



Date: 07/04/2025
Our ref: 01/FOI/25/014377/S

FREEDOM OF INFORMATION REQUEST REFERENCE NO: 01/FOI/25/014377/S

I write in connection with your request for information dated 10/03/2025, received by Greater Manchester Police (GMP) for the following information:

Please can you disclose all policy documents, manuals etc covering the decision making and processes for GMP to disclose non-conviction or approved information on an enhanced CRB. This is not intended relation to a specific request.

It is simply to understand the policies and procedures that GMP have in place for dealing with such matters as and when they arise.

Result of Searches

Following receipt of your request searches were conducted within Greater Manchester Police to locate information relevant to your request. I can confirm that the information you have requested is held by Greater Manchester Police. However, I am not obliged to supply all the information you have requested as exemptions apply.

When refusing to provide such information because an exemption applies, Section 17(1) of the Freedom of Information Act 2000 requires GMP, to provide you - the applicant - with a notice which: (a) states that fact, (b) specifies the exemption in question and (c) states (if that would not otherwise be apparent) why the exemption applies.

Some of the policy documents are national policies issued by the Home Office and the Disclosure and Barring Service (DBS, formerly the Criminal Records Bureau (CRB)). Those documents are exempt under **Section 21 – Information accessible to applicant by other means** as they are published on the United Kingdom Government website and are accessible to the public.

Documents relating to version 9 of the DBS's Quality Assurance Framework are available here: <https://www.gov.uk/government/publications/quality-assurance-framework-version-nine-qaf-v9>

The DBS's Statutory Disclosure Guidance is available here: <https://www.gov.uk/government/publications/statutory-disclosure-guidance>

A list of relevant case law relating to DBS disclosures is available here: <https://www.gov.uk/government/publications/quality-assurance-framework-case-law>

If you require further information on the content of the above links, please contact the DBS directly.

Where redactions occur in sections 1.1.1, 1.1.2, 1.2 and 2 of the attached AT1 document, and between pages 6-18 and 30-39 of the attached AT Help Document this is because that information is exempt under **Section 31(1)(g) – Law Enforcement**. This information would prejudice the exercise by GMP for its purpose to ascertain a person's fitness or competence in relation to the management of bodies corporate or in relation to any profession or other activity which he is, or seeks to become, authorised to carry on. This is outlined in **Section 31(2)(d)** of the Freedom of Information Act.

Section 31 is a qualified and prejudice-based exemption and as such, subject to a harm and public interest test.

S31(1) - Evidence of Harm

A Freedom of Information Act request is not a private transaction. Both the request itself and any information disclosed, are considered suitable for open publication. This is because under the Act, any information disclosed is released into the wider public domain, effectively to the world, not just to an individual.

Whilst not questioning the motives of the applicant, providing any information relating to how Greater Manchester Police search for and find information that could potentially be relevant for consideration for disclosure on an enhanced DBS certificate would reveal our operational procedures, which would be of intelligence value to criminals.

Disclosure of this information will mean that those members of the public who are seeking employment in a role that requires an enhanced DBS check and pose a risk to the public, would be able to formulate ways to circumvent our information searching procedures.

There is always a duty of care to the public and GMP has a clear responsibility to ensure that its statutory duty under Part V of the Police Act is carried out. The DBS procedure exists to establish the suitability of people to work in certain regulated activity. Disclosing the redacted information would prejudice GMP's ability to assess applicants' suitability, weakening our regulatory function.

As such, the disclosure of any further information which would hinder the forces law enforcement functions cannot be in the public interest.

Public Interest Test

Factors favouring disclosure for S31

Where public funds are being spent, there is a public interest in accountability and justifying the use of public money. Disclosure of the requested information would enable the public to assess whether the force has appropriately taken steps to perform its regulatory function.

