



Disclosure and Barring Service (DBS) and U-Check guide

Hosted by the RLSS

DBS Explained

What is a DBS Check?

DBS Checks are background checks carried out on individuals that detail all or some of their criminal history. DBS stands for “Disclosure and Barring Service”, and this check replaced the “Criminal Records Bureau” check (CRB).

Who needs a DBS Check?

Any unsupervised volunteers or employees who, on a frequent and intensive basis, have direct access to, work, or volunteer with children and/or vulnerable adults, will require a Disclosure and Barring Service Check. There are different levels of checks that can be carried out for an individual and these will be discussed in a later slide.

Why is a DBS required and what is the point of one?

The whole point of a DBS check is to reduce risk. Organisations have a legal duty to check people against the barred list if they are working with children or vulnerable people.

Key individuals in the DBS journey

There are five key individuals who make up the DBS journey, these are;

1. Applicant – This is the individual who requires the check.
2. Verifier – This is YOU. You will be the individual who verifies the applicants DBS documents and carries out the check using the software system U-Check.
3. U-Check – Once you have submitted the application U-check will carry out the necessary checks to ensure that the application is all compliant.
4. DBS office – Once the check has been carried out a DBS certificate will be issued by the official DBS office.

RLSS: We are here to assist at any stage. If you are unsure please contact us.

DBS journey explained

The Individual will be sent an electronic link to complete themselves. This will ask them for their Name, Date of Birth, Home address history and any name changes.

Typically once the link has been completed. The individual will be asked to provide documents. (Full list of acceptable documents will be spoken about in the next slides).

Verifier will login to the system (uCheck) and check documents against what the individual has provided on the initial link.

DBS Check will be carried out and verified. This will then be processed and sent to the DBS office.

DBS office receives the application, carry out the check and as long as everything is compliant a DBS certificate will be issued and sent to the individuals home address.

Rules and Documents

What you must do as part of the ID checking process

- You must only accept **valid, current, and original documentation**. No photocopies
- You must **not** accept documentation printed from the internet e.g. internet bank statements
- You should, in the first instance, seek documents with photographic identity (e.g. passport, new style driving licence, etc.) and for this to be compared against the applicant's likeness

What you must do as part of the ID checking process

- All documents must be in the applicant's current name.
- One document must confirm the applicant's date of birth.
- You must ensure that the applicant declares all previous name changes, and provides documentary proof to support the change of name.

What you must do as part of the ID checking process

- You must see at least one document to confirm the applicant's current address. A full and continuous address history covering the last five years.
- A document from each of the groups should be included only once in the document count, for example, do not accept two bank statements as two of the required documents, if they are from the same bank
- You should not accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents

The documents supplied will depend on the route the application takes. The applicant must try to provide documents from Route 1 first.

The applicant must be able to show:

- one document from Group 1, below
- two further documents from either Group 1, or Group 2a, or 2b, below

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

If the applicant isn't a national of the UK and is applying for voluntary work, they may need to be fingerprinted if they can't show these documents.

Route 2

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

If the applicant isn't a national of the UK and is applying for voluntary work they can't use Route 2.

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a
- two further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

Route 3

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

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands)
- one document from Group 2a
- three further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

Group 1: Primary identity documents

Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
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 2a: Trusted government documents

