**Disclosure and Barring Service Check List for Volunteers**

**What is the Disclosure and Barring Service?**

A Disclosure and Barring Service (DBS) check is an application form designed for an employer to check that it is safe to appoint a potential employee or volunteer.

**Why do I need a DBS check?**

Chilli Studios volunteering roles include supporting ‘vulnerable adults’. A DBS check helps to make sure volunteers and the vulnerable people they work with are properly protected as part of a well-managed programme.

**What do I have to do?**

The online application form can be completed either at Chilli Studios or via online access elsewhere. Chilli Studios will provide you with log-in details (below) and will talk you through the type of information that is required. We will also help with any assistance needed to complete the form. After the form has been completed Chilli Studios can then check if all the necessary information has been provided and the application will then be processed through the DBS.

**Online access to application form:** <https://disclosure.capitarvs.co.uk/mencap/>

**Username:** MENTALHEALTH

**Password:** MENTALHEALTH

You will need to fill out a form with your personal details and addresses for the previous 5 years. You will also need to show some identity documents such as **Birth Certificate**, **Benefit Statement**, **National Insurance card** or **Passport**. At least one document, such as a recent **Bank Statement** or **Utility Bill**, should show your current address.

**What if I don’t have the documents that are required?**

Please see a list of the documents required and a breakdown of the routes available at the end of this document.

**If I have a criminal record can I volunteer?**

Having a previous conviction does not mean you can’t volunteer. Many convictions will not be relevant to your volunteering. Chilli Studios will look at what your criminal record was for, and will consider if you would be a danger to the people you might be volunteering with. If you do have a conviction, it is best to discuss this straight away. If you have any concerns which you feel unable to raise with the Studio Manager, or if you wish to raise a complaint please request a ‘Complaints Procedure Form’ from which you will be provided with details to contact the chairman for complaints. If you require any other kind of support, please contact the **Newcastle Volunteer Centre** on **07419988821**.

**Do I need to pay for a DBS check?**

No. DBS checks are free to volunteers

Chilli Studios has a unique working partnership with Mental Health Concern (MHC), checks are conducted with the support of MHC staff and are processed in a number of weeks.

**What is the DBS Update Service?**

It is an online subscription service that lets you keep your DBS certificates up to date and allows employers to check a certificate online, with your consent. You can use your certificate again when you apply for a position in the same workforce, where the same type and level of check is required.

**I already have a DBS check. Do I need another one?**

If you have registered for the **DBS Update Service** all you need to do is provide the following information: your **Certificate Number**, your **Date of Birth,** and your **Full Name** as well as your **Express Permission** and Chilli Studios will be able to conduct checks of your current application.

If you are not registered for the DBS Update Service, your DBS form will only be valid for the organisation you submitted the application for.

**I am from overseas. Can I get a DBS check?**

Yes. You’ll find a list with details for 28 countries on the DBS website <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> if you are from a country not listed, the organisation where you’ll be volunteering will get in touch with your Embassy or High Commission for information on how to arrange the check. If you are an asylum seeker or refugee and don’t have enough identity documents, you can still get a DBS check. You’ll need to visit your local police station. Your Volunteer Centre can give you more information on what to do thereafter.

**What is an ‘Enhanced’ DBS check?**

This is the type of DBS check that you’ll need to apply for. It is designed especially for volunteers who are in regular or close contact with vulnerable people, or who have access to personal confidential records about vulnerable people.

**What happens after I have filled out the form?**

Chilli Studios will complete the required checks and then the completed application form will be submitted to DBS for processing. The Enhanced DBS check requires the DBS to check the information that has been provided against information from the police for an additional check of local records. Once these checks have been completed, you will be provided with a **Reference Number** and a unique **Subscription ID.** You will be sent a copy of your DBS form and you will also be able to access your application online which will be valid for 1 year, which you can use. You have the option to renew your subscription to the

**Update Service**, **free of charge** before it expires.

**For more information please consult**: <https://www.gov.uk/government/publications/dbs-update-service-applicant-guide/dbs-update-service-applicant-guide#dbs-reference-numbers-and-unique-subscription-id>