Factors against disclosure for S31

Disclosure that reveals our operational procedures would compromise our ability to perform our regulatory function. Criminals who are intent on obtaining employment in regulated activity roles could use the information to target areas of perceived weakness knowing that their activities are less likely to be detected. It may be used by criminals who are intent on pursuing their criminal activity, to identify and exploit the limitations of these resources. Therefore, to mitigate any risks, disclosure of this information needs to be protected, to ensure that those with intent to do so cannot manipulate it or undermine its purpose in any way.

Any disclosure of information which would compromise GMP's regulatory function in relation to enhanced DBS checks would increase the risk to public safety, which is not in the public interest.

Balancing Test

Law enforcement is of paramount importance and GMP will not disclose information if to do so would undermine its purpose and place the safety of individuals at risk. Whilst there is a public interest in the transparency of using public money in policing appropriately and effectively performing our regulatory function, there is a very strong public interest in safeguarding the integrity of that same regulatory function.

As much as there is public interest in knowing that policing activity is appropriate and balanced in matters of law enforcement, this will only be overridden in exceptional circumstances. Any disclosure which hinders our regulatory function and assists criminals cannot be in the public interest.

It is for these reasons that I have determined that the balance test favours non-disclosure of the redacted information in the above-mentioned sections.

Where redactions occur in the attached AT Help Document, and are annotated with "S40", this is because that information is exempt from disclosure by virtue of the following exemption: **Section 40(2) – Personal Information.** Section 40(2) represents information that identifies a living individual, to disclose this information would breach the principles of the Data Protection Act 2018. Personal data is defined by Section 1 of the Data Protection Act 1998 and means data that relates to an individual who can be identified directly or indirectly from that data.

Section 40 is an absolute exemption and there is no requirement to conduct a public interest test for such data.

Where redactions occur in section 1.1.2 and elsewhere in the AT1 and AT Help documents, this relates to processes other than enhanced DBS checks and is not within the scope of your request so has not been provided.

[illegible]

[REDACTED]

AT1 – Local Information Search Rationale

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

AT1 – Local Information Search Rationale

Section 1 – The following searches should be undertaken in respect of the applicant for all applications
Section 1.1 – System searches

1.1.1 – DBS [REDACTED] applications

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
		[REDACTED]	[REDACTED]
		[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
		[REDACTED]	[REDACTED]
		[REDACTED]	[REDACTED]
		[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
		[REDACTED]	[REDACTED]
		[REDACTED]	[REDACTED]
		[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
		[REDACTED]	[REDACTED]

[REDACTED]

AT1 – Local Information Search Rationale

			[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	
		[REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
		[REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	[REDACTED] [REDACTED]

[REDACTED]

AT1 – Local Information Search Rationale

			[REDACTED]	
			[REDACTED]	
		[REDACTED]	[REDACTED]	[REDACTED]
		[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

AT1 – Local Information Search Rationale

1.1.2 – [REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
		[REDACTED]	[REDACTED]	[REDACTED]
		[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
		[REDACTED]	[REDACTED]	[REDACTED]
		[REDACTED]	[REDACTED]	[REDACTED]
		[REDACTED]	[REDACTED]	[REDACTED]
		[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

AT1 – Local Information Search Rationale

			[REDACTED]	[REDACTED]
			[REDACTED]	[REDACTED]
			[REDACTED]	[REDACTED]

[REDACTED]

AT1 – Local Information Search Rationale

			[REDACTED]	[REDACTED]
		[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

AT1 – Local Information Search Rationale

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

AT1 – Local Information Search Rationale

	[REDACTED] [REDACTED]	[REDACTED] [REDACTED]	
[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

AT1 – Local Information Search Rationale

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

AT1 – Local Information Search Rationale

[REDACTED]

AT1 – Local Information Search Rationale

Section 2 – The following additional searches should be undertaken for applications where third party considerations are required

GMP policy is only to consider third parties for main carer home based applications (see FSP 6.5 & 7) where the applicant has resided in GMP within the last 3 years

