

## **DBS Eligibility Checklist**

### Guidance notes

The 'role list' sets out the default levels of Disclosure that particular roles within the Catholic Church in England and Wales are eligible for. Decisions about eligibility for different levels of Disclosure are based on the description of the activities undertaken by the particular role.

The roles listed within Ebulk have default levels of Disclosure set against them. These are periodically reviewed and updated when changes are made to the role list

Although defaults are set, roles are not always definitive and sometimes it will be necessary to override the default setting to take account of variations within a particular role. For example, where the default is set to 'enhanced disclosure' only but the expectation of the role is that it will include regulated activity, the correct level of Disclosure to be applied for should be overridden with an 'enhanced disclosure with barred list check'.

It is the responsibility of the countersignatory to ensure that the correct level of Disclosure is being applied for before submitting the application to the DBS. Countersignatories can request that the checklist is completed by the person submitting the application to them if they require further information or evidence that the level of Disclosure being applied for is appropriate for the role.

If required to complete the checklist, it is not necessary to complete and submit the entire form, just the section(s) that relate to the role being applied for.

This form should be submitted with the ID verification document to the countersignatory. The checklist should be retained with the SSD and ID verification document.

**Eligibility for an Enhanced Disclosure with Barred List check**

**Children**

	Statement	Place <b>X</b> if the statement applies
A	<p>The applicant will be:</p> <ul style="list-style-type: none"> <li>• Working for a limited range of establishments* (specified places) with an opportunity for contact with children, and</li> <li>• working frequently (once a week or more), intensively (4 or more occasions in a 30 day period) or overnight (between 2am and 6am) within the same specified place, and</li> <li>• will be in a paid role <b>or</b> will be in an unpaid role and unsupervised</li> </ul> <p>* Includes: Schools/Academies, Pupil referral units, Nursery schools, Institutions for the detention of children, Children’s centres, Children’s homes, Childcare premises</p> <p><b>*Important</b> Where the activity is occurring in the same specified place, it is only regulated activity if it is frequent or intensive in the same place i.e. the same school.</p>	
B	<p>The applicant will be:</p> <ul style="list-style-type: none"> <li>• teaching, training or supervising children, but not in a school, nursery, children’s centre of home, detention service, youth offenders institution or childcare premises, and</li> <li>• Working frequently (once a week or more), intensively (4 or more occasions in a 30 day period) or overnight (between 2am and 6am), and</li> <li>• Will be unsupervised</li> </ul>	
C	<p>The applicant will be:</p> <ul style="list-style-type: none"> <li>• helping ill or disabled children with eating or drinking, or</li> <li>• helping ill, disabled or young children with washing, dressing or going to the toilet?</li> </ul>	
D	<p>The applicant will be:</p> <ul style="list-style-type: none"> <li>• driving a vehicle only for children, and</li> <li>• this will take place more than three times a month</li> </ul>	
E	<p>The applicant will be:</p> <ul style="list-style-type: none"> <li>• working in a school in <b>England</b> not in a teaching role but with the opportunity for contact with children e.g. cleaner, or</li> <li>• working in a school in <b>Wales</b> not in a teaching role but with the opportunity for contact with children e.g. cleaner, and the role involves working more than three times a month with children</li> </ul>	
	<p>The applicant will be:</p> <ul style="list-style-type: none"> <li>• involved in the day-to-day management or supervision on a regular basis of a person providing activities under (A), (B), (C), (D) or (E) where the applicant is eligible for an enhanced disclosure with a barred list check</li> </ul>	

## Children

	Statement	Place <b>X</b> if the statement applies
A	<p>The applicant will be:</p> <ul style="list-style-type: none"> <li>• Working for a limited range of establishments* (specified places) with an opportunity for contact with children, but</li> <li>• Will not be working frequently (once a week or more), intensively (4 or more occasions in a 30 day period) or overnight (between 2am and 6am) within the same specified place, or will be</li> <li>• Working frequently (once a week or more), intensively (4 or more occasions in a 30 day period) or overnight (between 2am and 6am) within the same specified place but as a supervised volunteer</li> </ul> <p>* Includes: Schools/Academies, Pupil referral units, Nursery schools, Institutions for the detention of children, Children’s centres, Children’s homes, Childcare premises</p>	
B	<p>The applicant will be:</p> <ul style="list-style-type: none"> <li>• Teaching, training or supervising children, but not in a school, nursery, children’s centre of home, detention service, youth offenders institution or childcare premises, but</li> <li>• Will not be working frequently (once a week or more), intensively (4 or more occasions in a 30 day period) or overnight (between 2am and 6am), or will be</li> <li>• Working frequently (once a week or more), intensively (4 or more occasions in a 30 day period) or overnight (between 2am and 6am) within the same specified place but supervised</li> </ul>	
D	<p>The applicant will be:</p> <ul style="list-style-type: none"> <li>• driving a vehicle only for children, but</li> <li>• this will take place fewer than three times a month</li> </ul>	
E	<p>The applicant will be:</p> <ul style="list-style-type: none"> <li>• working in a school in <b>Wales</b> not in a teaching role but with the opportunity for contact with children e.g. cleaner, and</li> <li>• the role involves working fewer than three times a month with children</li> </ul>	

**Eligibility for an Enhanced Disclosure with Barred List check**

**Adults**

	Statement	X if the statement applies
	The applicant will be:	
A	<p><u>Providing personal care</u></p> <ul style="list-style-type: none"> <li>Provides physical assistance with eating or drinking, going to the toilet, washing or bathing, oral care or care of the skin, hair or nails because of an adults age, illness or disability.</li> <li>Prompts and then supervises an adult who, because of their age, illness or disability, cannot make the decision to eat or drink, go to the toilet, wash or bath, get dressed or care for their mouth, skin, hair or nails without prompting or supervision .</li> <li>Trains, instructs or offers advice or guidance which relates to eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails to adults who need it because of age, illness or disability.</li> </ul>	
B	<p><u>Assisting with cash, bills and/or shopping</u></p> <p>The provision of assistance to an adult because of their age, illness or disability, if that includes managing the person’s cash, paying their bills or shopping on their behalf.</p>	
C	<p><u>Conveying</u></p> <p>Conveying adults because of their age, illness or disability either to or from their place of residence and a place where they received, or will be receiving, health care, personal care or social care; or between places where they received or will be receiving health care, personal care or social care. This will not include family and friends and taxi drivers or social workers/support groups</p>	
D	<p><u>Assisting in conduct of a person’s own affairs</u></p> <p>For example, lasting or enduring powers of attorney, or deputies appointed under the Mental Health Act</p>	

**Eligibility for an Enhanced DBS Disclosure (without barred list)**

	Statement	X if the statement applies
E	<p>The applicant will be:</p> <ul style="list-style-type: none"> <li>Working in a care home but not in a caring role, where there is an opportunity for contact with elderly, ill or disabled adults e.g. cleaner</li> <li>Carrying out the work 4 times a month or more or overnight between (2am and 6am</li> </ul>	
F	<p>The applicant will be:</p> <ul style="list-style-type: none"> <li>Teaching, advising or guiding adults who are elderly, ill or disabled (incl. mental health)</li> <li>Carrying out the work 4 times a month or more or overnight between (2am and 6am</li> </ul>	