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# Getting a DBS check for your Personal Assistant



## What is a DBS check?

The Disclosure and Barring Service (DBS) checks go through police records to gather information about a person's possible criminal activity. This includes spent and unspent convictions, cautions and warnings given by the police. After the checks are complete the DBS service send a certificate with this information on.

## When should a DBS check be carried out?

You legally must request a DBS check on Personal Assistants that you hire if there are any children aged under the age of 18 living in your household or if they will have regular contact with the Personal Assistants.

Even if there are no children living in your household, Sheffield City Council strongly recommends that you have the background of your workers checked.

You can get help to do the DBS check and the cost can be built in to your Direct Payment.

If you are paying an agency or care provider for support then it is their responsibility to carry out a DBS check on the workers that come to support you. You do not have to organise or pay for this.

## How do I carry out a DBS check?

Where there are children under the age of 18 living in the house or under 18s have regular contact with any Personal Assistants then Sheffield City Council will undertake the DBS check. Speak to your allocated worker about arranging this once you have identified who your Personal Assistants will be. Once the check is complete your allocated worker will work with you to decide whether recruitment is suitable.

In any other situation, you can arrange the DBS check through an umbrella organisation that is registered with the DBS service. See below for a local list. The Personal Assistant being checked will need to give their details and provide proof of their identity.

The full results of the check will be sent to the umbrella organisation and the person being checked. You will be told by the organisation arranging the check whether the results were satisfactory or unsatisfactory.

## The 3 levels of DBS check:

**Basic Check** – The Standard Check contains details from central police records on a person’s possible convictions, cautions, reprimands, or warnings. This includes both 'spent' and 'unspent' convictions.

**Enhanced DBS Check** - These checks provide all the information in a standard check, as well as any relevant information that the local police have.

**Enhanced DBS Check for regulated activity** – This type of check is used for jobs that are called ‘regulated activity’ in The Protection of Freedoms Act 2012. This includes a job where someone helps conduct your affairs as a formal employee, so employing a Personal Assistant would count as regulated activity.

For help working out who is eligible for different levels of DBS check, use the [DBS eligibility tool](#). If a role is not eligible for an [Enhanced Disclosure](#), you can still request a [basic check](#).

## Umbrella DBS Check Services

Below are some organisations that can help with obtaining a DBS check.

### [South Yorkshire Youth Association](#)

10a Carver Street, Sheffield, S1 4FS

Telephone: 0114 275 5309

Email: [dave@yasy.co.uk](mailto:dave@yasy.co.uk)

### [IBK Initiatives](#)

St Mary’s Community Centre, Bramall Lane, Sheffield, S2 4QZ

Telephone: 0114 478 6000

Email: [vicky@ibkinitiatives.com](mailto:vicky@ibkinitiatives.com) or

[kate@ibkinitiatives.com](mailto:kate@ibkinitiatives.com)

### [Penderels Trust](#)

They will support their existing customers with obtaining DBS checks

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