

DBS COMPLIANCE PROCESS FOR VOLUNTEERS

The term volunteer is defined in the Police Act 1997 (Criminal Records) Regulations 2002, as:

“Any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative.”

To qualify for a free-of-charge DBS check, the applicant must not benefit directly from the position the DBS application is being submitted for.

The applicant must not:

- Receive any payment (except for travel and other approved out-of-pocket expenses).
- Be on a work placement.
- Be on a course that requires them to do this job role.
- Be in a trainee position that will lead to a full time role/qualification.

DBS have identified a number of Registered Bodies who have been submitting inappropriate applications and they want to provide support and guidance to prevent this from happening in the future.

It is essential that we ensure that only applicants who meet the DBS definition of a volunteer have the volunteer box selected as ‘Yes’ at question x68 on the application form.

Should you have any queries, please do not hesitate to contact HR.

Please read below, the following case studies that DBS have put together based on some of the common errors they have identified so far:

Position applied for	DBS 'volunteer' status	Reasoning
<p>Students mentoring/tutoring children in schools (three scenarios)</p> <p>Scenario 1:- Where there is no benefit to the student except to gain experience, develop skills and enhance their CV.</p> <p>Scenario 2:- Where the student receives a qualification or credit towards a qualification as a direct result of their voluntary activity.</p> <p>Scenario 3:- Where the student receives a qualification or credit towards a qualification and an opportunity to earn a tax free bursary or payment.</p>	<p>Scenario 1: Eligible</p> <p>Scenario 2: Ineligible</p> <p>Scenario 3: Ineligible</p>	<p>Scenario 1: This activity is entirely voluntary, is unpaid and is primarily aimed at providing a service to a third party.</p> <p>Scenario 2: This activity is entirely voluntary, is unpaid and provides a service to a third party; but also provides a direct benefit in kind to the student.</p> <p>Scenario 3: This activity is entirely voluntary and provides a service to a third party; but also provides a benefit in kind to the student and an opportunity to receive a tax free bursary or payment.</p>
<p>Parent helpers in schools.</p>	<p>Eligible</p>	<p>This activity is entirely voluntary, is unpaid and is primarily aimed at providing a service to a third party.</p>
<p>Scout/Guide leaders.</p>	<p>Eligible</p>	<p>This activity is entirely voluntary, is unpaid and is primarily aimed at providing a service to a third party.</p>
<p>Adoptive parents and other household members over 18 years old.</p>	<p>Eligible</p>	<p>This activity is entirely voluntary, is unpaid and is primarily aimed at providing a service to a third party.</p>
<p>Foster carers and members of the same household over 18 years old.</p>	<p>Ineligible</p>	<p>This activity is entirely voluntary but foster carers usually receive payments for these activities therefore it is deemed that neither foster carers nor other members of the household are entitled to free checks.</p>
<p>Individuals working abroad on volunteering projects.</p>	<p>Ineligible</p>	<p>This activity is entirely voluntary and is primarily aimed at providing a service to a third party, but these persons usually receive payment of a local salary, and lump sum payments, above and beyond what could be described as "travel and other approved out-of-pocket expenses".</p>
<p>Medical/Teaching/Social Work student on work placement, as part of training.</p>	<p>Ineligible</p>	<p>This activity is a mandatory course</p>