



## Disclosure and Barring Service LTG application process:

### Background

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.

The rules for those who need to have Disclosure checks have also changed and these are described below.

### Introduction

**Any person who is working in Regulated Activity must, by law, apply for an**

**Enhanced DBS in order to obtain a Barred Lists check.**

Regulated Activity is any role which involves close and unsupervised contact with vulnerable groups (excluding family and personal arrangements).

#### Regulated Activity relating to children is:

- 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.
- 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).
- 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*.
- Registered child-minding; and foster-carers.
- Supervising workers engaged in Regulated Activity e.g. managers, clergy or Trustees.

#### Regulated Activity Relating to Adults:

Adults are no longer labelled as *vulnerable* because of the setting where an activity is received or because of their personal characteristics/circumstances.

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*:

(i) 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.

(ii) 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.

(iii) Providing social work.

(iv) Assistance with cash, bills and/or shopping.

(v) Assistance in the conduct of a person's own affairs, for example by virtue of an enduring power of attorney.

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

### Safe Recruitment Process:

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.

A written self-declaration form should be completed by any person who qualifies for a

DBS. 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. A DBS disclosure should only be used to gain information about a person's criminal history as part of this safer recruitment process. 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'.

### The LTG Application process:

With effect from 1<sup>st</sup> December 2012 the LTG has been accepted as a member of Churches Thirtyoneeight (formerly CCPAS), which is an umbrella body that manages DBS clearances online.

The National Committee 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.

### The Applicant:

#### STEP 1.

The person requiring a DBS Disclosure check goes online to

<https://thirtyoneeight.org/dba-service/>

They then **select**

DBS Service from the top menu line and then

**select** Apply for a check.

**Click on the "apply for a check box" Start Application**

Then **Select** "Standard / Enhanced DBS Application" and **click on Start Application >>**

At the next screen enter the reference number **8072**

Password is **LITTLE8072 (uppercase)**

Follow the on-screen instructions: Remembering to tick the small boxes on first two pages.

You will then get a DBS reference number. Once this is complete

## **STEP 2.**

### **Identity Verification:**

The applicant will need to get the Theatre Secretary or Safeguarding Officer to verify their identity and complete the attached form at Appendix 1.

It is important that this is completed carefully and diligently by the Secretary.

## **Step 3.**

Once completed the form should be sent to the LTG DBS coordinator Eddie Redfern

**email [LTGDBS@littletheatrequild.org](mailto:LTGDBS@littletheatrequild.org) OR mailed to: LTGDBS, 15 The Meadow, Copthorne, West Sussex, RH10 3RG.**

### **Costs for DBS clearances are:**

For Volunteer positions the cost is £15, and for Paid positions the cost is £54.

### **Payment either by Cheque or BACS transfer**

**Cheques** made payable to “**LTG Southern Region**” should be sent with the Identity verification to LTG DBS coordinator.

#### **BACS payment:**

Sort Code **40-32 – 07**

Account number **61129406**

Account Name **LTG Southern region**

### **DBS Checks – Now Portable**

Effective from September 2013 DBS checks are portable. Meaning that if you receive a DBS certificate after 17<sup>th</sup> September 2013 you can apply for it to be transportable, this enables you to use the single certificate with several organisations.

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

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

An acknowledgement of your request will be sent to the person completing the ID check.

A result usually takes about 2 – 4 days! But can take longer.

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 or Safeguarding Officer accordingly.

### **Feedback:**

Please provide any feedback on the process to either your regional secretary or direct to

[LTGDBS@littletheatrequild.org](mailto:LTGDBS@littletheatrequild.org)

**Eddie Redfern**

**LTG Safeguarding Officer**

30 May 2019

**THE DISCLOSURE AND BARRING SERVICE (DBS)**

**APPLICATION FOR DISCLOSURE**



Name of Member Theatre: \_\_\_\_\_  
Theatre Secretary/Safeguarding Officer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Post Code: \_\_\_\_\_  
Tel (of Secretary/ Safeguarding officer): \_\_\_\_\_  
Email (of Secretary/Safeguarding Officer): \_\_\_\_\_

1. The Applicant..... (full name) has completed their application on line.  
I confirm that I have checked the Applicant's identity (see page 2) and record the following documents:

