Jobs that typically require a DBS check

The Disclosure and Barring Service (DBS) in the UK requires background checks for individuals in certain job roles, especially those in contact with vulnerable groups, such as children, the elderly, and disabled people. Job roles that typically require a DBS check can be broadly categorised as follows:

1. Education sector:
   - Teachers
   - Teaching assistants
   - School administrators
   - School bus drivers
   - School caretakers
   - School counselors
   - School nurses
2. Healthcare sector:
   - Doctors
   - Nurses
   - Dentists
   - Pharmacists
   - Care home workers
   - Mental health professionals
   - Social workers
3. Childcare sector:
   - Childminders
   - Nursery workers
   - Foster carers
   - Adoption agency workers
4. Criminal justice system:
   - Police officers
   - Probation officers
   - Prison officers
   - Court staff
5. Social services sector:
   - Youth workers
   - Family support workers
   - Homeless support workers
6. Sports and leisure sector:
   - Sports coaches
   - Lifeguards
   - Scout and Guide leaders
   - Fitness instructors working with children or vulnerable adults
7. Voluntary sector:
   - Charity workers interacting with children or vulnerable adults
   - Volunteers in roles involving regulated activity
8. Transportation sector:
   - Taxi drivers
   - Bus drivers transporting vulnerable passengers
   - Train or tram drivers responsible for vulnerable passengers

9. Financial sector:
- Financial advisors working with vulnerable clients
- Bank or building society employees with access to vulnerable clients' accounts

10. Other roles:
- Clergy members
- Housing officers working with vulnerable tenants
- Immigration officers

It is essential to check the eligibility criteria for each position to determine whether a DBS check is required.

Qualifying Questions to drive logic as to what check should be done

To create a set of qualifying questions to help determine the appropriate level of DBS check for a user, consider asking the following questions:

1. Will the job role involve working with children or vulnerable adults?
   - Yes
   - No
2. Will the applicant have unsupervised access to children or vulnerable adults?
   - Yes
   - No
3. Does the job role involve providing personal care, assistance, or support to children or vulnerable adults?
   - Yes
   - No
4. Will the job role involve regular teaching, training, instructing, or supervising children or vulnerable adults?
   - Yes
   - No
5. Does the job role involve managing or supervising individuals who work directly with children or vulnerable adults?
   - Yes
   - No
6. Will the applicant be responsible for providing advice or guidance on the well-being of children or vulnerable adults?
   - Yes
   - No
7. Does the job role involve transporting children or vulnerable adults as part of their regular duties?
   - Yes
   - No
8. Will the applicant be working in a role that is specifically listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975?
   - Yes
   - No

Based on the responses to these questions, you can determine the appropriate level of DBS check for the user:

- If the job role does not involve working with children or vulnerable adults, and the role is not listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, a Basic DBS check might be sufficient.
- If the job role involves working with children or vulnerable adults but does not meet the criteria for regulated activity, a Standard DBS check might be appropriate.
- If the job role involves working with children or vulnerable adults and meets the criteria for regulated activity (e.g., unsupervised access, personal care, regular teaching, or transport), an Enhanced DBS check or Enhanced DBS check with Barred List check is likely required.

Regulated activity defined by DBS

Regulated activity is a term used by the UK's Disclosure and Barring Service (DBS) to define specific types of work that involve close and unsupervised contact with children or vulnerable adults. Roles that involve regulated activity typically require an Enhanced DBS check and may also include a check against the relevant Barred Lists.

According to the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012), regulated activity is defined as follows:

For children, regulated activity includes:

1. Unsupervised activities such as teaching, training, instructing, caring for, or supervising children, or providing advice/guidance on well-being, or driving a vehicle only for children.
2. Work for a limited range of establishments (referred to as "specified places") with the opportunity for contact with children, such as schools, children's homes, childcare premises, etc. However, some roles within these establishments are excluded, such as catering or maintenance staff.
3. Relevant personal care, such as washing, dressing, or health care provided by or supervised by a professional.
4. Registered childminding and foster care.

