

Who are DBS?

DBS stands for the 'Disclosure and Barring Service', which is managed by the UK Government. They help employers or organisations make safer decisions about potential employees or volunteers if their role will involve working with vulnerable people, such as children, disabled people or the elderly.

What do they do?

They are responsible for researching and processing a document called a 'DBS Check' (which used to be called a 'Criminal Records Check' or 'CRB'). They also control the 'Barred Lists', which are lists of people who are prevented from working with vulnerable people because of their past. They do this by contacting the Police and checking through lists of people who are barred to work with children and vulnerable adults. Every ICS volunteer is subject to a DBS Check resulting in a DBS certificate being issued.

What is a DBS certificate?

A DBS certificate notes any criminal record that a person might have including any Caution, Reprimands or Warnings (even if they don't result in a conviction), the dates when the incidents occurred and what the outcomes were. If a person has never had a criminal record the DBS certificate will come back clear and containing no recorded information.

When you make an application for a DBS certificate you will receive a copy in the post.

It's important that you are honest about anything that you think might show up on the certificate (including cautions, reprimands or warnings) during the interview process.

How will I get a DBS certificate?

Before your assessment day we require you to complete an online DBS form and you will receive an email containing link with further instructions. This email will be sent directly from DBS, please check your inbox and junk folders.

In preparation for your assessment day, please bring 3 documents from the list below.

Please make sure you bring the original documents:

- A Passport (if you have a valid passport this ***must*** be one of your forms of ID)
- A Birth Certificate
- A Bank or Building Society statement (not more than 3 months old)
- A Driving Licence (photocard)
- A Driving Licence (paper counterpart)
- A Utility Bill (not more than 3 months old)
- A Council Tax Statement (not more than 1 year old)
- Adoption Certificate
- P45/P60 statement (not more than 1 year old)

At the assessment day, a member of staff will check through your documents and take necessary copies. If you are successful we will then process your DBS check.

Your placement is subject to DBS clearance.

What happens if I have a criminal record?

Should you have any convictions, reprimands or warnings we will discuss these with you individually and determine your suitability for the ICS programme.

Please note: If convictions have been recorded again you this doesn't necessarily prevent you from taking part in ICS.