Barring referral flow chart

We have put together the following flow chart to help you decide if it is appropriate to refer someone to us.

Disclosure & Barring Service

Are you:
- a Regulated Activity provider?
- a personnel supplier?
- a local authority?
- an education and library board (NI)?
- a health and social care (HSC) trust?
- a keeper of register
- a supervisory authority?

NO → You are not one of the groups listed in legislation. You do not have a legal duty to refer, however, you can still send the information to DBS.

If you have concerns, contact the person's employer, the police or social services.

YES ↓

Was/is the person working in Regulated Activity?

NO → There is no need to refer to DBS.

YES ↓

Have you carried out an investigation to establish facts and gather evidence?

NO → You must follow your safeguarding and disciplinary procedures to establish facts and gather evidence. Reconsider whether the person should be referred after this process.

YES ↓

Does the evidence point to the concerns or allegations being true?

NO → There is no need to refer to DBS.

YES ↓

Has the person been removed from Regulated Activity (either through instruction or of their own choosing) because they pose a risk of harm or caused harm to a child or adult?

NO → Do you still have safeguarding concerns about the person?

NO → No further action needed.

YES ↓

YES ↓

If you are a Regulated Activity provider or a personnel supplier, you have a legal duty to make a referral to DBS. If you are:
- a local authority
- an education and library board (NI)
- a health and social care (HSC) trust
- a keeper of register
- a supervisory authority

you can make a referral to DBS.

NO → You can make a referral to DBS with information to support your concerns.