For vulnerable adults, regulated activity includes:

1. Providing health care, including physical or mental health care, by or under the supervision of a regulated health care professional.
2. Providing personal care, such as assistance with washing, dressing, eating, drinking, toileting, or prompting with medication.
3. Providing social work, which involves the provision of support, assistance, or advice by a qualified social worker.
4. Assistance with general household matters, such as managing a person's cash, paying bills, or shopping, where the adult is unable to do these tasks themselves due to illness, disability, or age.
5. Assistance with the conduct of an adult's affairs, including lasting or enduring powers of attorney, deputyships, or appointeeships.

6. Conveying, which involves the transportation of vulnerable adults who need to be moved due to their age, illness, or disability.

To determine whether a job role involves regulated activity, it is essential to consult the relevant legislation and guidelines to ensure compliance with specific requirements.

The data elements that should be collected for each type of DBS check

Data Element	Basic DBS	Standard DBS	Enhanced DBS	Enhanced DBS with Barred List
Full Name	✓	✓	✓	✓
Date of Birth	✓	✓	✓	✓
Address History (5 years)	✓	✓	✓	✓
National Insurance Number	✓	✓	✓	✓
Passport Number (if applicable)	✓	✓	✓	✓
Driving License Number (if applicable)	✓	✓	✓	✓
Job Role/Position		✓	✓	✓

Data Element	Basic DBS	Standard DBS	Enhanced DBS	Enhanced DBS with Barred List
Employer Name and Address		✓	✓	✓
Eligibility for DBS Check		✓	✓	✓
Details of Regulated Activity (if applicable)			✓	✓
Workforce Type (e.g., child, adult, or both)				✓
Barred List Check Request (if applicable)				✓

List of documents that DBS accepts as evidence

The Disclosure and Barring Service (DBS) has a list of acceptable identity documents that can be used as evidence when applying for a DBS check. The documents are divided into three groups: Group 1, Group 2a, and Group 2b.

Group 1: Primary Trusted Identity Credentials

- Valid passport (any nationality)
- Biometric Residence Permit (UK)
- Current photocard driving license (UK, Isle of Man, Channel Islands, or EU)
- Birth certificate (UK, Isle of Man, or Channel Islands) issued within 12 months of birth
- Adoption certificate (UK, Isle of Man, or Channel Islands)

Group 2a: Trusted Government/State-Issued Documents

- Valid non-UK photocard driving license
- Birth certificate (UK, Isle of Man, or Channel Islands) issued after 12 months of birth
- Marriage/civil partnership certificate (UK, Isle of Man, or Channel Islands)
- HM Forces ID card (UK)
- Firearms license (UK, Isle of Man, or Channel Islands)

Group 2b: Financial/Social History Documents

- Mortgage statement (UK or EEA) issued within the last 12 months
- Bank or building society statement (UK, Channel Islands, or EEA) issued within the last 3 months
- Bank or building society account opening confirmation letter (UK) issued within the last 3 months
- Credit card statement (UK or EEA) issued within the last 3 months
- Financial statement, such as a pension or endowment (UK) issued within the last 12 months
- P45 or P60 statement (UK, Channel Islands) issued within the last 12 months
- Council Tax statement (UK, Channel Islands) issued within the last 12 months
- Work permit or visa (UK) valid up to the date of the application
- Letter of sponsorship from future employment provider (non-UK, non-EEA only) valid up to the date of the application
- Utility bill (UK, not mobile phone) issued within the last 3 months
- Benefit statement, such as Child Benefit, Pension (UK) issued within the last 3 months
- Central or local government, government agency, or local council document giving entitlement (UK, Channel Islands) issued within the last 3 months
- EEA national ID card (valid up to the date of the application)
- Irish passport card (cannot be used with an Irish passport)
- Account card from a bank, building society, or credit union (UK, Channel Islands, or Isle of Man) issued within the last 3 months
- Letter from a headteacher or further education college principal (UK, for 16-19-year-olds in full-time education, used if other documents cannot be provided)

When validating an applicant's identity, you must follow the DBS guidelines, which generally require:

- One document from Group 1
- Two further documents from either Group 1, 2a, or 2b

At least one of the documents must show the applicant's current address, and all documents must be original (not copies). The specific requirements may vary depending on the level of DBS check and the applicant's circumstances.

