

Section Y Guide

Application Type

This is the level of criminal record check required for the application

Working with Adults - Regulated Activity

Please select 'Yes' if the position involves contact with adults within the definition of regulated activity.

The definition of regulated activity in relation to adults focuses on those activities which, should they be needed by any adult, mean that an adult is considered vulnerable at the point of receiving them. The definition applies to individuals undertaking the following activities:

- healthcare for adults provided by, or under the direction or supervision of a regulated health care professional
- personal care for adults involving hand-on physical assistance with washing and dressing, eating, drinking and toileting; prompting and supervising an adult with any of these tasks because of their age, illness or disability; or teaching someone to do one of these tasks
- social work - provision by a social care worker of social work which is required in connection with any health services or social services
- assistance with an adult's cash, bills or shopping because of their age, illness or disability arranged via a third party
- assisting in the conduct of an adult's own affairs under a formal appointment
- conveying adults for reasons of age, illness or disability to, from, or between places, where they receive healthcare, personal care or social work arranged via a third party

Working with Children - Regulated Activity

Please select 'Yes' if the position involves working with children within the definition of regulated activity.

The definition of regulated activity relating to children comprises only:

(i) Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children;

(ii) Work for a limited range of establishments ('specified places'), with opportunity for contact: for example, schools, children's homes, childcare premises. Not work by supervised volunteers;

Work under (i) or (ii) is regulated activity only if done regularly.

(iii) Health care for children provided by, or under the direction or supervision of a regulated health care professional. This is regulated activity even if the activity is only carried out once.

(iv) Personal care for children involving hands-on physical assistance with washing and dressing, eating, drinking and toileting; prompting and supervising a child with any of these tasks because of their age, illness or disability; or teaching someone to do one of these tasks.

(v) Registered childminding.

(vi) Registered foster-carers.

(vii) The day-to-day management or supervision of any person engaging in regulated activity, is also in regulated activity.

Working at Home Address

If an Enhanced application is selected, this field must be completed to indicate to the DBS whether the work is with vulnerable groups at the applicant's home address.

Workforce

Please select the relevant Workforce in relation to the duties an individual will be undertaking.

- Adult Workforce - use this for any position that involves working/volunteering with adults at risk
- Child and Adult Workforce - use this for any position that involves working/volunteering with both children and adults
- Child Workforce - use this for any position that involves working/volunteering with children
- Other Workforce - use this for any position that does not involve working/volunteering with Children or Adults (e.g. security guard / accountant)

Volunteer

A volunteer is a person who is engaged in any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives.

A volunteer will not fall within the definition of regulated activity if they are supervised to the statutory level, an individual will still be able to receive an Enhanced Check but without barred lists selected. If an individual is a volunteer and is undertaking tasks/duties **unsupervised**, then they will be in regulated activity and will therefore be able to receive an Enhanced Check with the barred lists selected.

DBS Adult First Check

DBS Adult First is a service that can be used in cases where, exceptionally, and in accordance with the terms of Department of Health guidance, a person is permitted to start work with adults before a DBS Certificate has been obtained. This applies to adult services such as care homes, domiciliary care agencies and adult placement schemes where DBS Certificates are required by law.

This service is only available to organisations who are eligible to access the DBS's Adult

barred list and who have requested a check of the barred lists on their DBS application form. DBS Adult First is not a substitute for a DBS Certificate and providers must take care when making recruitment decisions prior to receiving a full DBS Certificate. DBS Adult First checks should be used only in exceptional circumstances and when absolutely necessary.