certificate number, DOB to enter in the status checking tool: <https://secure.crbonline.gov.uk/crsc/check?execution=e1s1>
3. If the update service indicates changes, contact the FSSE trustee responsible for Safeguarding.

If the DBS is not registered with the update service then:

1. Encourage them to get a new DBS and sign up to the update service

2. The original DBS certificate issue date must be within 3 years. The DBS is accepted on the discretion of the safeguarding officer with a heavier emphasis on additional factors such as references.

## Update our records

1. Fill in any blanks
2. Update who checked the status
3. Update when the status was checked.

Example record:

Name	Certificate number	DOB	Issue date	Original DBS cert checked by	Original DBS cert checked date	Registered on the update service? If no record expire date	Last update service check date	Last update service check performed by
Smith Johnson	983472398	11/12/1992	20/03/2020	Lucy Loo	23/03/2020	Yes	05/07/2021	Ken Frome
Sue Tram	239482303	08/03/1981	05/05/2019	Lucy Loo	24/03/2020	No - Expires 05/05/2022		

These records should be kept securely and password protected. They can be stored on the fsse doc store. <https://fsse.org.uk/docs/>

## Validate an unknown to us DBS certificate

1. The original DBS certificate as issued must be viewed (can be done digitally) and the following checked:
  - a) Name and details match the volunteer - If we (via BYM via DDC) weren't the issuers of the DBS you may ask for a form of identification, this is especially important if details are changed (e.g. they have a new name)

- b) The DBS is of the type "**Enhanced**" (Enhanced Certificate) with children's **regulated activity** (this is indicated by the presence of a check in the DBS Children's Barred List information section)
  - c) The DBS has "**NONE RECORDED**" in the following sections:
    - i) Police Records of Convictions, Cautions, Reprimands and Warnings
    - ii) Information from the list held under section 142 of the Education act 2002
    - iii) DBS Children's Barred List Information
    - iv) Other relevant information disclosed at the Chief of Police Officer(s) discretion
  - d) The DBS for the volunteer roles may or may not have "**NOT REQUESTED**" in the "DBS Adults Barred List information"
- 2) If the DBS has any items recorded contact the FSSE trustee responsible for Safeguarding.