# Guidance for

### **Reviewing a DBS Certificate**

# Managers and

# employees

## What to do with your DBS Certificate

DBS applications have now started to be processed and completed by individuals, employees will start to receive their paper certificates through the post from the Disclosure and Barring Service.

All original hardcopy certificates must be seen by your line manager. Line managers are then required to complete the DBS Verification Form, which can be found here on the website: [**Appendix B - DBS Verification and Update Service Form.pdf (cumbriafire.gov.uk)**](https://www.cumbriafire.gov.uk/sites/default/files/2023-09/Appendix%20B%20-%20DBS%20Verification%20and%20Update%20Service%20Form.pdf)

Completed forms should be sent to the HR Team: [**hr@cumbriafire.gov.uk**](mailto:hr@cumbriafire.gov.uk)

**Handling DBS Certificates**

Under no circumstances, should managers copy, scan, transcribe or email a DBS certificate. This is unlawful practice and if this occurs, the incident will be recorded as a data breach. If the DBS certificate contains criminal offence information, managers should discuss the incident (s) with the individual and complete the risk assessment ([**Appendix D - Risk Assessment, Cause for Concern.pdf (cumbriafire.gov.uk)**](https://www.cumbriafire.gov.uk/sites/default/files/2023-09/Appendix%20D%20-%20Risk%20Assessment%2C%20Cause%20for%20Concern.pdf)), with the individual and seek advice from the HR team as soon as possible. The risk assessment will then be reviewed by a senior manager (area manager or head of service) or member of the executive team to review.

Unless there are exceptional circumstances, managers should not retain the original DBS certificate. In the majority of circumstances, it should be sufficient to view the certificate and complete the verification form, even where the certificate contains offence information. If a DBS certificate is retained by any manager involved in the DBS decision making process, there are several provisions that they need to follow in order to ensure that data is handled correctly. These are outlined in the DBS Data Handling, Use, Storage, Retention and Disposal procedure: [DBS Data Handling, Use, Storage, Retention and Disposal.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.cumbriafire.gov.uk%2Fsites%2Fdefault%2Ffiles%2F2023-09%2FDBS%2520Data%2520Handling%252C%2520Use%252C%2520Storage%252C%2520Retention%2520and%2520Disposal.docx&wdOrigin=BROWSELINK).