



The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.

It is recommended that all Personal Assistants (PA) are DBS checked at an enhanced level with a check of the DBS barred list. If the PA is providing direct support for a child, there are children living at the property or the adult is vulnerable, i.e. concerns regarding capacity, then a DBS check should always be completed.

See <https://www.gov.uk/government/organisations/disclosure-and-barring-service> for full information. Below is the process in Shropshire Council

A PA is identified

Discussion with employer/DP recipient and social worker that a DBS Check is recommended by Shropshire Council. Worker will record rationale on casenotes if the DP recipient does not wish to pursue this.



The Support Plan

The costs of the DBS to be added to the support plan. The cost is £62 per check.



Information required

Social Worker to send the following information to DP support team to complete the check:

- The name of the PA.
- PA's phone number.
- PA's email address.
- Job title, i.e. Personal Assistant Care.
- Is this a children's or adults check?



Identification

The information will then be processed by the Shropshire Council HR Team. The PA will be asked to provide 2 forms of Identification, i.e. confirmation of address and photo ID.



DBS Certificate

The DBS certificate will be sent direct to the PA. The employer/DP recipient will need to ask to see the certificate. It is recommended that this is seen prior to the PA starting work.



Outcome of DBS

Nothing Recorded

- Continue with recruitment process.
- Worker record outcome on casenotes

A Positive DBS

- This should be considered on a case by case basis.
- A joint discussion to take place between the employer/DP recipient and Shropshire Council to consider the suitability of an individual, the risks (if any) and how these can be mitigated. This to include consideration of safeguarding issues and capacity.
- Discuss with DP support team and Area team manager.
- Record outcome on case notes.

