

# APPENDIX A: DBS Check – Determining if required

This form is to be completed by the recruiting manager to determine if a post being recruited to requires a DBS check. You should use this form in conjunction with the DBS online checking tool.

Service Area:		
Manager:		
Job title of post:		
Post number:		
Main place of work for post:		
Is this a new post	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have previous post holders been subject to CRB/DBS check	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there a job description	Yes <input type="checkbox"/> No* <input type="checkbox"/> *No, you should draw up a job description and submit to Human Resources for job evaluation	
If Yes, have you reviewed the job description to ensure it is up to date and an accurate reflection of actual duties undertaken	Yes <input type="checkbox"/> No* <input type="checkbox"/> *No, you should do this before continuing with this form	
<b>Children</b>		
1. Does the role involve working <b>only</b> with young people who are 16 or 17 and who are volunteers or employees?	Yes* <input type="checkbox"/> No <input type="checkbox"/> *YES This role <b>does not</b> appear to be regulated activity. 16 and 17 year olds are not considered vulnerable if they are in volunteering or employment situations.	
2. Does the role involve providing personal care, healthcare, registered child-minding or foster caring?	Yes* <input type="checkbox"/> No <input type="checkbox"/> * YES This role <b>does</b> appear to be regulated activity.	
3. Does the role involve volunteering or working for a school, children's home, or childcare premises on a <b>regular</b> basis?	3a.	Yes* <input type="checkbox"/> No <input type="checkbox"/> *If YES, answer 3b. below.
	3b.	<b>Is the role supervised?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> YES – Not regulated activity NO – Regulated activity
4. Does the role involve any of the following activities on an <b>unsupervised</b> basis? Teaching, training, instructing, caring for, supervising, providing advice or guidance on well-being or driving a vehicle only for children?		Yes* <input type="checkbox"/> No <input type="checkbox"/> *If YES, answer 4b. below.
		<b>Is the role undertaken regularly?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> YES – Regulated activity NO – Not regulated activity

Adults		
1. Providing health care either by or under the supervision of a health care professional?	<p><b>Yes</b> – The role appears to be regulated activity</p> <p><b>No</b> - The role does not appear to be regulated activity</p>	
2. Assisting an adult with eating, drinking, toileting, washing, bathing, dressing, oral care, care of the skin, hair, nails or teaching someone to do one of these tasks		
3. The provision of social work by a social care worker in connection with any health or social services?		
4. Assistance with cash, bills and/or shopping because of an adult's age, illness or disability?		
5. Assistance with the conduct of an adult's own affairs, e.g. enduring powers of attorney or deputies appointed under the Mental Health Act		
6. Transporting an adult to or from their place of residence and a place where they have received or will receive health care, personal care or social care? (excludes taxi drivers)		
Type of check required		No criminal records check required
		Basic Check via Disclosure Scotland
		Enhanced Check for Regulated Activity (Children)
		Enhanced Check for Regulated Activity (Adults)
		Enhanced Check for Regulated Activity (Children and Adults)
		Enhanced DBS Check
		Standard DBS Check
Manager's Signature:		
Date:		
Human Resources Approval:	Yes    No	
HR Signature		
Date:		