Section 2.1 – System searches

2.1.1 The following searches should be undertaken in respect of the applicant, to identify events which may contain third parties

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

AT1 – Local Information Search Rationale

2.1.2 The following searches should be undertaken in respect of each third party

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] rty

[REDACTED]

AT1 – Local Information Search Rationale

Section 2.2 – Where additional information is required in support of the potentially relevant traces found in respect of third parties

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]			

AT1 – Local Information Search Rationale

Section 3 – Force Specific Policies

This section should be used to record policies specific to your force. Your chief officer must have risk assessed and authorised all such policies. *It is advisable to retain a written record of the chief officer's authorisation. Should there be a change in your chief officer, the new chief officer should review these policies and authorise them again, in their name, if they are to continue to be force policy.*

Policy Exception number	Description	Date Implemented
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FSP 0

0		FSP 0 only applies to: • non-HB applicants, and • all TPs	12/07/19
	0.a	<u>Police Works:</u> Not Relevant: If the applicant/TP was under the age of 10 (under the age of criminal responsibility) at the time of the event, the information is not relevant.	
	0.b.i	<u>Police Works:</u> Not Relevant PoliceWorks categories/types: Always ignore event as a whole (ie don't read PNC MO and don't click into iOPS PoliceWorks event): Is the event: • If over 3 years ago: ○ PoliceWorks category/type: Care plan ○ PoliceWorks category/type: Intelligence/Published Intelligence (unless Description: Occupation Checks) • If over 1 year ago: ○ PoliceWorks category/type: Domestic abuse • Always:	

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AT1 – Local Information Search Rationale

		○ <i>PoliceWorks category/type: Case</i> ○ <i>PoliceWorks category/type: CPC</i> ○ <i>PoliceWorks category/type: Custody Record AND LDS: CU</i> ○ <i>PoliceWorks category/type: Domestic abuse AND Description: DVDS (domestic violence disclosure scheme) only</i> ○ <i>PoliceWorks category/type: Domestic abuse AND Description: DVPO (domestic violence prevention order) only</i> ○ <i>PoliceWorks category/type: FSI</i> ○ <i>PoliceWorks category/type: Incident</i> ○ <i>PoliceWorks category/type: Intelligence/Published Intelligence AND Description: Personal Information</i> ○ <i>PoliceWorks category/type: Intelligence/Published Intelligence AND Stage/Status: Superseded</i> ○ <i>PoliceWorks category/type: Intelligence only (ie not Published Intelligence) AND LDS: blank (unless Description: Occupation Checks)</i> ○ <i>PoliceWorks category/type: Missing person</i> ○ <i>PoliceWorks category/type: Problem solving</i> ○ <i>PoliceWorks category/type: RoC (record of contact)</i> ○ <i>PoliceWorks category/type: Stop/Search</i> ○ <i>Legacy category: FSU tab on legacy person record</i>	
	0.b.ii	<u>PNC & Police Works:</u>Not Relevant information classifications/descriptions: Always ignore event as a whole (ie don't read PNC MO and don't click into iOPS PoliceWorks event): Is the event: • <i>If over 5 years ago:</i> ○ <i>S4A Public Order (Use threatening / abusive / insulting words / behaviour to cause harassment / alarm / distress; Display any writing / sign / visible representation with intent to cause harassment / alarm or distress)</i> ○ <i>S5 Public Order (Use threatening / abusive words / behaviour likely to cause harassment, alarm or distress; Display threatening / abusive writing / sign / visible representation likely to cause harassment / alarm / distress)</i> • <i>If over 3 years ago:</i> ○ <i>Drug possession</i>	



[REDACTED]

