

DBS ELIGIBILITY TOOL

NHS EXAMPLE SCENARIOS

Roles eligible for an enhanced DBS check with children's barred list information

Employing organisations have a legal responsibility to ensure that positions being appointed to are eligible under the current provisions before requiring workers and volunteers to have a DBS check.

This document sets out a number of different example based scenarios to help you make an informed decision about whether a role is eligible for an **enhanced check with children's barred list information**.

Eligibility for a DBS check is determined by the type of activities the worker or volunteer will be undertaking and the level of access this will enable them to have with patients, as opposed to the job title. The examples provided below demonstrate how different duties in the same job can change the level of check required.

As you work through the toolkit you will find further examples which demonstrate eligibility for different levels of DBS check.

When applying for any level of DBS check, you will need to indicate which workforce individuals will be working with (i.e. adults, children, or adults and children) to ensure you only have access to information you are legally entitled to have and consider.

Information about a person's criminal history must be handled sensitively and considered without prejudice. DBS checks are only one means of assessing a person's suitability for a role and should be considered alongside the wider range of information gained as part of the recruitment process. All criminal history information must be obtained, recorded and stored as outlined under the Data Protection Act.

The examples outlined in this document are intended as a guide only.

The eligibility tool must be used in conjunction with reading the [criminal record check standard](#) which provides more detail about the legal requirements and criteria for a DBS check.

Employers will also find it useful to refer to the factsheets on [regulated activity in relation to children: scope](#) which can be found on the www.gov.uk website.

Scenario based examples

Driver – children’s acute transport service

Dave is applying for a position as a driver in the children’s acute transport service in his region. The role will include transporting critically ill children to and from paediatric intensive care units as part of a specialist paediatric retrieval service.

In this case, Dave will be responsible for driving a vehicle which is wholly or mainly used for transporting (conveying) children to and from paediatric intensive care units across the region on a day-to-day basis. Transporting children is a regulated activity where any such services are provided to children frequently (once a month or more) or intensively (at least three days in any 30 day period). This includes where children are accompanied by a family member/carer or supervisor. This role is eligible for an **enhanced check with children’s barred list information**.

Child psychotherapist

Nicola works four days a week as a child psychotherapist in the child and adolescent mental health services (CAMHS) team at the New-Town community health centre. Her role involves providing a number of specialist care interventions to children and young people who have been diagnosed with a mental illnesses such as eating disorders, aggressive behaviour or depression. She works alongside mental health nurses, psychiatrists and clinical psychologists as part of a multi-disciplinary team. She also works closely with staff from other children’s services including education and social services.

Psychotherapy and counselling provided by a registered healthcare professional is a regulated activity. This position is eligible for an **enhanced check with children’s barred list information**.

This is regardless as to whether or not psychotherapy and counselling is provided to the child or young person face-to-face and/or over the telephone.

Healthcare assistant

Hanna applies for a position as a healthcare assistant on a paediatric ward. Her duties will include supporting children who have complex care needs. This involves monitoring their pump feed and oxygen levels, using equipment to lift and move patients, making beds, and helping patients to get washed or showered where, because of their age or illness, they cannot do so unassisted for themselves.

Hanna’s duties involve providing personal care to children which is a regulated activity. This role is eligible for an **enhanced check with children’s barred list information**.

Paramedic

Ellie has been appointed as a paramedic at New-Town Ambulance Trust. As the most senior healthcare professional at the scene of an accident or other emergency, she will be required to assess the patient's condition and give essential treatment.

Ellie will administer oxygen, drugs, intravenous drips, and use high-tech equipment, including defibrillators, spinal and traction splints.

Ellie will be providing health care under the definition of regulated activity. Her role is eligible for an **enhanced check with barred list information**.

As she may be required to administer treatment to both adults and children, you should indicate that the check should include information against both the **adults and children's barred lists**.

