

## Fire and Rescue Authority roles

This guidance has been produced in partnership between the Disclosure and Barring Service (DBS) and the National Fire Chiefs Council (NFCC) Safeguarding Board. The DBS helps employers make safer recruitment decisions by processing and issuing DBS checks for England and Wales. DBS also maintains the Adults' and Children's Barred Lists and makes considered decisions as to whether an individual should be included on one or both of these lists and barred from engaging in regulated activity.

The purpose of this guidance is to provide a framework for all UK fire and rescue services to understand what eligibility checks should be considered.

There are four types of DBS check, and each type results in a DBS certificate being issued to an individual. Employers can then ask to see the certificate to ensure that they are recruiting suitable people into their organisation.

The information contained on each type of check is detailed in the table below:

Type of Check	Conviction and Caution information included	Relevant Police Intelligence included
Basic	Unspent ONLY	No
Standard	Spent and Unspent ( <a href="#">subject to filtering</a> )	No
Enhanced	Spent and Unspent ( <a href="#">subject to filtering</a> )	Yes
Enhanced with (relevant) Barred List(s)	Spent and Unspent ( <a href="#">subject to filtering</a> )	Yes

Details of when conviction or caution information becomes spent can be found in the [Rehabilitation Periods Guidance](#).

## Regulated Activity

“Regulated Activity” refers to a number of activities that a person may undertake when working with children or adults; those activities are prescribed in legislation. Anyone working in regulated activity is eligible for an Enhanced with (relevant) Barred List check.

- Guidance about [regulated activity with children](#) has been published by the Department for Education (DfE).
- Information about [regulated activity with adults](#) is available from the Department of Health (DH).
- The DBS have produced a number of [leaflets](#) which may be useful in determining whether activities being undertaken by Fire and Rescue Authority employees would be considered regulated activity.

Anybody who has been barred by the DBS must not carry out regulated activity; it is a criminal offence to seek regulated activity employment once barred and employers must not knowingly employ a person who is barred to undertake such a role.

## Line Management considerations

If a person is working in regulated activity, then their immediate line manager/ supervisor is also eligible for an Enhanced with (relevant) Barred List checks.

However, this eligibility does not follow up a cumulative line management chain and therefore after the immediate line manager, subsequent eligibility for further management roles must be considered individually (looking at activity and frequency) and not rely on line management supervision to bring in eligibility for an Enhanced with (relevant) Barred Lists DBS check.

## Fire and Rescue Authority employees

Due to the inclusion of Fire and Rescue Authority employees into the Exceptions Order; eligibility for a **Standard Level** of DBS check will be available for all who work or volunteer for Fire and Rescue Authorities.

However, depending on activities undertaken by those working for Fire and Rescue Authorities, the frequency of those activities and risk assessment undertaken by the Authorities, there may be some discretion for employees to be eligible for Enhanced levels of DBS checks (with or without Barred List checks). The below table, explanations and scenarios seeks to address some of the more common roles within a Fire and Rescue Authority.

From a DBS and eligibility point of view, the role is not important, it is the activity being carried out and the frequency of that activity, which should be used to determine eligibility for DBS checks. Each role will need to be individually risk assessed.

## Overview of Eligibility

Role	Level of Check available
General Staff Working from a Fire Station	<p><b>STANDARD:</b> unless any other activity carried out by staff working from a fire station or line management of a person in regulated activity would bring in a higher-level check.</p> <p>Simply working from a fire station would not bring eligibility for a higher check if contact with others would be incidental and not specifically part of the role. If particular staff members were directed to undertake regulated activity or activity that would fall in to either work with children and /or adults, then those activities should be considered to determine the appropriate level of check.</p>
Full time Firefighter	<p><b>STANDARD</b></p> <p><b>ENHANCED WITH (relevant) BARRED LIST CHECKS</b> if undertaking any other duties that would bring in Regulated Activity.</p>
On-call Firefighter	
Apprentice Firefighter	
Station/ Crew/ Watch Manager	<p><b>STANDARD</b></p> <p><b>ENHANCED WITH (relevant) BARRED LIST CHECKS</b> if line managing any member of staff in Regulated Activity.</p>
Group Manager	<p><b>STANDARD</b></p> <p><b>ENHANCED WITH (relevant) BARRED LIST CHECKS</b> if line managing any member of staff in Regulated Activity.</p>
Area Manager	<p><b>STANDARD</b></p> <p><b>ENHANCED WITH (relevant) BARRED LIST CHECKS</b> if line managing any member of staff in Regulated Activity.</p>
Assistant Chief Fire Officer/Deputy Chief Fire Officer	<p><b>STANDARD</b></p> <p><b>ENHANCED WITH (relevant) BARRED LIST CHECKS</b> if line managing any member of staff in Regulated Activity.</p>

