

## Disclosure and Barring Service (DBS) Changes - Frequently Asked Questions

What changes have taken place?

From the 17<sup>th</sup> June, the DBS will stop issuing two certificates. Prior to this, an organisation would receive a copy of the DBS certificate as well as the applicant. This will no longer be the case even if it contains criminal record information. The organisation will however be notified if there is criminal record information.

Why is there only going to be a single certificate issued?

The government have introduced single certification so that individuals are able to have more control over their personal information.

What happens if there is criminal record information on a certificate?

Girlguiding will be notified if criminal record information is present on a certificate and therefore we will request to view the original certificate. The applicant will receive a letter with further information about what they will need to do to complete their recruitment checks.

What if the applicant has spent convictions?

Girlguiding's Membership and Recruitment Policy meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. Therefore Girlguiding has the right to ask an individual to reveal full details of their spent convictions.

What if the applicant hasn't received their certificate or they have misplaced it?

If the applicant does not receive their certificate or has misplaced it, they should contact the DBS directly on 0870 90 90 811.

What if the applicant refuses to show their certificate?

If they refuse to show their certificate, they will not be allowed to continue with a role in guiding, including any roles that do not require a recruitment check, and their membership may be withdrawn.

What about the Update Service?

Applicants must register themselves for the Update Service within 14 days of receiving their DBS certificate for a fee of £13. At the present time we will not be using the Update Service to check volunteers, as it is our understanding that any historical information will not be available on this system, and we will continue to use the existing DBS process for recruitment checks. If this position changes we will let you know.

For further information, contact Guiding Services on 0207834 6242.