



### **A statement on our Disclosure and Barring Service (DBS)**

We aim to continue our [DBS service](#) as normal for the time being and we will do our best to process DBS applications as soon as possible for you, but ask that you bear with us if we suddenly become overwhelmed with applications due to the number of new volunteers wishing to help in the sector.

If we have to query any applications this will delay the process, so we ask that all authorised signatories check and double check their application forms before submitting them so we can process them as quickly as possible.

You can contact us for the guidance sheets on completing the application form and the request form if you need them.

If you intend to take on any new volunteers or staff please check that their roles are eligible for a DBS check and at what level before submitting to us. Details on eligibility and an online eligibility tool are available on the government [DBS website](#). We do not do basic level checks as these can be done online by the applicant if this level is required.

If any applications are for re-checks on your current staff you may wish to consider holding off doing these for a few months or if the applicant is registered for the DBS Update service re-checks can be done [online](#).

If you need to you can track your own applications currently in the system [online](#). To do this you need to enter the application reference number (the number starting F0 on the top right of the application form) and the applicant's date of birth.

### **Temporary changes to ID checking guidance**

Due to current measures put in place as a result of the coronavirus outbreak, we're aware that organisations are having difficulty following the DBS ID checking guidance.

Currently, when validating ID documents, it is best practice to carry the examination out face-to-face with a live video link as an alternative method. Under the current guidance, the ID checker must be in physical possession of the original documents so they can be checked for indicators of fraud. As the public is being advised to work from home where possible, this is causing difficulties in receiving the physical documents and is delaying applications, and in some cases, preventing applications from being submitted.

To ensure that the necessary DBS checks can still be carried out, the DBS standard and enhanced ID checking guidance will be changed for a temporary period.

The change will enable:

- ID documents to be viewed over video link
- scanned images to be used in advance of the DBS check being submitted

The applicant will be required to present the original versions of these documents when they first attend their employment or volunteering role.

The change came into effect on 19 March 2020.

You can view the advice on checking identity documents and indicators of fraud on the [government website](#).

We are always here to help so please do not hesitate to email [DBS@communityfirstyorkshire.org.uk](mailto:DBS@communityfirstyorkshire.org.uk) or phone us on 01904 704177 if you have any queries or questions.

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