

## **ANNEX B**

### **REFERRAL FORM TO THE DISCLOSURE AND BARRING SERVICE**

**(For completion by a Child Protection Officer)**

This form is available from the DBS website at the following link:  
<https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>

The form should be used when making a referral (i.e. providing information) to the DBS.

There are two main conditions that should be met for a referral to be made, these are:

1) The person has been removed from regulated activity through dismissal or permanent transfer from regulated activity (or would have been if the person had not left, resigned, retired or been made redundant); and

2) The person has either:

a. Engaged in 'relevant conduct', or

b. Satisfied the 'harm test' (i.e. no action or inaction occurred but they present risk that could be significant), or

c. Received a caution or conviction for a 'relevant offence'

Accompanying DBS Referral Guidance can be found on the website and should be read in order to understand our duty in relation to making a referral to the DBS and in providing information as requested.

All information provided to the DBS will be handled in accordance with the Data Protection Act 1998.

Detailed information can be found on the DBS website:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>