

Guidance for consideration of criminal records checks

This guidance note should be used for the purpose of Skateboarding GB (SBGB)'s consideration of whether to allow specific SBGB members to represent SBGB in a capacity of an individual working with children under the age of 18 years and/or vulnerable adults.

Types of criminal record checks

The types of English and Welsh DBS check are as follows:

- a basic check, which shows unspent convictions and conditional cautions
- a standard check, which shows spent and unspent convictions and adult cautions, from the Police National Computer which have not been [filtered in line with legislation](#)
- an enhanced check, which shows the same as a standard check plus any information held by local police that's considered relevant to the role
- an enhanced check with a check of the barred lists, which shows the same as an enhanced check plus whether the applicant is on the adults' barred list, children's barred list or both

The types of Scottish disclosure checks are as follows:

- Level 1, basic check, shows unspent convictions
- Level 2, standard for specific roles, which shows certain spent and unspent convictions
- Level 2 with barred list check, enhanced for specific roles, which shows all spent and unspent convictions and whether you're barred from work with children or adults.
- Protection vulnerable groups (PVG) scheme, specific for those working with children or vulnerable adults and is a legal requirement in those roles.

The types of Northern Irish criminal record checks are as follows:

- Basic, shows unspent convictions
- Standard, shows spent and unspent convictions and informal warnings
- Enhanced, shows spent and unspent convictions, cautions and informal warnings, information held by the disclosure and barring service, and any other information held by the police relevant to the role applied for.

Anyone in a **regulated role** must have an **enhanced** DBS check, **enhanced** AccessNI check or **PVG** scheme. A regulated role includes working with children under 18yrs old or vulnerable adults:

- At any time of day on more than three days in a 30-day period,
- or they have any opportunity for face-to-face contact time between 2am and 6am (such as residential camps).

Any individual can request a basic request on themselves.

Any individual requiring a standard or enhanced check, has to have an application via an employer/sponsor who is requesting the check to be completed. The minimum age to apply for a DBS check, AccessNI criminal record checks or PVG scheme is 16 years old.

Note – DBS checks do not prove any individual's right to work in the UK.

Declarations of offences by applicants

An applicant has no legal responsibility to reveal a spent conviction. Suitability for a job role should be considered as if the conviction did not happen. *However*, anyone working in a position of trust working with children under 18 years must disclose spent convictions as some of these may deem them disqualified for the purposes of regulated activity with children. [Annex A of the Guidance on the rehabilitation of Offenders Act 1974 and The Exceptions Order 1975](#).

Previously issued criminal record checks

There is no expiry date to a **DBS check**, therefore it is the employer/sponsor's decision whether or not to accept a previously issued DBS check. If the individual is not on the DBS update service, you should consider the following:

The applicant's criminal record may have changed since the DBS certificate issue date.

- The level of check may not be correct for the position applied for
- The original position applied for are correct for the role you're recruiting to (certificates from 2013 will show workforce 'child' and 'adult'.
- Police disclose details relevant to the role applied for, it is not always a disclosure of their full history.
- The identity details on the certificate match those of the applicant.

If an individual no longer has their original DBS certificate but is on the DBS update service, a screen shot of the update service results will suffice as evidence if the certificate numbers matches that already held on record.

AccessNI criminal record check do not have an expiry date. However employers should not accept an old check for a new role, and periodic new checks can be requested.

PVG scheme pre 1 April 2026 has no expiry date, post 1 April 2026 from which checks will be required every 5 years.

Is the DBS certificate legitimate?

- A DBS certificate has the DBS logo on the front face.
- The paper size is 209mm x 404mm (larger than A4)
- Personal information on the certificate is printed in purple
- A 'crown seal' watermark is repeated down the right hand side of the certificate

- It has a background design with the word disclosure in a wave-like pattern.
- If you are unsure if the DBS certificate is genuine, you can email FDIT@dbb.gov.uk.

Handling and Storage of criminal record checks information

All registered bodies must have a written policy on the correct handling and safekeeping of DBS certificate information. The same principles should apply to PVG scheme and AccessNI criminal records.

DBS certificate information should only be passed to those authorised to receive it in the course of their duties. It is a criminal offence to pass it to anyone not entitled to receive it.

DBS certificates are given to the applicants in paper form, and to be viewed as completed on the DBS online system for those registered for the update service. The update service allows an annual DBS check to establish if there any changes in the individual's DBS record.

DBS certificates may only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

DBS certificates should only be retained for as long as is necessary such as consideration and resolution of disputes/complaints or purpose of a safeguarding audit. Strict control of the storage location must be in place.

Once the DBS certificate is no longer required, it should be deleted/destroyed securely. This includes hard copies, photocopies and digital copies of the original certificate. Registered bodies may retain:
a record of the date of issue of a certificate

- the name of the subject
- the type of certificate requested
- the position for which the certificate was requested
- the unique reference number of the certificates
- and the details of the recruitment decision taken.