**Group 1 (One item)**

- ☐ Passport Number..... Date of Issue \_\_/\_\_/\_\_\_\_  
Nationality .....  
☐ Biometric Residence Permit (UK) Number ..... Date of Issue \_\_/\_\_/\_\_\_\_  
☐ Driving Licence: Number ..... Date valid from \_\_/\_\_/\_\_\_\_  
(4a on licence)  
Issued by – United Kingdom / Northern Ireland / Isle of Man / EU Country \_\_\_\_\_  
☐ Birth Certificate: Number .....  
(Tick whichever appropriate)

**Group 2 (Two items, of which one can be group 1, if Driving Licence please complete the details above in section 1, driver number, date valid from and issuing authority).**

- ☐ ..... Issued within the last **3 months / 12 months / Longer**  
☐ ..... Issued within the last **3 months / 12 months / Longer**

Does at least one document confirm current address **Yes / No**.

Applicant's date of birth \_\_/\_\_/\_\_\_\_ checked against ID document **Yes / No**

Reason for DBS check e.g. Position applied for Youth Leader, Trustee, Chaperone.

..... **Volunteer / Paid** position (please circle the appropriate category)

2. I also confirm that the Theatre has in committee resolved to adopt the DBS Statements on:

- a. Recruitment of Ex-Offenders and  
b. Secure Storage, Handling and Disposal of Disclosure Information

3. I also confirm that our theatre has in place a Child Safeguarding Policy.

4. Payment is made by Cheque ☐ BACS bank transfer ☐ (please tick as appropriate)  
Volunteer cost is £15. Paid Employee cost is £54

Cheques payable to **LTG Southern Region. BACS 40-32-07 acct 61129406 LTG Southern Region**

\_\_\_\_\_(signed) \_\_\_\_\_(date)

Once complete please send to LTG DBS, 15 The Meadow, Copthorne, Crawley, West Sussex, RH10 3RG. Email queries to [LTGDBS@littletheatreguild.org](mailto:LTGDBS@littletheatreguild.org)



### What process should I follow to check an applicant's ID?

All applicants must initially be considered for Route One.

Can the applicant produce a Group 1 document? If yes, then the applicant must produce 3 documents:

- 1 document from Group 1 (refer to list of Valid Identity Documents - below); and
- 2 further documents from Group 1, 2a or 2b; one of which must verify their current address.

If the applicant has satisfied this route, then the document check is complete. If the applicant cannot produce a Group 1 document then contact LTG DBS coordinator for further advice: [LTGDBS@littletheatreguild.org](mailto:LTGDBS@littletheatreguild.org)

### List of Valid Identity Documents

#### Group 1 – Primary Trusted Identity Credentials

- Current valid Passport.
- Biometric Residence Permit (UK).
- Current Driving Licence (UK) (Full or provisional) Northern Ireland / Isle of Man /Channel Islands;
- Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey).
- Birth Certificate (UK and Channel Islands) - issued at the time of birth;
- Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable).

#### Group 2a – Trusted Government/State Issued Documents

- Current UK Driving licence (old style paper version).
- Current Non-UK Photo Driving Licence (valid for up to 12 months from the date the applicant entered the UK).
- Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable).
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- Adoption Certificate (UK and Channel Islands).
- HM Forces ID Card (UK).
- Fire Arms Licence (UK; Channel Islands and Isle of Man).

#### Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA)\*\* (Non-EEA statements must not be accepted).
- Bank/Building Society Statement (UK and Channel Islands or EEA)\* (Non-EEA statements must not be accepted).
- Bank/Building Society Account Opening Confirmation Letter (UK).
- Credit Card Statement (UK or EEA)\* (Non-EEA statements must not be accepted).
- Financial Statement \*\* - e.g. pension, endowment, ISA (UK).
- P45/P60 Statement \*\* (UK & Channel Islands).
- Council Tax Statement (UK & Channel Islands). \*\*
- Work Permit/Visa (UK) (UK Residence Permit) (valid up to expiry date). \*\*
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application).
- Utility Bill (UK)\* – Not Mobile Telephone. **Please state which utility bill**
- Benefit Statement\* - e.g. Child Allowance, Pension.
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)\*- e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security.
- EU National ID Card.
- Cards carrying the PASS accreditation logo (UK and Channel Islands).
- Letter from Head Teacher or College Principal (16/19 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted) (UK).

#### Please note:

If a document in the List of Valid Identity Documents is:

- Denoted with \* - it should be less than three months old.
- Denoted with \*\* - it should be issued within the past 12 months.
- Not denoted – it can be more than 12 months old.