AT1 – Local Information Search Rationale

		• Always: ○ Absconding from custody ○ Anti-social behaviour ○ Arson not endangering life ○ Benefit fraud ○ Breach of bail / Fail to appear/surrender ○ Breach of orders except Sex offender prevention orders/Sex offender register ○ Breach of peace ○ CPCs ○ Criminal damage ○ Driving offences except Drink/Drug driving or Dangerous driving ○ Giving false details ○ Going equipped ○ Handling/receiving stolen goods ○ Immigration (excluding trafficking / modern slavery / exploitation) ○ MARAC ○ Making off without payment ○ Non payment of fines ○ Non-attendance at school ○ Piracy/Copyright ○ Poaching ○ Prostitution of self only ○ Shoplifting ○ Theft/Fraud of utilities ○ Theft of/from conveyance ○ Vehicle document fraud ○ Vehicle interference	
	0.c	<u>Police Works:</u> Not Relevant: UNLESS ongoing , ignore event as a whole (ie don't click into iOPS PoliceWorks event): Is the event:	



[REDACTED]

AT1 – Local Information Search Rationale

		• <i>If over 11 years ago and not ongoing:</i> ○ Abduction/Kidnap/False imprisonment ○ Arson endangering life ○ Brothel keeping ○ Dangerous driving ○ Drug supply/production/importation ○ Human trafficking/Modern slavery ○ Malicious communications ○ Perjury/Perverting course of justice ○ Robbery ○ S1 Public Order (Riot) ○ S2 Public Order (Violent disorder) ○ S3 Public Order (Affray) ○ S39 assault (Common Assault; Battery) ○ S47 assault (Assault Occasioning Actual Bodily Harm) ○ Theft/Burglary/Fraud, including aggravated ○ Weapons • <i>If over 6 years ago and not ongoing:</i> ○ Animal cruelty ○ Dangerous dog ○ Harassment/Stalking / Blackmail / Bribery / Witness Intimidation ○ Hate Incident ○ S4 Public Order (Use threatening / abusive / insulting words / behaviour with intent to cause fear of / provoke unlawful violence; Distribute / display visible representation with intent to cause fear of / to provoke violence; Fear or provocation of violence) ○ Soliciting/Kerb crawling ○ Threats to kill • <i>If over 3 years ago and not ongoing:</i>	
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AT1 – Local Information Search Rationale

		○ <i>S4A Public Order (Use threatening / abusive / insulting words / behaviour to cause harassment / alarm / distress; Display any writing / sign / visible representation with intent to cause harassment / alarm or distress)</i> ○ <i>S5 Public Order (Use threatening / abusive words / behaviour likely to cause harassment, alarm or distress; Display threatening / abusive writing / sign / visible representation likely to cause harassment / alarm / distress)</i> ● Always and <i>not</i> ongoing: ○ <i>Assault police</i> ○ <i>Drink/drug driving</i> ○ <i>Obstruct/Resist police</i>	
0.d		<u>PNC IP/DH</u>: Not Relevant: UNLESS ongoing, OR conviction / caution / reprimand / warning on PNC, ignore event as a whole (ie don't read PNC MO): Is the event: ● If over 11 years ago and <i>NEITHER</i> ongoing, <i>NOR</i> conviction / caution / reprimand / warning on PNC: ○ <i>Abduction/Kidnap/False imprisonment</i> ○ <i>Arson endangering life</i> ○ <i>Brothel keeping</i> ○ <i>Dangerous driving</i> ○ <i>Drug supply/production/importation</i> ○ <i>Human trafficking/Modern slavery</i> ○ Malicious communications ○ <i>Perjury/Perverting course of justice</i> ○ <i>Robbery</i> ○ <i>S1 Public Order (Riot)</i> ○ <i>S2 Public Order (Violent disorder)</i> ○ <i>S3 Public Order (Affray)</i> ○ <i>S39 assault (Common Assault; Battery)</i> ○ <i>S47 assault (Assault Occasioning Actual Bodily Harm)</i> ○ <i>Theft/Burglary/Fraud, including aggravated</i> ○ <i>Weapons</i>	