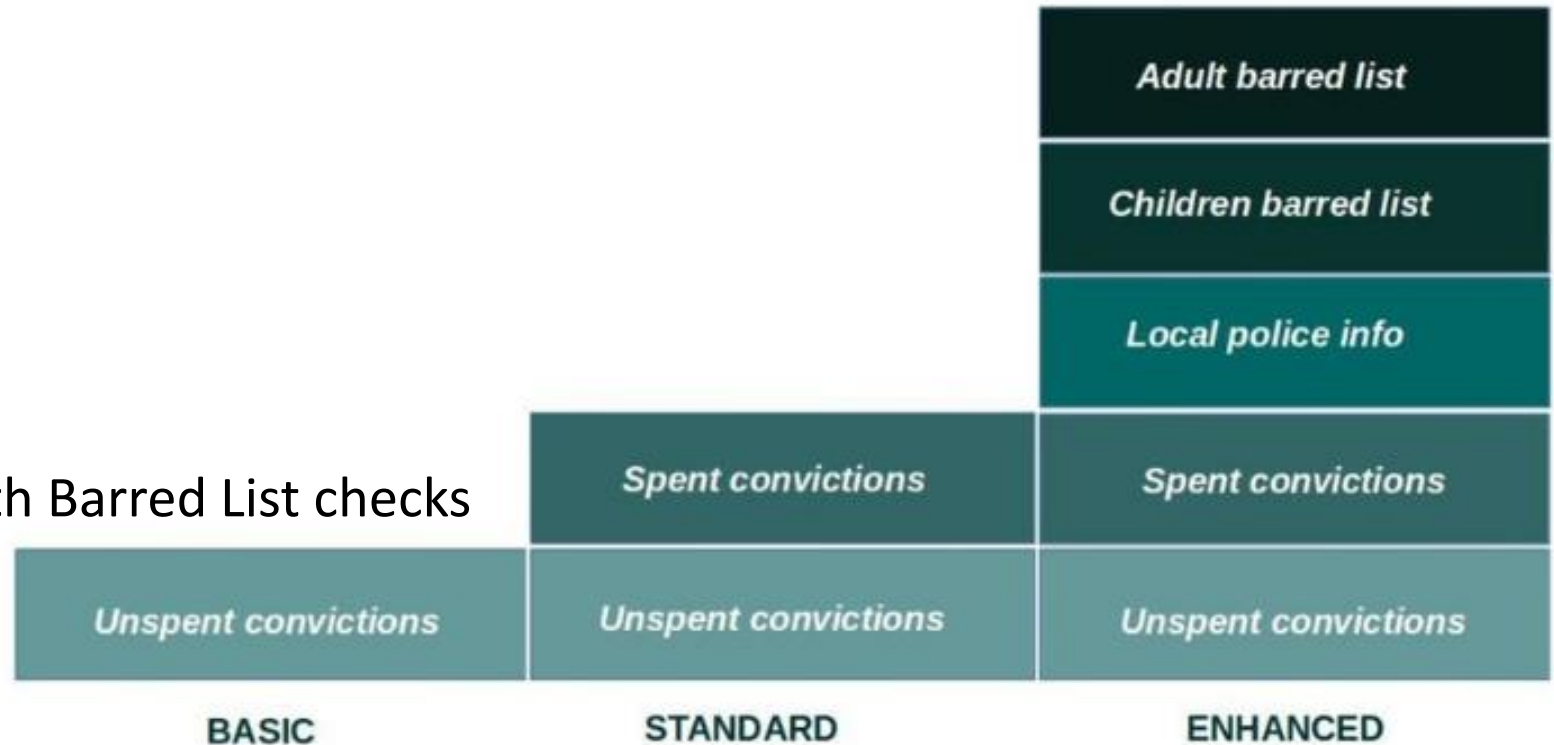
<u>Document</u>	<u>Notes</u>
Current driving licence photocard - (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, and Channel Islands
Birth certificate - issued after time of birth	UK, Isle of Man, and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa, or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based
HM Forces ID card	UK
Firearms licence	UK, Isle of Man, and Channel Islands

Group 2b: Financial and social history documents

Bank or building society statement	UK and Channel Islands	Issued in last 3 months
Credit card statement	UK	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
Letter of sponsorship from future employment provider	Non-UK 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
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid

Types of DBS check levels

- ❖ Basic Disclosure
- ❖ Standard DBS Check
- ❖ Enhanced DBS Check
- ❖ Enhanced DBS Check with Barred List checks



How do I know what level of check an applicant needs?

