

Basic DBS Checks

A basic check will contain details of convictions and conditional cautions considered to be ‘unspent’ under the terms of the [Rehabilitation of Offenders Act 1974](#).

The Rehabilitation of Offenders Act 1974 aims to give those with convictions or cautions the chance - in certain circumstances - to wipe the slate clean and start afresh.

Under the Act, eligible convictions or cautions become ‘spent’ after a specified period of time known as the ‘rehabilitation period’, the length of which varies depending on how the individual was dealt with.

There is a [table of rehabilitation periods](#) for the most common sentences and disposals, along with some example scenarios.

If you wish to process a basic DBS check, you will need to request applicants apply for this directly via the DBS website.

The PCC will need to decide how the cost of basic DBS checks will be covered. Currently the cost for a Basic DBS check is £21.50 (i.e. will the applicant be covering this cost, or will the PCC authorise the church/parish to reimburse the applicant). This cost is associated with all paid and volunteer based roles.

Here is the website for further information about Basic DBS checks:

<https://www.gov.uk/request-copy-criminal-record>

The ability to request a Basic DBS check via 31:8 is not available at this time.

If this changes, any Basic DBS applications requested via 31:8, may incur a fee for your parish/church to pay the Diocese. This will be a higher cost, than that of the DBS website as well, due to 31:8’s administration fee and our own additional fee for processing.

****Please note** that in some cases, an organisations insurers require all church officers (this includes all paid and volunteer roles) are DSB checked. Where this is the case, it is likely that a basic DBS check can be sought to satisfy these criteria. It is also best practice, but not a requirement to have all church officers DBS checked at some level.

If you require any further information or support regarding Basic DBS checks. Please contact us on 01522452049, or email db-checking@lincoln.anglican.org