AT1 – Local Information Search Rationale

		• If over 6 years ago and NEITHER ongoing, NOR conviction / caution / reprimand / warning on PNC: ○ Animal cruelty ○ Dangerous dog ○ Harassment/Stalking / Blackmail / Bribery / Witness Intimidation ○ S4 Public Order (Use threatening / abusive / insulting words / behaviour with intent to cause fear of / provoke unlawful violence; Distribute / display visible representation with intent to cause fear of / to provoke violence; Fear or provocation of violence) ○ Soliciting/Kerb crawling ○ Threats to kill • If over 3 years ago and NEITHER ongoing, NOR conviction / caution / reprimand / warning on PNC: ○ S4A Public Order (Use threatening / abusive / insulting words / behaviour to cause harassment / alarm / distress; Display any writing / sign / visible representation with intent to cause harassment / alarm or distress) ○ S5 Public Order (Use threatening / abusive words / behaviour likely to cause harassment, alarm or distress; Display threatening / abusive writing / sign / visible representation likely to cause harassment / alarm / distress) • Always and NEITHER ongoing, NOR conviction / caution / reprimand / warning on PNC: ○ Assault police ○ Drink/drug driving ○ Obstruct/Resist police	
	0.e	<u>PNC DH:</u> Not Relevant: ignore event as a whole (ie don't read PNC MO): Is the event: • If over 18 years ago: ○ Brothel keeping ○ Burglary only (ie not including Theft/Fraud), including aggravated ○ Burglary and Theft - non-dwelling ○ Dangerous driving ○ Drug supply/production/importation	

AT1 – Local Information Search Rationale

		○ <i>Harassment/Stalking / Blackmail / Bribery / Witness Intimidation</i> ○ <i>Malicious communications</i> ○ <i>Perjury/Perverting course of justice</i> ○ <i>S1 Public Order (Riot)</i> ○ <i>S2 Public Order (Violent disorder)</i> ○ <i>S3 Public Order (Affray)</i> ○ <i>S39 assault (Common Assault; Battery)</i> ○ <i>Threats to kill</i> • <i>If over 11 years ago:</i> ○ <i>Animal cruelty</i> ○ <i>Dangerous dog</i> ○ <i>Soliciting/Kerb crawling</i> ○ <i>S4 Public Order (Use threatening / abusive / insulting words / behaviour with intent to cause fear of / provoke unlawful violence; Distribute / display visible representation with intent to cause fear of / to provoke violence; Fear or provocation of violence)</i> • <i>If over 5 years ago:</i> ○ <i>Assault police</i> ○ <i>Drink/drug driving</i> ○ <i>Obstruct/Resist police</i>	
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AT1 – Local Information Search Rationale

FSP 1

1	FSP 1 applies to: • all applicants, and • all TPs	12/07/19
1.a	<i>Not Relevant: Ignore rest of event as a whole: Was the Police Works crime event finalised as:</i> ○ <i>no crime / no offence – LDS event</i> ○ <i>non-crime incident / cancelled crime – new or migrated event</i>	
1.b	<i>Not Relevant: Ignore rest of event as a whole (ie don't read more than PNC MO and iOPS PoliceWorks event MO and alleged victim – if MO is incomplete, read initial report for full MO): Irrespective of the classification, could the event be categorised as:</i> ○ <i>Any event in FSP 0 (non-HB applicant, or TP) / FSP 6.1 (HB applicant)</i> ○ <i>Coercive/controlling relationship where the alleged victim is not a child or a vulnerable adult – where the application is not HB</i> ○ <i>Dangerous dog where there is no indication of incitement or intent to cause harm</i> ○ <i>Domestic sexual offences where the alleged victim is an adult partner, where there is no element of violence/threats or alcohol/drugs – where the application is not HB</i> ○ <i>Harassment (minor / not significant – see FSP 2.i)</i> ○ <i>Malicious communications (minor / not significant – see FSP 2.i)</i> ○ <i>Youth Produced Sexual Imagery where the crime event was finalised as outcome 21</i> ○ <i>Youth Produced Sexual Imagery where there is no evidence of exploitation, grooming, profit motive, or malicious intent by the applicant</i> ○ <i>Weapon possession or use (minor / not significant – see FSP 2.iv)</i>	