We are more than happy to assist here at the RLSS with helping you make an informed decision on what level of check is required for an applicant, however there is a useful tool on the GOV.UK website which helps in most cases what level is appropriate based on an individuals role.

Please click on either of the links below to be directed to this online function.

[What type of role is it? - Find out which DBS check is right for your employee - GOV.UK \(www.gov.uk\)](https://www.gov.uk/find-out-dbs-check/y)

<https://www.gov.uk/find-out-dbs-check/y>

DBS Prices

- Standard/Enhanced Volunteers - £4.80
- Standard DBS – £22.80
- Enhanced DBS - £42.80

U-Check guide

URL LINK

[HR Platform \(hr-platform.co.uk\)](https://www.hr-platform.co.uk)

<https://www.hr-platform.co.uk/app/login>

Login page

uCheck
A uGroup COMPANY

RLSS1 ✓

admin@religioussafeguarding.org ✓

..... ✓

[Forgot your password?](#)

Log In >

You should have received your own DBS U-Check logins please email the admin@religioussafeguarding.org if you have not yet received these.

How to check a new applicant

The screenshot displays the uCheck dashboard interface. At the top, a dark blue navigation bar contains icons for Dashboard, Results, To Do (with a notification badge), Wallet, My Account, Search, Reports, and Help & Support. The user's name, CAMERON SAUNDERS, and a welcome message are visible in the top right corner. Below the navigation bar, the uCheck logo is on the left, and a prominent orange button labeled 'Check a NEW applicant' is on the right. The main content area features a row of six status cards: 'TOTAL APPLICANTS' (27), 'AWAITING PRODUCT SELECTION' (3), 'AWAITING FURTHER ACTION' (2), 'AWAITING STAFF REVIEW' (0), 'IN PROGRESS' (0), and 'COMPLETE' (22). Below these cards, there is a section for 'Applicants' with search and filter options, including 'Org:', 'View: 10 per page', 'Filter: All', 'Products: All', and 'Sort by: Created Date - Newest First'.

Click on this large orange box on the right hand side

When you click new applicant this will be your view.

At this point you will be able to send the link to the individual.

- The first is you can send the URL link to the individual directly all you need to do is select the level of check and then press the 'Copy Link' button.
- The second thing you can do is to populate these boxes with the individuals details and it will send them the link directly.
- Alternatively you can complete the application with the applicant by clicking on the 'Start Application' button.



Check New Applicant

Please select the checks you want performed on the applicant

	Disclosure & Barring Service	£0.00
<input type="radio"/>	Enhanced	
<input type="checkbox"/>	DBS Adult First Check	
<input type="checkbox"/>	Volunteer	
<input type="radio"/>	Standard	
<input type="checkbox"/>	Volunteer	
		more ▾
	Disclosure & Barring Service Basic Check	£22.80
England & Wales		
		more ▾
	Disclosure Scotland Basic Check	£22.80
Scotland		
		more ▾
	Right to Work	£3.60
		more ▾

Please Select Products

No products selected £0.00

TOTAL £0.00

Charge Applicant for the Check? No

[Start Application](#) [Copy Link](#)

or

*if you supply a mobile number, our system will send the applicant a text FREE of charge to prompt them to complete the form.

[Send to Applicant](#)

Full list of your applicants names will appear here.

Status of DBS application;
Complete, Awaiting action
Incomplete

The screenshot shows the uCheck dashboard with a navigation bar at the top containing links for DASHBOARD, RESULTS, TO DO, WALLET, MY ACCOUNT, SEARCH, REPORTS, and HELP & SUPPORT. A 'welcome back' message is visible on the right. Below the navigation bar is the uCheck logo and a 'Check a NEW applicant' button. A summary section displays six categories: TOTAL APPLICANTS (8), AWAITING PRODUCT SELECTION (0), AWAITING FURTHER ACTION (0), AWAITING STAFF REVIEW (0), IN PROGRESS (0), and COMPLETE (8). Below this is the 'Applicants' section, which includes a 'View: 10 per page' dropdown, a 'Filter: All' dropdown, 'Products: All', and a 'Sort by: Created Date - Newest First' dropdown. The main table lists 8 applicants with columns for Name, Reference, Organisation, Application Created, Status, and Requested Checks. Each row includes a green checkmark icon with 'DBS' and a right-pointing chevron. An orange arrow points from the first text box to the 'Applicants' section header, and a black arrow points from the second text box to the 'Status' column.