Introducing OCR technology

1. **Google Cloud Vision API**: Google Cloud Vision API provides advanced OCR capabilities and can recognize a wide range of document types, including passports,

driver's licenses, and national ID cards. It supports multiple languages and can handle complex layouts.

2. **Amazon Textract**: Amazon Textract is another powerful OCR service provided by Amazon Web Services (AWS). It can automatically extract text, handwriting, and data from scanned documents, including identity documents like passports, driver's licenses, and other government-issued IDs.
3. **ABBYY FineReader**: ABBYY FineReader is a well-known OCR solution that can recognize various document types, including identity documents. It supports multiple languages and can handle complex layouts, making it suitable for your use case.
4. **Microsoft Azure Computer Vision API**: Microsoft's Azure Computer Vision API provides OCR capabilities that can recognize text from various documents, including identity documents like passports and driver's licenses. It supports multiple languages and is designed to handle complex layouts.

Advantages of including OCR tech into the process

The process you described has several advantages:

1. **Reduced data entry errors**: OCR technology minimizes manual data entry, which can reduce the likelihood of errors caused by mistyping or misreading information.
2. **Improved user experience**: Candidates can easily upload their documents and have the relevant information automatically extracted and populated into the required data fields. This simplifies the application process and can lead to higher satisfaction rates.
3. **Faster processing time**: By automating data extraction, you can potentially speed up the overall background check process, allowing you to deliver results more quickly.
4. **Competitive advantage**: This approach can differentiate your background check business from competitors that may still rely on manual data entry or have less efficient processes in place.

Factors when implementing OCR process:

1. **OCR accuracy**: Ensure that the chosen OCR solution provides high accuracy in extracting data from identity documents. You may need to test and fine-tune the OCR technology to achieve optimal performance.
2. **Data validation**: Implement a data validation step where candidates review and confirm the extracted information before signing off. This helps catch any errors that the OCR technology might have made and ensures the data's accuracy.
3. **Document quality**: Encourage candidates to upload high-quality images of their documents, as poor image quality can negatively impact the OCR's performance.
4. **Security and compliance**: Make sure that your process adheres to data protection regulations and maintain strict security measures to protect candidates' sensitive information.

To aid above we should have policies like below

1. **Guidelines and examples**: Provide clear guidelines on your website or platform, detailing how candidates should capture and submit their documents. Include examples of acceptable and unacceptable document images to demonstrate the desired quality.

2. **Real-time feedback**: Implement a system that provides real-time feedback on the quality of uploaded images. You can use image processing algorithms to check the image's resolution, sharpness, and brightness. Notify the candidate if the image does not meet the quality requirements and ask them to retake and re-upload the document.
3. **Automatic cropping and orientation**: Implement a feature that automatically crops and corrects the orientation of the uploaded document images. This can help improve the quality of the image and ensure the OCR technology can correctly process the document.
4. **Mobile camera optimization**: If candidates are using mobile devices to capture and upload their documents, provide guidelines on using the device's camera settings to capture the best quality images. Encourage candidates to use features like HDR and autofocus, and to ensure proper lighting when taking photos.
5. **File format and size requirements**: Specify the acceptable file formats (e.g., JPEG, PNG) and the minimum and maximum file sizes for document uploads. This can help ensure that images are of sufficient quality and resolution for OCR processing.
6. **Image compression**: Implement a server-side or client-side image compression algorithm to optimize the uploaded images without significantly affecting their quality. This can improve the OCR processing speed while maintaining acceptable document quality.
7. **User verification**: Require candidates to review the extracted information and confirm its accuracy before submitting their application. This step serves as a final check to ensure that the OCR technology has successfully processed the document, despite any potential quality issues.