AT1 – Local Information Search Rationale

FSP 2

2	FSP 2 applies to: • all applicants, and • all TPs <i>Definitions for interpreting MP3/6 a/b:</i>	12/07/19
2.i	<u>Minor / not significant for harm / violence / harassment / mal comms on MP3/6 a and FSP1 – if the information contains any of the following elements it should be considered significant / not minor when assessing harm / violence / harassment/ mal comms:</u> • Domestic – where the application is home based • Murder or manslaughter • Non-fatal Strangulation and Suffocation • S1 Public Order (Riot) • S18 assault (Wounding with intent; Grievous bodily harm with intent) • S20 assault (Wound / inflict grievous bodily harm without intent) • Sexual element • Towards a child victim – see FSP 2.iii • Towards a customer / client in working environment • Towards a vulnerable adult • Significant weapon use – see FSP 2.iv • Whilst in a position of trust / authority / responsibility towards the alleged victim or where there is a significant power disparity • Threats of any of the above factors	
2.ii	<u>Victim selection/targeting on MP3/6 b primary detail – this relates to information about selection/targeting which is of relevance to considerations of risk:</u> • due to real or perceived vulnerability • of a child • of a vulnerable adult	

AT1 – Local Information Search Rationale

		whilst in a position of trust / responsibility / authority / power towards the alleged victim or where there is a significant power disparity	
2.iii	<u>Child victim(s) or child at risk on MP3/6 b primary detail and FSP 2.i</u> – this does not include cases where either: - the applicant/TP was also a child aged either younger or within 24 months of the alleged victim - the applicant/TP was also a child but older than the alleged victim by 24 months or more, which occurred over 3 years ago - the applicant/TP was aged under 25 and the alleged victim was aged 13 or over, which occurred over 6 years ago and contained no sexual element		
2.iv	<u>Significant weapon on MP3/6 b primary detail, FSP 1 and FSP 2.i</u> – if the information contains any of the following elements it should be considered significant / not minor: - any weapon use in a working role, eg: assault of a colleague with a stiletto shoe - any article specifically made for the purpose of causing injury which has no other practical purpose in the normal world, eg: flick knife, knuckleduster, butterfly knife, sword stick, truncheon, cosh - any bladed article, eg: knife, blade, sword, sharpened screwdriver - any device which fires/discharges an object, eg: firearm, taser, crossbow - bomb/grenade - noxious liquid, eg: acid - threats with any of the above		
2.v	<u>Mitigating/lessening factors on MP6 b primary detail</u> – this only applies to offences which will automatically print on the certificate		

AT1 – Local Information Search Rationale

FSP 3

3		<i>Rationale does not need to be provided for a single incident that has been discarded in 1.2</i>	10/09/12
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FSP 4

4		<i>An incident cannot be discarded as a single incident on the AT2 if it is job related</i>	10/09/12
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FSP 5

5		<i>Filtered offences should only be recorded on the AT2 if there is additive information</i>	29/07/13
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AT1 – Local Information Search Rationale

FSP 6

6		FSP 6 only applies to: HB applications	
6.1		Relevance of applicant information for HB applications:	14/10/19
6.1.a		<u>Police Works</u> : Not Relevant: If the applicant was under the age of 10 (under the age of criminal responsibility) at the time of the event, the information is not relevant.	
6.1.b .i		<u>Police Works</u> : Not Relevant PoliceWorks categories/types : Always ignore event as a whole (ie don't read PNC MO and don't click into iOPS PoliceWorks event): Is the event: - If over 10 years ago: - PoliceWorks category/type: Care plan - If over 6 years ago: - PoliceWorks category/type: Domestic abuse - If over 3 years ago: - PoliceWorks category/type: Intelligence/Published Intelligence (unless Description: Occupation Checks) - Always: - PoliceWorks category/type: Case - PoliceWorks category/type: CPC - PoliceWorks category/type: Custody Record AND LDS: CU - PoliceWorks category/type: FSI - PoliceWorks category/type: Incident - PoliceWorks category/type: Intelligence/Published Intelligence AND Description: Personal Information - PoliceWorks category/type: Intelligence/Published Intelligence AND Stage/Status: Superseded	