8 applicants		Reference	Organisation	Application Created	Status	Requested Checks
Beverley Clarke	HR02569321	RLSS1	28/01/2022	✓ Complete		>
Cameron Saunders	HR02552998	RLSS1	24/01/2022	✓ Complete		>
Michael Maher	HR02552770	RLSS1	24/01/2022	✓ Complete		>
Isaac Smith	HR02551989	RLSS1	23/01/2022	✓ Complete		>
Stephen O'connor	HR02549340	RLSS1	21/01/2022	✓ Complete		>
Sarah Ward	HR02547951	RLSS1	21/01/2022	✓ Complete		>
Melissa Andrews	HR02547349	RLSS1	20/01/2022	✓ Complete		>
Danielle Wardman	HR02546452	RLSS1	20/01/2022	✓ Complete		>

You can verify the individuals DBS application by clicking on their name on the left hand side.

Overview: will you show the individuals details.

Section Y: is the workforce type. E.g. Standard or enhanced. Adult only or Child and Adult

ID check: is where you will verify the documents against the individuals personal information provided

PERSONAL DETAILS

Reference:	HR02552998
Company Reference:	RLSS1
Title:	MR
Forename:	CAMERON
Middle Names:	JOSEPH ISTVAN
Surname:	SAUNDERS
Date of birth:	30/12/1997
Gender:	MALE
Unspent Convictions:	NO

CONTACT DETAILS

ADDRESS HISTORY

BIRTH DETAILS

OTHER NAMES

✓ EMPLOYMENT DETAILS & SECTION Y Completed on: 24/01/2022

✓ ID CHECK Completed on: 24/01/2022

✓ APPROVE APPLICATION Completed

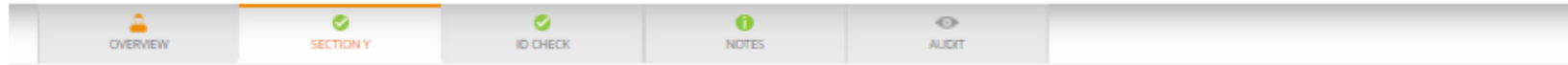
EMPLOYMENT HISTORY

FROM TO

These boxes can be expanded by clicking on the grey arrows. This will reveal the individuals details which they have completed via the DBS link.

Employment date needs to be inputted.

Section Y



APPLICANT DETAILS:

Applicant Name:	[REDACTED]
Address Line 1:	[REDACTED]
Address Line 2:	
Town:	[REDACTED]
County:	
Country:	UNITED KINGDOM
Postcode:	[REDACTED]
Date of Birth:	[REDACTED]

Information:

WORKFORCE TYPE	▼
POSITION APPLIED FOR	▼
DISCLOSURE TYPE	▼
WORKING WITH ADULTS	▼
WORKING WITH CHILDREN	▼
WORKING AT OWN ADDRESS	▼
VOLUNTEERS	▼

An explanation of what each box means can be found by clicking on these grey arrows.

EMPLOYMENT DETAILS:

Covid-19 Emergency Role:	i NO ▼
Workforce Type:	Adult Workforce ▼
Position Applied For:	Safeguarding Admin & Adviser
Employer Name:	RLSS

SECTION Y:

Disclosure Type:	Enhanced ▼
DBS Adult First Check Required:	NO ▼
Working with Adults in Regulated Activity:	NO ▼
Working with Children in Regulated Activity:	NO ▼
Working at Applicants own Address	NO ▼
Is Volunteer:	NO ▼

These boxes can be changed dependent on the workforce type required and the DBS check needed for the individual.

