

## **Using an external agency to carry out DBS checks**

6.1.1 In cases where the responsibility for carrying out checks has been delegated to an external agency registered with the DBS (known as an umbrella body) the employing organisation will need to seek written assurances of the outcome of any checks it carries out on their behalf.

6.1.2 If the disclosure comes back clear (that is, if it confirms that the individual does not have any criminal convictions, cautions or other similar offences), then the employer can accept written confirmation from that agency that this is the case, without the need to see the original disclosure certificate.

6.1.3 If the outcome of the check reveals that relevant information is known and information needs to be considered, employers should either ask the candidate to present their original disclosure certificate or ask the umbrella body to provide a scanned copy of the disclosure certificate so that they can consider any information that might be relevant to determine the individual's suitability for a particular role.