Restricted once completed

AT1 – Local Information Search Rationale

		○ <i>PoliceWorks category/type: Intelligence only (ie not Published Intelligence) AND LDS: blank (unless Description: Occupation Checks)</i> ○ <i>PoliceWorks category/type: Missing person</i> ○ <i>PoliceWorks category/type: Problem solving</i> ○ <i>PoliceWorks category/type: RoC (record of contact)</i> ○ <i>PoliceWorks category/type: Stop/Search</i> ○ <i>Legacy category: FSU tab on legacy person record</i>	
6.1.b .ii	<u>PNC & Police Works:</u>Not Relevant information classifications/descriptions: Always ignore event as a whole (ie don't read PNC MO and don't click into iOPS PoliceWorks event): Is the event: • Always: ○ <i>Absconding from custody</i> ○ <i>Anti-social behaviour</i> ○ <i>Arson not endangering life</i> ○ <i>Benefit fraud</i> ○ <i>Breach of bail / Fail to appear/surrender</i> ○ <i>Breach of orders except Sex offender prevention orders/Sex offender register</i> ○ <i>Breach of peace</i> ○ <i>CPCs</i> ○ <i>Criminal damage</i> ○ <i>Driving offences except Drink/Drug driving or Dangerous driving</i> ○ <i>Giving false details</i> ○ <i>Going equipped</i> ○ <i>Handling/receiving stolen goods</i> ○ <i>Immigration (excluding trafficking / modern slavery / exploitation)</i> ○ <i>MARAC</i> ○ <i>Making off without payment</i> ○ <i>Non payment of fines</i> ○ <i>Non-attendance at school</i> ○ <i>Piracy/Copyright</i> ○ <i>Poaching</i>	14/10/19	

AT1 – Local Information Search Rationale

	○ Prostitution of self only ○ Shoplifting ○ Theft/Fraud of utilities ○ Theft of/from conveyance ○ Vehicle document fraud ○ Vehicle interference	
6.2	Relevance of third parties identified as per FSP 6.6 – GMP policy is only to consider third parties for main carer home based applications (see FSP 6.5 & 7) where the applicant has resided in GMP within the last 3 years:	07/09/15
6.2.I	<u>Third Parties who are relevant as a whole – must be checked on police systems as per section 2.1.2, and hits assessed for relevance as per FSP 6.3:</u> a) Close family: a. Partner b. Parent, including step parent – unless you have good evidence they are not in contact c. Child, including step child – unless you have good evidence they are not in contact d. Sibling, including step or half sibling – unless you have good evidence they are not in contact e. People who undertook a parenting role towards the applicant / towards whom the applicant undertook a parenting role (where they lived together until moving out independently) – unless you have good evidence they are not in contact b) Extended family members for whom you have good evidence they are regular visitors (based on police information) c) Friends for whom you have good evidence they are regular visitors (based on police information) d) Individuals who currently reside with the applicant (except those who fall into 6.2.ii.I-n)	
6.2.II	<u>Third Parties who are NR as a whole, unless you have good reason to consider them further – must be discarded on reassign trail or at 2.5 of AT2/3:</u> a) Ex-partner	

