

## **Grey Paper No. 19 - December 2012 - Disclosure and Barring Service**

### **Disclosure and Barring Service (formerly Criminal Records Bureau)**

#### **LTG application process:**

#### **1. Background**

- 1.1. On December 1<sup>st</sup> 2012 the Criminal Records Bureau (CRB) changed its name to **Disclosure and Barring Service (DBS)** and incorporated elements of the CRB with elements of the Independent Safeguarding Authority.
- 1.2. The rules for those who need to have Disclosure checks have also changed and these are described below.

#### **2. Introduction**

- 2.1. Any person who is working in Regulated Activity must, by law, apply for an Enhanced DBS in order to obtain a Barred Lists check.
- 2.2. Regulated Activity is any role which involves close and unsupervised contact with vulnerable groups (excluding family and personal arrangements).
- 2.3. Regulated Activity relating to children is:
  - 2.3.1. Any unsupervised activity carried out regularly or intensively such as; teaching, training, instructing, care for or supervising children, or providing advice/guidance on well-being, or driving a vehicle only for children.
  - 2.3.2. Working for a limited range of establishments ('specified places') regularly or intensively, with opportunity for contact; for example, schools, children's homes, childcare premises. (Not work by supervised volunteers).
  - 2.3.3. Relevant personal care, for example washing or dressing; or health care by or supervised by a professional even if only carried out on one occasion.
  - 2.3.4. Registered child-minding; and foster-carers.
  - 2.3.5. Supervising workers engaged in Regulated Activity e.g. managers, clergy or Trustees.

#### **3. Regulated Activity Relating to Adults:**

- 3.1. Adults are no longer labelled as vulnerable because of the setting where an activity is received or because of their personal characteristics/circumstances.
- 3.2. There are six categories within the definition of Regulated Activity for Adults all of which require a worker to apply for a CRB and Barred Lists check even if only carried out on one occasion:
  - 3.2.1. Providing Healthcare – Any health care professional providing health care to an adult, or anyone who provides that care under supervision of a health care professional. This includes providing First Aid, but only when doing so on behalf of an organisation established for the purpose (e.g. St. Johns Ambulance Service). A worker employed for another purpose who volunteers to be a 'first aider' is not engaged in Regulated Activity.
  - 3.2.2. Providing Personal Care because of an adult's age, illness or disability such as:
    - Physical assistance or prompting and supervision with eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails.
    - Trains, instructs or offers advice or guidance which relates to the above tasks.
  - 3.2.3. Providing social work.
  - 3.2.4. Assistance with cash, bills and/or shopping.
  - 3.2.5. Assistance in the conduct of a person's own affairs, for example by virtue of an enduring power of attorney.

3.2.6. Conveying – A person who transports an adult because of their age, illness or disability - not including family and friends or taxi drivers.

#### **4. Safe Recruitment Process: a CRB Check?**

- 4.1. A DBS disclosure is just one part of the safer recruitment process which includes an application form, self-declaration form by the individual, references and interview etc.
- 4.2. A written self-declaration form should be completed by any person who qualifies for a DBS.
- 4.3. Any convictions (including cautions) should then be discussed with them. Only at the point where a person is considered suitable for the post and is conditionally offered the appointment should a DBS disclosure be undertaken. This is in accordance with the DBS Code of Practice.
- 4.4. A DBS disclosure should only be used to gain information about a person's criminal history as part of this safer recruitment process.
- 4.5. A DBS disclosure should never be used to gain information about an individual where there is no intention of appointing them to a post, or where an organisation is unsure about a person's suitability and is basing this decision on the contents of the disclosure. This is often referred to as 'phishing for information'.

#### **5. The LTG Application process:**

- 5.1. With effect from 1st December 2012 the LTG has been accepted as a member of Churches Child Protection Advisory Service (CCPAS) which is an umbrella body that manages DBS clearances online.
- 5.2. The National Committee has agreed to this so the Member theatre DBS clearances can be streamlined, as far as possible and reduces the time it takes to obtain a DBS disclosure.

#### **6. The Applicant:**

- 6.1. The person requiring a DBS Disclosure check goes online to <https://disclosure.capitarvs.co.uk/ccpas/>
  - They then select "Disclosure and barring Service (DBS) Application" Start application>>
  - At the next screen enter the reference number 8072
  - Password is LITTLE8072
  - Follow the on screen instructions:

#### **7. Identity Verification:**

- 7.1. The applicant will need to get the Theatre Secretary to verify their identity and complete the attached form at Appendix 1.
- 7.2. It is important that this is completed carefully and diligently by the Secretary.
- 7.3. Once completed the form should be sent to

The LTG DBS coordinator - Eddie Redfern  
Email: LTGDBS@littletheatreguild.org OR  
mailed to:

LTGDBS,  
15 The Meadow,  
Copthorne,  
West Sussex,  
RH10 3RG.

#### **8. The LTG Co-coordinator:**

- 8.1. Once the ID form is received from the member theatre the LTG coordinator completes the online review process and submits the application via CCPAS to the DBS.

- 8.2. A result usually takes about 2 days! The applicant will receive the disclosure certificate directly and the LTG Coordinator will be advised that disclosure has been granted and will advise the LTG Theatre Secretary accordingly.

**9. Feedback:**

- 9.1. Please provide any feedback on the process to either your regional secretary or direct to [LTGDBS@littletheatreguild.org](mailto:LTGDBS@littletheatreguild.org)