Role	Level of Check available
Chief Fire Officer	<p><b>STANDARD</b></p> <p><b>ENHANCED WITH (both) BARRED LIST CHECKS</b> if line managing any member of staff in Regulated Activity.</p>
Fire Cadet Instructor	<p><b>ENHANCED WITH (child) BARRED LIST CHECK</b> if providing the service often enough, for example, at any time on more than three days in any 30-day period, or once overnight between 2am and 6am with the opportunity for face-to-face contact with the child(ren).</p> <p><b>ENHANCED WITHOUT BARRED LIST</b> (child workforce) if service does not meet the period condition above.</p> <p>CADET units with “vulnerable adults” attending: <b>ENHANCED WITHOUT BARRED LIST</b> (adult workforce) <b>ONLY</b> if the vulnerable adults meet the definition <a href="#">within Annex 1 of the guidance</a> and if the Instructors are teaching, training, supervising them often enough, for example, more than three days in a 30-day period, or once overnight, or once a week on an on-going basis.</p>
Fire Cadet Volunteer Instructor	<p><b>ENHANCED WITH (child) BARRED LIST CHECK</b> if providing the service often enough, for example, at any time on more than three days in any 30-day period, or once overnight between 2am and 6am with the opportunity for face-to-face contact with the child(ren).</p> <p><b>ENHANCED WITHOUT BARRED LIST</b> (child workforce) if service does not meet the period condition above.</p> <p>CADET units with “vulnerable adults” attending: <b>ENHANCED WITHOUT BARRED LIST</b> (adult workforce) <b>ONLY</b> if the vulnerable adults meet the definition <a href="#">within Annex 1 of the guidance</a> and if the Instructors are teaching, training, supervising them often enough, for example, more than three days in a 30-day period, or once overnight, or once a week on an on-going basis</p> <p>Would be eligible for a volunteer check, such as being free-of-charge.</p>

Role	Level of Check available
Fire Cadet Support Roles	<p><b>STANDARD</b></p> <p><b>ENHANCED WITH (child) BARRED LIST CHECK:</b> if providing care for or supervision of children on more than three days in a 30-day period or overnight between 2am and 6am with the opportunity for face-to-face contact with the children and/or line managing those in Regulated Activity.</p>
Fire Cadet	Over the age of 16: <b>STANDARD</b>
Specialist Youth/ Adult Intervention Scheme such as, Firebreak/Life	<p><b>ENHANCED WITH (child) BARRED LIST CHECK</b> if providing the service often enough, for example, at any time on more than three days in any 30-day period, or at any time between 2am and 6am.</p> <p><b>ENHANCED WITHOUT BARRED LIST (child workforce):</b> if service does not meet the period condition above.</p> <p><b>ENHANCED WITHOUT BARRED LIST (adult workforce):</b> Only relevant to adults if they meet the definition within <a href="#">Annex 1 of the guidance (paras 9 or 10)</a> and if they are supervising them often enough, for example, more than three days in a 30-day period, or once overnight, or once a week on an on-going basis in which case.</p>
Community Safety Fire Officer	<p><b>STANDARD:</b> If services available to general public, within which there will be some who may incidentally be “vulnerable” within the definition of <a href="#">Annex 1</a>.</p> <p><b>ENHANCED WITHOUT BARRED LIST (adult workforce):</b> If services (activities detailed within <a href="#">paragraph 6 of the guidance</a>) likely to be provided wholly or mainly for adults who are in receipt of <a href="#">support under para 9 or 10 and undertaken often enough</a>.</p>
Safe and Well Officers	<p><b>STANDARD:</b> If services available to general public, within which there will be some considered to be “vulnerable” within the definition of <a href="#">Annex 1</a>.</p> <p><b>ENHANCED WITHOUT BARRED LIST (adult workforce):</b> If services (activities detailed within <a href="#">paragraph 6 of the guidance</a>) likely to be provided wholly or mainly for adults who are in receipt of <a href="#">support under para 9 or 10 and undertaken often enough</a>.</p>