Practice manager – GP surgery

Ijaz applies for a position as a practice manager at Any-Town GP surgery. As part of his role he will have responsibility for the recruitment and day to day management, training and appraisal of nursing and administrative staff who work at the practice. He will also have lead responsibility for the operational management of doctor's rotas/out of hours' contracts and weekend working; and managing the general maintenance and security of the building.

General practice managers are providing a regulated activity on the basis that they are responsible for the day-to-day management or supervision of doctors and nurses who are providing a regulated activity.

Given that regulated activity will be provided to both adults and children, this role is **eligible for an enhanced check with both adults and children's barred list information**.

Trainee doctor

David has just started his foundation training programme. During the term of his training he will be required to work across a number of different departments and NHS organisations providing health care to both adults and children. He is due to take up his first placement in paediatrics at New-Town University Hospital where he will be located for the next three months.

He was required to have an enhanced check with adults and children's barred list once his first placement had been confirmed. At this point, David took opportunity to subscribe to the DBS Update Service.

Providing any form of health care by/or under the direction of a registered healthcare professional is a regulated activity, regardless as to how many times the individual in that role carries out any such duties with adults and/or children.

In this example David will initially be providing health care to children therefore this role is eligible for an **enhanced check with children's barred list information**. Foundation training programmes often require trainees to work across a range of different departments and NHS organisations which could mean that they are working with both children and adults at some point during their training. Where this is known, we would strongly recommend that an **enhanced check a check with both adults and children's barred list information** is obtained from the outset, to avoid the need for any unnecessary duplicate checks.

Given the transient nature of their posting, trainee doctors should be encouraged to subscribe to the DBS Update Service, either when they first start their training programme or, if they are already part-way through a training programme, when they are next due to have a DBS check.

Doctors that do not subscribe to the update service will be required to have a DBS check at least every three years. This is because the frequency by which they are expected to change placements is disproportionate to any risk, therefore the normal trigger for a DBS check (each and every time they change job roles) has been relaxed. Doctors on rotational training programmes should be regarded as being in continuous employment for the full term of their training programme therefore employing organisations can accept a previously disclosed DBS check as long as the new role doesn't change the type of activities or access individuals will have with patients and it has been carried out within the last three years.

Further guidance on the DBS Update Service can be found on the [NHS Employers website](#).

Volunteer roles

Play assistant

Rachel volunteers to work as a play assistant three days a week at New Town Children's Hospital. Her role requires her to work in the play areas of a children's ward. She works alongside ward staff and other healthcare specialists such as physiotherapy, occupational therapy and speech and language therapists who will advise her on the appropriate play activities for each patient. She will be responsible for setting up, tidying, cleaning and locking away toys and equipment. She will also supervise, instruct and encourage young patients as they participate in play and will alert play workers/specialists to any issues of concern. Her role is unsupervised.

Rachel's role involves her caring for and supervising young children who are well enough to participate in play activities in order to help normalise their stay in hospital. Her role is unsupervised and she carries out these activities three days a week which meets the frequency period* as defined under regulated activity with children. This position is therefore eligible for an **enhanced check with children's barred list information**.

If Rachel was carrying out these activities but was supervised by a registered healthcare professional, this would not be regulated activity. In such cases, the role would be eligible for an **enhanced check without barred list information**.

*The frequency period under regulated activity with children is defined as any activity which is carried out by the same individual in the same establishment once a month/for at least three days in any given 30 day period, or overnight during the hours of 2am and 6am where there is face-to-face contact with children).

Sexual health education

Alex volunteers in his local sexual health clinic working with young people. He teaches them about pregnancy testing, the use of condoms and how to identify the signs and symptoms of Chlamydia.

Alex's role involves the provision of advice and guidance wholly or mainly for young people, some of whom may be under the age of 18.

This role is a regulated activity as the advice and guidance he provides largely relates to looking after the physical, emotional or educational well-being of young people. This role is therefore eligible for an **enhanced check with children's barred list information**.