

## Disclosure and barring service (DBS)

All employees in schools are subject to checks by the DBS.

[DBS guidance for Ealing schools \(pdf\)](#) - August 2017

Guidance on who needs DBS disclosure and how to meet Ofsted requirements.

[DBS checklist overview \(pdf\)](#) - August 2017

Brief overview of the requirements of people who require DBS checks.

## Ealing DBS unit

Ealing DBS unit

Tel: 020 8825 9000 option 3, option 6, option2 (recruitment and CRB)

Email: [CRBUnit@ealing.gov.uk](mailto:CRBUnit@ealing.gov.uk)

For queries and to receive log in details for online DBS processing.

## DBS arrangements

The DBS made changes to their [identity checking guidelines](#) (pdf), which have come into effect on 1 September 2012.

Within the guidelines there are a number of documents which are no longer accepted to support a DBS application.

Please ensure that you read these guidelines prior to seeking a DBS disclosure for recruitment or other purpose.

### Disclosure risk assessment form

[Disclosure risk assessment form](#) (word) is used in exceptional cases to request an exemption from the requirement to obtain a valid DBS certificate prior to appointing an employee to work with children or vulnerable adults. Each school can personalise to match school's own processes.

### Volunteer applications and risk assessment

- [Volunteer applications guidelines](#) (pdf) who qualifies for a free-of-charge DBS check and who doesn't.
- [Risk assessment form for a volunteer who is not eligible for a DBS check](#) (word)
- [Example Risk Assessment for Volunteer/Contractor used at Mayfield Primary School](#) (word)

### Employing ex-offenders

- [Practical guide for employing ex-offenders](#) (pdf)
- [Policy statement on the recruitment of ex-offenders](#) (word)

## Children's barred list (Previously List 99)

A list maintained by the DBS of individuals who are barred from working with children. The children's barred list replaces:

- List 99 (individuals barred from working in education under section 142 of the Education Act 2002)
- Protection of Children Act list (PoCA)
- Disqualification orders operated by the criminal justice system.

Before starting work all new staff need to be checked against the barred list if their DBS is still outstanding.

This can be requested by emailing DBS unit on [CRBUnit@ealing.gov.uk](mailto:CRBUnit@ealing.gov.uk)

There is a charge of £10 per check for schools that buy into the HRSSC and £15 for schools who don't. The surname and date of birth is all that is required for us to undertake the check.

It is illegal for schools to employ anyone who is on the list.

Schools are required to make a timely notification to the DBS of information about individuals working with children or vulnerable adults where they are considered to have caused harm or pose a risk of harm.

For example, at the conclusion of a disciplinary investigation into relevant misconduct, in relation to someone who works with children or vulnerable adults, or where the employer has ceased using a volunteer out of the same concerns.

[Home Office website on DBS referrals and checks](#)

### Related content

[LA staff visiting schools](#)

[Safeguarding and child protection](#)

### Related services

[HRSSC administration 2025/26](#)

[HR advice and consultancy 2025/26](#)

[HRSSC pay as you go services 2025/26](#)

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