Role	Level of Check available
Non-Uniformed/volunteer Youth Officer	<p><b>ENHANCED WITH (child) BARRED LIST CHECK</b> if providing a direct service often enough, for example, at any time on more than three days in any 30-day period, or at any time between 2am and 6am (subject to consideration of <a href="#">Supervision</a> below <b>for volunteers only</b>).</p> <p><b>VOLUNTEERS: ENHANCED WITHOUT BARRED LIST</b> (child workforce) if service does not meet the period condition above or if the volunteer is suitably <a href="#">supervised</a> by another paid member of staff in regulated activity who has, themselves, an Enhanced with Barred List check.</p>
Safeguarding Designated Responsible Officer	<p><b>STANDARD:</b> if not working on local authority safeguarding boards or line managing any member of staff in Regulated Activity.</p> <p><b>ENHANCED WITH (relevant) BARRED LIST CHECKS:</b> If line managing any member of staff who is in Regulated Activity.</p> <p><b>ENHANCED without BARRED LISTS CHECKS:</b> If working on the local authority safeguarding board.</p>
Head of safeguarding / professional adviser / Named person (and/or deputy)	<p><b>STANDARD:</b> if not working on local authority safeguarding boards or line managing any member of staff in Regulated Activity.</p> <p><b>ENHANCED WITH (relevant) BARRED LIST CHECKS:</b> If line managing any member of staff who is in Regulated Activity.</p> <p><b>ENHANCED without BARRED LISTS CHECKS:</b> If working on the local authority safeguarding board.</p>
Safeguarding Officers	<p><b>STANDARD</b> if the criteria below is not met.</p> <p><b>ENHANCED WITHOUT BARRED LIST</b> (adult workforce) <b>ONLY</b> if those being visited are in receipt of support/services as defined in paras 9 or 10 <a href="#">within Annex 1 of the guidance</a>, if the activity being undertaken in that visit is listed in para 6 of the same Annex and if it is being done often enough i.e. more than three days in a 30-day period, or once overnight, or once a week on an on-going basis.</p>

Role	Level of Check available
Safeguarding Office Support staff (case management)	<b>STANDARD</b>
Uniformed or non-uniformed Staff Member <ul style="list-style-type: none"> <li>• Visiting schools to deliver presentations/ assemblies.</li> <li>• Delivering educational intervention 121 or in groups</li> <li>• Delivering JFS interventions 121 or in groups</li> </ul>	<b>ENHANCED WITH (child) BARRED LIST CHECK</b> if activity carried often enough, for example, at any time on more than three days in any 30-day period*.  <b>ENHANCED WITHOUT BARRED LIST CHECK</b> if the period condition above is not met.  *does not have to be in the same school nor to the same young person/people.
Business Safety Advisor	<b>STANDARD</b>
Safety Advisory Group Member	<b>STANDARD</b>
<ul style="list-style-type: none"> <li>• Technical Support Roles</li> <li>• IT Support Roles</li> <li>• Finance Support Roles</li> </ul>	<b>STANDARD</b>
Control Staff	<b>ENHANCED WITH (both) BARRED LIST CHECKS:</b> If providing direction to members of the public to deliver first aid from direction or with supervision by a Healthcare professional:  <b>STANDARD</b> if not providing direction to members of the public to deliver first aid as above.
HR Roles	<b>STANDARD</b>
Fitness Team	<b>STANDARD</b>  <b>ENHANCED WITH (child) BARRED LIST</b> only if working with children (not as part of a work-based apprenticeship) often enough (at any time on more than three days in any 30-day period, or at once overnight between 2am and 6am with the opportunity for contact with the child(ren)).
Occupational Health Roles	<b>STANDARD:</b> if the Occupational Health Therapists are not regulated by the Health and Care Professions Council.  <b>ENHANCED WITH (adults) BARRED LIST:</b> only if the Occupational Health Therapists are regulated by the Health and Care Professions Council.