ID CHECK

This section just gives an overview of the individuals address and date of birth.

A list of acceptable documents will come up in list order. The verifier will select the documents based off what the individual provided.

The screenshot displays the 'ID CHECK' section of a software interface. At the top, there is a navigation bar with tabs for OVERVIEW, SECTION Y, ID CHECK (highlighted), NOTES, and AUDIT. Below this, the 'Route 1' section is visible, with a note that 'FIELDS MARKED WITH BLUE ARE REQUIRED!'. The document selection area includes:

- Group 1 Document: Current Valid Passport
- Document 2: Current Driving Licence Photocard - Full or Provisional (UK, Isle of I
- Document 3: Bank or Building Society Statement (UK and Channel Islands issued
- Current Address Checked?: YES
- Date of Birth Checked?: YES
- Cost Code / Personnel Number: (empty field)
- Evidence Checked By: Dani Wardman

To the right, the 'APPLICANT PROFILE' section contains a form with the following fields:

Applicant Name:	[Redacted]
Address Line 1:	[Redacted]
Address Line 2:	
Town:	[Redacted]
County:	
Country:	UNITED KINGDOM
Postcode:	[Redacted]
Date of Birth:	[Redacted]

Below the applicant profile, there is a 'GUIDANCE INFORMATION' button and two informational messages:

- ADDITIONAL DRIVING LICENCE INFORMATION REQUIRED: Please click on the button and provide required information. (View button)
- ADDITIONAL PASSPORT INFORMATION REQUIRED: Please click on the button and provide required information. (View button)

If a passport or a drivers licence is selected you will be required to type in additional information based off the physical documents.

These boxes need to be changed once documents have been confirmed as acceptable, from NO to Yes.

Passport & Drivers License

GUIDANCE INFORMATION


 **ADDITIONAL DRIVING LICENCE INFORMATION REQUIRED**
Please click on the button and provide required information.

ADDITIONAL PASSPORT INFORMATION REQUIRED
Please click on the button and provide required information.




If an Individual provides a Passport or Drivers license as a document the verifier will be required to click the 'view' button (green box). This will then bring up a separate section where the verifier will need to fill out the information based off the document.

ADDITIONAL INFORMATION
Please provide required information.

 **DRIVING LICENCE DETAILS**

Driver No:

Issue Country:

Date of Birth:

Date of Issue:

ADDITIONAL INFORMATION
Please provide required information.

 **PASSPORT DETAILS**

Passport No:

Issue Country:

Date of Birth:

Date of Issue:

You will fill this out this section as per the physical document.

* NOTE; you can actually not do this section wrong as if you type an error say in the Drivers number or the passport number the system will not allow you to submit it as it needs to match what the individual has inputted as per their DBS link.*

Submit stage

After this has all been done a submit button will be visible in the top right hand corner. Once this has been pressed it will state a reference number and say that it has been processed and awaiting Counter-signing.

At this point someone will sign off the DBS and then all the individual needs to do is to wait for their DBS certificate which will arrive in the post.

After care of DBS

Once you have received the DBS certificate you can register it with the DBS Update Service this allows for the DBS checks to be carried out in the future without having to supply the documents again.

This is not essential and is up to the individuals personal preference

If you wish to join the Update service it costs £13 a year per DBS certificate and it can be registered via the DBS website;

<https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>

Please note if you wish to join you have 28 days from the DBS issue date which can be found in the top right hand corner.

Useful Contacts

RLSS ADMIN;

Can assist and will advise on what to do and point you in the right direction.

Email: admin@religioussafeguarding.org

Telephone: 0151 5562314

Sarah Ward Head of Membership: training@religioussafeguarding.org

U-CHECK;

Client support team.

Email: info@ucheck.co.uk

Telephone: 0300 140 0022

DBS OFFICE;

DBS customer services

customerservices@db.gov.uk

Telephone: 0300 0200 190