

YOUNG PERSON'S ICS GUIDE TO DBS

Who are DBS and what is its purpose?

DBS stands for the 'Disclosure and Barring Service', which is managed by the UK Government. They help employers or organisations make safer decisions about potential employees or volunteers if their role will involve working with vulnerable people, such as children, disabled people or the elderly. They are responsible for researching and processing a document called a 'DBS Check' (which used to be called a 'Criminal Records Check' or 'CRB'). They also control the 'Barred Lists', which are lists of people who are prevented from working with vulnerable people because of their past. They do this by contacting the Police and checking through lists of people who are barred (not allowed) to work with children and vulnerable adults.

What is a DBS Certificate?

A DBS check is a paper certificate. It shows any criminal record that a person might have including any Cautions, Reprimands or Warnings (even if they didn't result in a conviction), the dates when things happened and what the outcomes were. If a person has never had a criminal record, it will come back confirming this.

When you make an application for a DBS certificate you will get a copy in the post, your agency will not be given a copy but will ask to see your certificate before you go overseas. It's important that you are honest about anything that you think might show up on the certificate, and let your agency know before you apply for it.

What about Cautions, Reprimands or Warnings and DBS?

If you have ever received a Caution, Reprimand or Final Warning by the Police in the past this will also show up on your check, even if it didn't result in a conviction. If you think you might have one of these but you're not sure which one it was, then let your agency know anyhow. Remember, having one of these won't automatically stop you from volunteering on ICS, so it's much more important to be honest about it with your agency when you talk to them.

Are there any offences that would stop me going on ICS?

You cannot join ICS if you have ever been convicted of a sexual offence or if a conviction is not yet spent (i.e. if you haven't finished serving or completing it). If you have ever been given custodial sentence (jail term) for two and a half years or more, unfortunately your conviction will not be spent and you cannot join ICS.

Why do I need to apply for a DBS Certificate?

Everyone who does ICS needs to apply for a DBS certificate. The reason you will need to have one is because you will be going overseas to work in local communities, and that might include working with vulnerable people too, such as children, disabled people or the elderly. It is to help ensure the safety of everyone involved.

How will I get one?

Your agency (the organisation you are going away with) will help you make an application for your DBS certificate. Most of the agencies will ask you to complete the paper or an electronic form online during your Selection Day and they will explain to you how they will do this.

In your one to one interview at Selection Day you will also be asked if there's anything that you think will show up on your DBS certificate. If there is, it is very important to be honest about it at this point. Volunteers are not allowed to leave the UK before their DBS check is returned, so if you don't mention it and something does come back on there, this would be frowned upon and could seriously affect your chances of being able to go on ICS.

If you have any questions or concerns about DBS you should talk to your agency.

What should I do when I receive my certificate?

Whether there are any offences showing on your certificate or not, you should send it straight off to your agency, they will give you clear instructions as to who this should be sent. You will not be allowed to go overseas unless the agency has seen the original copy of your certificate so it is important you send it to them straight away. DON'T DELAY as this could hold up your placement. If there are any offences showing on your certificate your agency will want to talk to you, in confidence, about them. Remember, having a criminal record does not necessarily mean you will not be allowed to go on ICS and it is important that you are honest with your agency.

What documents do I need to apply for a DBS certificate?

In order to apply for a DBS you will need to show some ID, you will usually be asked to take this along to your Selection Day. Remember; whatever ID you are going to show it has to be the original copy. The types of documents you can use include:

- A Passport
- A UK Birth Certificate
- A Bank or Building Society statement (not more than 3 months old)
- A Benefits statement or letter
- A Driving License
- A Utility Bill (not more than 3 months old)
- A Council Tax statement

Depending on how many of these you might have, you will need to show a combination of these. Your agency will tell you which ones and if you are confused, ask them. If you don't have any of these, then it's also important to let them know as there are other documents that you might be able to use.

You will normally be asked to show these during your Selection Day, so make sure you remember to take them and keep them safe.

What else should I know about DBS?

You don't need to be scared of DBS! It might seem like a long form to fill out and that you have to find lots of documents to support it, but it's a necessary part of the programme and your agency will support you in applying for one.

Will I get my certificate back?

Yes once the Agency have had a chance to see your certificate and talk to you about any offences shown they will return it to you. This is an important and private document and you should keep it safely.