**Disclosure and Barring Service (DBS) Check**

**Please note**

* The PA Noticeboard team can't organise a DBS check until a job offer has been accepted.
* DBS checks are returned, on average, in under 48 hours and can only be carried out if the PA or employer resides in Portsmouth.
* DBS checks should be renewed every 3 years.

**What is a DBS Check?**

A DBS check is carried out on PAs applying to work with vulnerable adults or children. The Disclosure and Barring service checks police records and issues a DBS certificate stating any relevant criminal records. The DBS replaced the CRB check in 2012.

[Find out more about DBS checks](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

**What if the DBS Check shows a criminal record?**

The DBS Check helps to protect the employer as well as any children or vulnerable adults in the household, by disclosing a potential employee’s criminal record and whether they are barred from working in certain roles.

However, an employer must treat all applicants fairly when taking a potential employee’s DBS check into account, consideration should be given as to how relevant the criminal record is to their potential role and the applicant should be given an opportunity to discuss this.

If the person is included on the DBS barred lists, it is against the law for them to be employed in a role where they are supervising or providing care for vulnerable adults or children.

**Cost of DBS Check**

A self-employed PA is responsible for funding their own DBS check.

Portsmouth City Council covers DBS checks for employed PAs sourced from the PA Noticeboard and working with adult service users, but the PA may need to fund it themselves if working with a child.