

Local Authority – Information Requests from DBS

The Disclosure and Barring Service is responsible for managing the lists of people who are barred from regulated activity in England, Wales and Northern Ireland.

Considering whether someone should be included in a barred list, is a vital part of the work that DBS does to make recruitment safer. We make these decisions based on information provided to us within a DBS referral.

[Making barring referrals to the DBS - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Legislation

We may need to contact your organisation to get information about an individual who has been referred to us.

[Section 40 of the Safeguarding Vulnerable Groups Act \(SVGA\) 2006](#) places a duty upon Local Authorities to provide information to DBS upon request. The information which a Local Authority is under a duty to provide, is laid down within [Regulation 7 of the SVGA 2006 \(Prescribed Information\) Regulations 2008](#). Further, [Rule 12.73 The Family Procedure Rules 2010 \(viii\)](#) allows information relating to proceedings to be disclosed to DBS without a Court Order Rule 12.73(1)(a)(viii) read in conjunction with rule 2.3(1) expressly provides for the disclosure of information to the Disclosure and Barring Service in the absence of an order).

Sharing information with the DBS

It's important that when asked, organisations provide us with as much relevant information as they can. The DBS rely on the quality of information provided to help us make fair, consistent and thorough barring decisions.

You should be aware that the legal duty to provide supporting information and evidence may apply whether you've made a referral to the DBS or not.

Why do the DBS need the information?

Once a referral is received, the DBS evaluate the information, establish the facts of the case, and draw conclusions about the allegations faced by the referred person. Some case material is accepted as fact such as Criminal Cautions & Convictions, and findings made by professional bodies.

Other information will need to be evaluated by DBS to establish its relevance and reliability, identify what appears to have happened on the balance of probabilities and record the safeguarding concerns. The balance of probability is that an action or event is more than likely to have happened.

This is particularly important as the DBS rely on referral evidence and any other relevant information gathered to make fair, consistent, and thorough barring decisions.

The Local Authority may hold the necessary information and evidence to allow the DBS to make balance of probability findings. DBS will contact Local Authorities and send an Information Request that will detail what particular information is required.



What information may the Local Authority have which is relevant to the DBS?

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- A copy of the minutes / notes from any allegation management meetings / strategy meetings / review meetings held in relation to this matter
- The outcome – e.g., substantiated / unsubstantiated

Children's Services:

- A chronology of social services involvement
- A copy of any parenting assessment / reports
- Whether the child was placed on a CIN / CP plan, subject to S47 enquiry
- Copies of the minutes from any pertinent CPC / Review Meetings held
- Family court documents
- Details of the current situation – does the child(ren) remain in care, subject to CIN/CP plans, are they allowed supervised/unsupervised access, have they engaged with social services?

Adult Safeguarding:

- A copy of the minutes / notes from any allegation management meetings / strategy meetings / review meetings held in relation to this matter
- A copy of any other relevant documentation from the safeguarding enquiry
- The outcome – e.g., substantiated/unsubstantiated

**Please note that we may ask for information that is not on this list*

Redaction

If you choose to redact information before you submit it to DBS, please only redact or anonymise what is necessary and ensure the information is still understandable. For example, if redacting names, include initials, or child 1, child 2 etc. Alternatively, you may provide the specific information you wish to be redacted to DBS for consideration. This information may be redacted but only if DBS deem it is necessary.

As part of the process to decide if an individual should be placed on a barred list, any information provided in a referral or requested by DBS could be disclosed to the referred person. Prior to this information being sent out to the referred person, DBS may make redactions if we consider it necessary and will only share information which DBS intends to rely upon when making the barring decision. The redaction is carried out by the case worker and a dedicated redaction team.

How to share information?

Please email the relevant information, quoting the DBS reference number to the following email address: contactus@db.gov.uk

If sharing information via Egress: dbsdspatch@db.gov.uk.

If you require any further information please contact DBS Regional Outreach Team at: DBSRegionaloutreach@db.gov.uk