Role	Level of Check available
Data & Performance Roles	<b>STANDARD</b>
Staff working within Property Services with access to all areas of all FRS premises.	<b>STANDARD</b>
Apprentice (other than FF)	Eligibility would follow the same as for any FTE role that an Apprentice is undertaking.
Apprenticeship Trainers/ and support roles	<p><b>STANDARD</b> If they are working with the apprentices in the work setting.</p> <p><b>ENHANCED WITH (child) BARRED LIST</b> (for apprentices who are aged 16-17): If they are teaching, training, providing advice, guidance or supervision <b>in a classroom setting</b> often enough to be regulated activity.</p>
Line Management for Apprentices	<p>Eligibility would follow that of the Apprentice – if the Apprentice is in regulated activity, then the immediate line manager would also be in regulated activity and have access to <b>ENHANCED WITH (appropriate) BARRED LIST checks</b>.</p> <p><b>STANDARD:</b> If the line manager does not have eligibility through conferred Regulated Activity and if they are not providing classroom-based teaching, training.</p>
Volunteer Roles	<p><b>STANDARD</b></p> <p><b>ENHANCED WITH (relevant) BARRED LIST CHECKS</b> if volunteer role meets the definition of Regulated Activity.</p>



## Responsibilities

### Volunteer applications

The DBS definition of a volunteer is defined in the Police Act 1997 (criminal records) Regulations 2002 as:

“Any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative.”

To qualify for a free-of-charge criminal record check, the applicant must not:

- benefit directly from the position for which the DBS application is being submitted.
- receive any payment (except for travel and other approved out-of-pocket expenses).
- be on a work placement.
- be on a course that requires them to do this job role.
- be in a trainee position that will lead to a full-time role/qualification.

It states on the DBS application form “By placing a cross in the yes box (at section 68) you confirm that the post meets the DBS definition for a free-of-charge volunteer application. Please note that DBS may recover the application fee if box 68 is marked in error and this could result in the cancellation of your DBS registration”.

Only standard or enhanced volunteer applications are free-of-charge.

### Renewal of DBS Checks

It is often recommended that DBS checks are renewed every 3 years. DBS checks do not have an official expiry date, as a result DBS checks are only completely accurate on the day that they are issued by the DBS. A conviction could be recorded any time after completing the DBS check and therefore it is important to check the issue date on the certificate.

It is ultimately the responsibility of an employer to determine if new DBS checks are required and when they should be renewed.

## **DBS Update Service**

The Update Service is an online service provided by Disclosure & Barring Service (DBS). It lets applicants keep their Standard and Enhanced DBS Certificates up to date. This is commonly referred to as a 'portable DBS.'

Applicants signed up to the Update Service can take their DBS Certificate from role to role if applying for a position within the same workforce, where the same type and level of check is required.

The service also allows employers to check an applicant's certificate online. They can carry out instant online status checks on DBS Certificates that are linked to an applicant's subscription, with their consent.

The service costs £13 per year and starts from the date your DBS Certificate was issued. There is no charge if you are using a volunteer application or certificate to join the Update Service. The Disclosure and Barring Service (DBS) Update Service can be accessed using this link [DBS Update Service](#).

## Eligibility Scenarios

### Firefighter/ Officer / First responder

Jenson is a full-time firefighter crew member. Jenson is expected to attend emergency callouts to put out fires, rescue people and/or animals and to provide first aid as required. Jenson is eligible for a Standard DBS check as their activities at work do not bring them into any form of Regulated Activity.

However, Jenson is interested in promoting fire safety and the fire service to children. Jenson is also keen to be involved in the 'Firebreak' project working as a mentor with youths who are at risk of offending. As part of Jenson's on boarding to this new role, Jenson will be asked to obtain an Enhanced DBS check in the child workforce **with** a check of the Children's Barred List, as this role will mean that Jenson is now undertaking activities which would be considered Regulated Activity.

Ahmed is an on-call firefighter in a remote area of the country. Ahmed is expected to attend the same kind of emergency callouts as a full-time firefighter. Ahmed attends regular training sessions however is only on duty when a call comes in. For this they receive a one-off annual retainer of £3000. Because of this, Ahmed does not meet the DBS definition of a volunteer, and their DBS check must be paid for.

### Student/ Apprentice Firefighter

Joseph is an apprentice firefighter. As Joseph's apprenticeship progresses, they are expected to carry out more and more functions of a full-time firefighter including incidental first aid as required by operational requirements. This means that Joseph can be asked to apply for a Standard DBS check.

### Fire station manager

Laura is a fire station manager. Although as part of Laura's normal duties does not attend calls, Laura is the direct line manager of firefighters/watch managers who do. However, as those staff members are not in Regulated Activity, Laura can be asked to apply for a Standard DBS check.

If Laura was a manager of any member of staff who was in regulated activity and who had been asked to obtain an Enhanced **with** Barred List check, Laura would also be in Regulated Activity and would also have to obtain the same level of check.

