DISCLOSURE AND BARRING SERVICE (DBS) FORMS

A Disclosure and Barring Service (DBS) check provides information about whether an individual has a criminal history. It exists to help organisations determine whether a person is a suitable candidate for the role for which they are applying. However, a DBS check can only be carried out in specific circumstances.

If your project is going to involve unsupervised work with children or young people under the age of 18 on a regular basis, it's likely to be counted as Regulated Activity and therefore an Enhanced DBS will be a legal requirement.

If your project involves supervised work with children or young people on a regular basis, or some activities with vulnerable adults, then you’ll need to discuss with your community partners and the VSU whether you’ll need to carry out DBS checks. It’s unlikely to be a Regulated Activity but may well be eligible for checks.

Any other volunteering is unlikely to be eligible for DBS checks – but please ask the VSU if you are uncertain.

There’s a space on the PROJECT PARTNERSHIP AGREEMENT to record what you and your community partners have agreed about DBS checks.

If it is a requirement for a volunteer to complete a DBS check, they cannot do the activity in question until they have received their DBS Certificate. Note that DBS checks can take a month or more, so please allow plenty of time for your volunteers to be checked.

Note that DBS checks can take a month or more, so please allow plenty of time for your volunteers to be checked.

Where a volunteer already holds a disclosure from the DBS then our policy is as follows:

- If volunteers hold a clear enhanced DBS check from UCL, we will accept that.
- However, if a partner organisation requests that new DBS checks are carried out as a condition of the partnership, then we will carry out these new checks.
- If volunteers hold a DBS from another organisation, then they will have to complete a new DBS check (unless they can verify through the DBS update Service).

HOW TO ENSURE YOUR VOLUNTEERS GET DBS CHECKED

EITHER ask all of your volunteers to come to the VSU to collect a form;

OR distribute the forms at your induction event or other meeting, and ask them to return them to the VSU.

Note that the VSU does not receive a copy of the DBS certificate. Therefore, once volunteers have received their certificate, they must bring it to the VSU for verification. Alternatively, they can register for the DBS Update service and give us permission to verify online.

Blank DBS forms can be collected from the VSU at anytime. They can be returned to the VSU between 4 – 5pm any weekday.

You can see which of your volunteers have received DBS clearance by logging into the VSU Online Platform.
Dear all

We need you all to have a Disclosure & Barring Service (DBS) check done, as our project will involve contact with children/young people/vulnerable people. You will not be able to volunteer until you’ve got this process underway.

This is what you need to do:

1. Go to the VSU to collect a DBS form - see their contact details below. The VSU is open for DBS enquiries from 4 – 5pm any weekday.
2. You’ll need three pieces of identification, including something with your current address on it. Most people bring a passport and some utility bills. You can find a list of eligible documents attached and at uclu.org/volunteers/dbs. If you bring proof of identification with you you’ll be able to complete the form there and then. If not, you can return to the VSU at a later date.
3. Once you’ve filled out the form, you should also register with the DBS Update Service immediately. You can find out about this at https://www.gov.uk/dbs-update-service - note that the service only works on computers or laptops with Internet Explorer. Joining the Update Service means that you’ll probably never have to complete a DBS form for volunteering ever again, as you can notify other organisations about your DBS check via the Update Service. It’ll also make the next step easier …
4. Once you’ve received your DBS certificate, you must bring it to the VSU for them to record. However, if you’ve joined the DBS Update Service, you can notify the VSU that way.

If you have already have a DBS check processed by UCL Registry, you’ll need to check with the VSU whether you need to be checked again.

If you have had a DBS check done by another organisation and are enrolled with the Update Service, you can notify the VSU this way. Otherwise, you’ll need to complete a new DBS form.

Please don’t delay in getting a DBS check completed. If you have any questions, or are unsure about what to do next, please get in touch with us or speak to someone at the VSU:

Volunteering Services Unit
First Floor, Lewis’s Building
134-136 Gower Street
London WC1E 6BP
Email: volunteering@ucl.ac.uk
Phone: 020 7679 2512
Web : uclu.org/volunteers

All Student Led Volunteering documents are available at uclu.org/volunteers/project-leader-forms
DOCUMENT CHECKLIST FOR DBS APPLICATIONS

YOU MUST PRESENT THREE DOCUMENTS – ONE FROM GROUP 1 AND TWO FURTHER DOCUMENTS FROM GROUP 1, 2a OR 2b, (one of which must verify your current address)

If you are unable to produce a Group 1 document you must produce 3 documents from Group 2 comprising of:

- 1 document from Group 2a; and
- 2 further documents from Group 2a or 2b; one of which must verify your current address and your records will be checked by an external ID validation service, this may delay processing of your application

If you are unable to meet the requirements above you must contact the person organising your DBS check.

All documents must be in the current name of the applicant - only original documents are valid. You will not need to leave your documents with us, only present them with your application form for checking

Group 1: Primary identity documents

- Current valid Passport
- Biometric residence permit (UK)
- Current full or provisional driving licence (photocard UK, Isle of Man, Channel Islands and EU)
- Birth certificate - issued within 12 months of birth (UK and Channel Islands- including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces)
- Adoption certificate (UK and Channel Islands)

Group 2a: Trusted Government/State Issued documents

- Current driving licence photocard - full or provisional (All countries outside the EU)
- 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 and Channel Islands)
- Marriage/civil partnership certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- Firearms Licence (UK, Channel Islands and the Isle of Man)

Group 2b: Financial and social history documents

- Mortgage Statement (UK or EEA) - Issued in the last 12 months
- Bank or building society statement (UK, Channel Islands or EEA)- Issued in the last 3 months
- Bank or building society account opening confirmation letter (UK)- Issued in the last 3 months
- Credit card statement (UK or EEA) - Issued in the last 3 months
- Financial statement, eg pension or endowment (UK) - Issued in the last 12 months
- P45 or P60 statement (UK and Channel Islands) - Issued in the last 12 months
- Council Tax Statement (UK and Channel Islands) - Issued in the last 12 months
- Work permit or visa (UK) - Must be valid up to expiry date
- Letter of sponsorship from future employment provider - Must still be valid
- Utility bill- not mobile telephone bill (UK) - Issued in the last 3 months
- Benefit statement, eg Child Benefit, Pension (UK) - Issued in the last 3 months
- Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC (UK and Channel Islands) - Issued in the last 3 months
- EU National ID Card - Must still be valid
- Cards carrying the PASS accreditation logo (UK and Channel Islands) - Must still be valid

All Student Led Volunteering documents are available at uclu.org/volunteers/project-leader-forms