

DBS ELIGIBILITY TOOL

NHS EXAMPLE SCENARIOS

Roles eligible for an enhanced DBS check without 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 which demonstrate eligibility for an **enhanced without barred list check**. For ease of reference these have been split into two sections:

- [work with adults](#)
- [work with children](#)

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 the 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.

Scenario based examples: work with adults

Receptionist – high secure services

Louise applies for a position as a receptionist at Broadmoor Hospital. The role will involve processing the necessary paperwork required to authorise patient visits and access to the hospital premises, greeting and signing visitors in/out. This may include arranging or conducting security searches of visitors and their personal belongings when they enter the hospital premises. Reception staff will need to work closely with ward staff and clinical teams to ensure visitors follow the correct protocols during their stay.

In this example, Melissa is carrying out duties in high secure service as defined by [the National Health Service Act 2006](#). This relates to the provision of health care, treatment or therapy which is provided in a high secure environment that is intended to ensure the safety of the patient and/or the public, where they pose an immediate grave danger to themselves or others.

This can be in a dedicated high secure hospital (in England there are three such hospitals, Rampton, Ashworth or Broadmoor) or, a dedicated unit within a mental health hospital, providing treatment to adult men and women who have been diagnosed with a mental illness, personality disorder, learning disability or psychopathic disorder under the Mental Health Act.

In this type of setting, employers will need to consider a wider range of roles against eligibility for an **enhanced check without barred list information**.

This may include non-clinical roles where they have access and interaction with patients as part of their normal duties such as **medical secretaries/ward clerks, volunteers, cleaners/domestic services, contractors and other non-clinical roles such as key holders** who will have access and responsibility for locking/unlocking areas where patients are located.

Volunteer – breast clinic chaperones

Amanda volunteers twice a week at her local hospital as a chaperone in the breast cancer clinic. Her role involves providing one to one emotional and social support, based on her personal experiences, to newly diagnosed women coming to terms with a diagnosis of breast cancer. This also offers support to the patients' partners and family members.

The role includes signposting them to additional support which is available locally, including counselling, therapy, and information to help them better understand their treatment.

In this example, Amanda is providing advice and information to adults, based on her own experiences as a cancer patient to help others manage their emotional and physical wellbeing. The provision of advice and information in this context is not a regulated activity as she is not working as a healthcare professional or under the instruction of a healthcare professional. This role is eligible for an **enhanced check without barred list information**.

If Amanda was a volunteer as part of a rehabilitation programme working with a group of adults in an unofficial capacity to help them overcome drug addiction or alcohol abuse based on her own life experiences, this is known as peer mentoring), employers may wish to consider whether a **basic disclosure** would be appropriate.

Driver – delivery of equipment to patient's homes

Alfie is a driver delivering medical equipment to patient homes. His role involves him setting up and giving instruction to patients and their carers/family members to make sure they know how to use equipment correctly, with the key aim of supporting individuals to retain their independence.

In this example, Alfie's responsibilities involve the provision of advice, instruction and support to ensure adults in receipt of healthcare are able to maintain their wellbeing and retain their independence at home. Alfie is not a healthcare professional but his duties would be regarded as **work with adults** under Schedule 5 of the Police Act 1997 (Criminal Records) (Amendment) Regulations 2013. This role is eligible for an **enhanced check without barred list information**.

If Alfie's role was more concerned with the delivery of equipment to patient's homes (e.g. no more than that of any other delivery or postal service, this would **not be eligible for any level of DBS check**.

Scenario based examples: work with children

Cleaner – Child and Adolescent Mental Health Services (CAMHS)

Greg works as a cleaner at a local children's hospital which provides care/treatment and therapy to children and young people (under the age of 18) who are suffering from a range of mental health issues. As part of his duties, he will be required to clean ward areas where patients are located.

In this example, Greg's duties are concerned with ensuring the hygiene and cleanliness of ward areas. His role not only supports the provision of health services but he will also have access to children and young patients who are receiving care, treatment or therapy for a range of mental health issues.

Workers who are providing health services that enable them to have access to children and young patients (under the age of 18) in a dedicated children's hospital will be eligible for an **enhanced check without barred list information**. This is because children's hospitals are listed as a 'specified establishment' under work with children in the Police Act regulations.

Volunteer - play assistant

Rachel volunteers to work as a play assistant three days a week on a children's ward at New Town Children's Hospital. 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. Her role is supervised by the ward sister.

Rachel's role involves her teaching, instructing and assisting young children who are well enough to join in with play activities to help normalise their stay in hospital. She carries out this role three days a week (see frequency period below). She is supervised by a ward sister who is a registered healthcare professional. This role should be considered against eligibility for an **enhanced check without barred list information** under **work with children** as defined by the Police Act regulations.

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

Employers will find it useful to refer to guidelines issued by the Department of Education in relation to further clarity on [the definition of supervision](#).

Volunteer – baby buddy

Jennifer volunteers for four hours Monday to Friday as a baby buddy at Any-Town Children's hospital providing one to one support to babies and young children with serious health issues. Her duties involve giving much needed nurture and support to help reduce the patients stress levels such as cradling, rocking, singing and talking to babies, and assisting with bottle feeding when nurses or the infant's parents are unable to make it to the ward. Her role is supervised by the ward sister.

In this example, Jennifer's duties are concerned with providing care (e.g. nurturing and calming) babies and young children with serious health issues to help with their emotional wellbeing and development. Her duties are carried out in a dedicated children's hospital which is a specified establishment under the Police Act regulations. She is supervised by the ward sister therefore this role is eligible for an **enhanced check without barred list check**.