The Barring Referral Service

The Disclosure and Barring Service (DBS) is responsible for managing the lists of people who are barred from regulated activity in England, Wales, and Northern Ireland.
Organisations who employ individuals or have volunteers who carry out regulated activity with children or adults have a legal duty to refer to DBS if certain conditions are met.
Personnel suppliers who provide individuals to organisations to carry out regulated activity also have a legal duty to refer.
Guidance about regulated activity can be found at Eligibility guidance for enhanced DBS checks and DBS guidance leaflets

Before making a referral, an organisation should establish if the following conditions are met: 1) The individual has been removed from regulated activity. This can include dismissal, redeployment, retirement, redundancy, or resignation.
2) The organisation thinks the individual has engaged in relevant conduct or satisfies the harm test.
Further guidance on relevant conduct and harm can be found at Making barring referrals to the DBS

The barring referral service

You can submit a referral using the online barring referral service. As part of the referral, you must provide all relevant supporting documents.

Some important points to be aware of

- There will be guidance on each page to guide you through the referral – it is important that you read this to assist you in the process.
- Have all your documentation to hand before commencing the referral.
- Submitting a referral can take approximately 45 minutes. We have updated the service to include a 'save and return' function – meaning you can get started on your referral, save your progress, and return to it later if you need to. You may save your referral at any point and return to it, except at the stage where you upload your documents.
- You will be presented with a series of questions throughout the process – the questions asked will be dependent on the type of referrer you are.
- You can upload your supporting documents as part of the referral process – this is up to 35 files per referral.
- This service is available Monday to Sunday, 8am to 11:30pm.
- Once the referral is submitted you can download or print a copy for your records.

The service can be accessed through - Gov.uk – and type in Barring Referral Service - this link will take you to the page providing you with guidance, and at the end of the guidance you will see

- click this button 

to start your referral.

You will see on the screen the first question on the form will be - What type of referrer are you? This is an important first step, please ensure you read the guidance and select the correct option as once selected this cannot be changed. It creates the step-by-step pathway for the referral completion, and ensures the appropriate information is received by DBS to support the barring decision process.

Once you have selected which type of referrer you are – the next screen will provide a list of sections to be completed.

Your Details – In this section you input your details as the referrer – you will also have the option to add in an additional contact from your organisation, you do not have to provide this, however we strongly advise doing so, this will help us progress with the referral if we are unable to contact you.

Referred persons details – Here you follow through a series of questions which include name, DOB, NI number, nationality – there is an option to choose if any of the information is not known.

Referred persons employment details – This includes job title, working with children/adults, professional registration, date of employment to – from etc.

Reason for referral – here you will be presented with 3 Questions,

1. Summary of events leading to the referral - Here you **summarise** the alleged behaviour / events leading up to the referral – this is an overview. (You have 255-character count to provide this) This should be the actual allegation or behaviour that the person has done. e.g., *"had an inappropriate relationship with a student. sent inappropriate text messages, bought gifts, met in secret etc..."*
2. Details of the events leading to this referral - this is where you will provide more detailed and specific information around the summary provided in Q 1, e.g., dates of when and where the behaviour conduct occurred, reported to, action taken, other agency involvement and any outcomes.
3. Here you can add details of up to 10 events leading to this referral – (each event has a maximum of 190-character count - please complete in order of occurrence, linking with your chronology events.
   (Please note 10 events is not 10 instances of harm)

NB: Points 2 and 3 are what used to be known as the 'chronology of events', as in what actions were taken. e.g *"reported by parent after they found the messages on the student's phone" "reported to the police" "police investigated but CPS decided to take no action"*

Harmed persons details – 4 options – as previously – once selected this cannot be changed – it defines the questions then asked relating to either individuals or a group. In the last question of this section, you will have the opportunity to add the details of another person harmed if there is more than one.

Additional Information – each question is a Yes or No answer – one of the questions is - Are you going to refer, or have you referred anyone else that was involved in the same incident? – again this is a yes or no – this is the opportunity to link the referrals - you will still need to refer each person separately.

Other Agencies – Please ensure you provide contact details of other involved – names, emails addresses etc.

Upload Evidence Documents - You must provide us with as much and all relevant evidence as you can when submitting a referral. You must ensure any documents you upload are clear, readable and not password protected. You can upload up to 35 files each of 10 MB.

Review and submit – you need to complete all sections to enable you to review and submit your referral. You now have the option to download and print a copy of the referral for your records.

What happens next?

You will be provided with a unique reference number – keep hold of this – if you need to contact DBS or submit additional information which comes to light you will need to use this reference number when contacting DBS.

Further support, guidance, and useful links

Barring Referral Service - Submit a barring referral

For further advice and information about using the Barring Referral Service, please contact dbsregionaloutreach@dbs.gov.uk

Disclosure & Barring Service