### **Community fire safety officer**

Lina is a member of their local fire and rescue authority. Lina's responsibilities include:

- Carrying out safe and well visits targeted at the vulnerable to ensure their homes are safe for them to live in.
- Carrying out safety visits in care homes.
- Visiting the homes of the general public to assess fire safety equipment and to fit smoke alarms.
- Carrying out all administration of the above visits.

If Lina is expected to attend safe and well visits on more than three days in any period of 30 days, Lina can be asked to apply for an Enhanced DBS check in the adult workforce **without** a check of the Children's or Adults' Barred Lists. If Lina is not likely to carry out the safe and well visits often enough, they can be asked to apply for a Standard DBS check.

### **Designated responsible person / Head of Safeguarding/ Safeguarding Officers**

Sophie is the Head of Safeguarding at a fire and rescue service. Sophie acts in this capacity as a decision member of local authority safeguarding boards, relating to both children and adults as well as a strategic advisor for safeguarding to the service. Sophie's role also involves overseeing home visits or 1:1 meetings for case work where they have access to personal and sensitive records.

Sophie's work on the local authority safeguarding boards means that Sophie can be asked to apply for an Enhanced DBS check in the child and adult workforce **without** a check of either of the Barred Lists.

### **Visiting schools**

Jarek is a support member of staff who works for a fire and rescue service as an Education Officer. On a weekly basis, Jarek visits various schools to provide fire safety talks to pupils aged 4-18. Because of this, Jarek can be asked to apply for an Enhanced DBS check in the Child Workforce **with** a Children's Barred List check. This level of check is normal for anyone who is expected to visit schools on more than three days in a 30-day period to work with children.

Mike is a firefighter crew member. Mike occasionally visits schools to assist with education visits that are aimed at children aged 5-7. Mike goes on these visits once or twice a month. As Mike is not on school premises as often as Jarek, they can be asked to apply for an Enhanced DBS check **without** a check of the Children's Barred List.

### **Educational Intervention**

Olivia works for their local fire and rescue service as a Juvenile Fire Setter Advisor. This involves working with children and young people who are at risk of fire-setting. As Olivia is predominantly working with children, they are asked to apply for an Enhanced DBS check in the child workforce **with** a check of the Children's Barred List.

### **Business safety advisor**

Mattheus is a Business Safety Advisor for a Fire and Rescue Service. Their role involves visiting businesses to carry out fire safety assessments and inspections. Mattheus can also be called on to visit business premises in this guise when it is believed that refugees are living there. As Mattheus is not responsible for caring for, or providing any kind of service to the refugees, but does have a lot of contact with the general public, the service decide that a Standard DBS check is appropriate for their role.

### **Support roles**

Steven has applied for a job as a Technical Support Officer at a Fire and Rescue Service. The service carried out a risk assessment to determine what level of DBS check was most appropriate for the role. The role is eligible for a Standard DBS check.

The service also carried out a risk assessment on their Finance Officer and IT Officer roles to determine which level of DBS check was appropriate, again all roles are eligible for a Standard DBS check.

### **Supervision exemption**

Aaron is a volunteer Fire Cadet Instructor. Aaron teaches and supervises the cadets one day a week and so is carrying out regulated activity with children. The Fire Station Manager has decided that while Aaron is teaching the cadets, Aaron is always sufficiently supervised by the Senior Instructor on site and so they **are not** in regulated activity with children. This means Aaron is eligible for an Enhanced DBS check in the child workforce **without** a Children's Barred List check.

If the Fire Station Manager decided that Aaron was not suitably supervised by another person who was in Regulated Activity whilst Aaron was teaching the cadets, then Aaron would be eligible for an Enhanced DBS check in the child workforce **with** a Children's Barred List check.

### **Control Firefighter /Manager**

Paris is a Control Firefighter. Their role involves working in a call centre, taking emergency calls from members of the public, mobilising fire service resources and liaising with other emergency services as required. At times this can involve providing direction to members of

the public on how to carry out first aid but is always done so under the direction and supervision of the Ambulance Service. This means that there is eligibility for an Enhanced **with** both Barred Lists checks.

#### References for further information

- [DH Factual Note on Regulated Activity with Adults](#)
- DBS [Adults Workforce Guide](#)
- DBS [Child Workforce Guide](#)
- Department for Education Statutory guidance: [Regulated Activity \(children\) - supervision of activity with children which is regulated activity when unsupervised](#)

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