AT1 – Local Information Search Rationale

		b) <i>Previous foster child / foster family (where the arrangement ended before moving out independently) – unless you have good evidence they are in contact</i> c) <i>Individuals whose reason to visit the applicant's address is for contact with children placed there (ie they are not related to / are not close family of the applicant)</i> d) <i>Individuals who are related to the applicant and to children who are currently / intended to be placed in the applicant's household's care:</i> a. <i>Parents of children who are currently / intended to be placed in the applicant's household's care (state proof of this, eg "event X / XXX at X Social Services confirms that child was removed from TP and placed with the applicant")</i> b. <i>Other family members of children who are currently / intended to be placed in the applicant's household's care, AND who are currently being / have been assessed by Social Services regarding their contact with the children, regardless of the outcome of this assessment (state proof of this, eg "event X / XXX at X Social Services confirms TP is being assessed for contact"), AND who do not reside with the applicant</i> e) <i>Individuals who are in prison and are not expected to be released within the next 9 months (state proof of this, eg – "TP is currently incarcerated and serving a X year sentence, they were sentenced on XXXX so will not be released from prison until XXXX, given them only serving half their sentence" or "PW / Prison Liaison have confirmed that TP is not eligible for release until XXXX").</i> f) <i>Individuals who are unable to have contact due to incapacitating disability or permanent incapacitating illness</i> g) <i>Individuals who are deceased</i> h) <i>Close family members for whom you have good evidence they are not in contact</i> i) <i>Extended family members for whom you do not have good evidence they are regular visitors (based on police information)</i> j) <i>Friends for whom you do not have good evidence they are regular visitors (based on police information)</i> k) <i>Individuals who previously resided with the applicant for whom you do not have good evidence they are regular visitors (based on police information)</i> l) <i>Where the application relates to Shared Lives, any current shared life clients</i> m) <i>Where the application relates to Supported Lodgings, any current supported lodgers</i> n) <i>Where the application relates to Fostering, any current foster children / staying put, ie where the individual has been placed in the household by social services or a fostering agency</i>	
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AT1 – Local Information Search Rationale

6.3	<i>Relevance of third party information for HB applications:</i> <i>Follow QAF MP3/6 and GMP FSPs</i>	14/10/19	
6.4	<i>Individuals under the age of 16 are not third parties, as they are under the age of eligibility to obtain their own enhanced DBS check – they must be discarded on reassign trail or at 2.5 of AT2/3.</i>	27/04/15	
6.5	<i>There is no need to carry out third party checks on applications for Household Member roles with the child workforce.</i>	14/12/16	
6.6	<i>Finding third parties – GMP policy is only to consider third parties for main carer home based applications (see FSP 6.5 & 7) where the applicant has resided in GMP within the last 3 years:</i> <i>Conduct speculative applicant searches as per section 2.1.1. Do not look for potential TPs on the applicant's PNC record. From all iOPS PW person records found for your applicant, look at the following events for potential TPs:</i> • <i>If under 3 years ago AND during the time the applicant resided in GMP:</i> ○ <i>PoliceWorks category/type: Crime – excluding crimes included in FSP 1.a</i> ○ <i>PoliceWorks category/type: Care Plan – excluding Care Plans solely for CPCs</i> ○ <i>PoliceWorks category/type: Domestic Abuse – excluding MARAC</i> ○ <i>PoliceWorks category/type: Intelligence/Published Intelligence – excluding:</i> ▪ <i>Stage/Status: Superseded</i> ▪ <i>Intelligence only (ie not Published Intelligence) AND LDS: blank</i> ▪ <i>Intelligence included in FSP 10</i> ▪ <i>MARAC</i> <i>Only look for potential TPs who have a person record linked to the event. Do not read summaries, logs, journals, etc to find TPs.</i>	14/10/19	

AT1 – Local Information Search Rationale

FSP 7

7		<i>There is no need to carry out third party checks on pseudo notifications</i>	27/07/18
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FSP 8

8		<i>Proposed disclosure text is not drafted by the Risk Assessor at 2.4a</i>	07/01/14
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FSP 9

9		<i>CPC information is not used and should not be read.</i>	26/10/18
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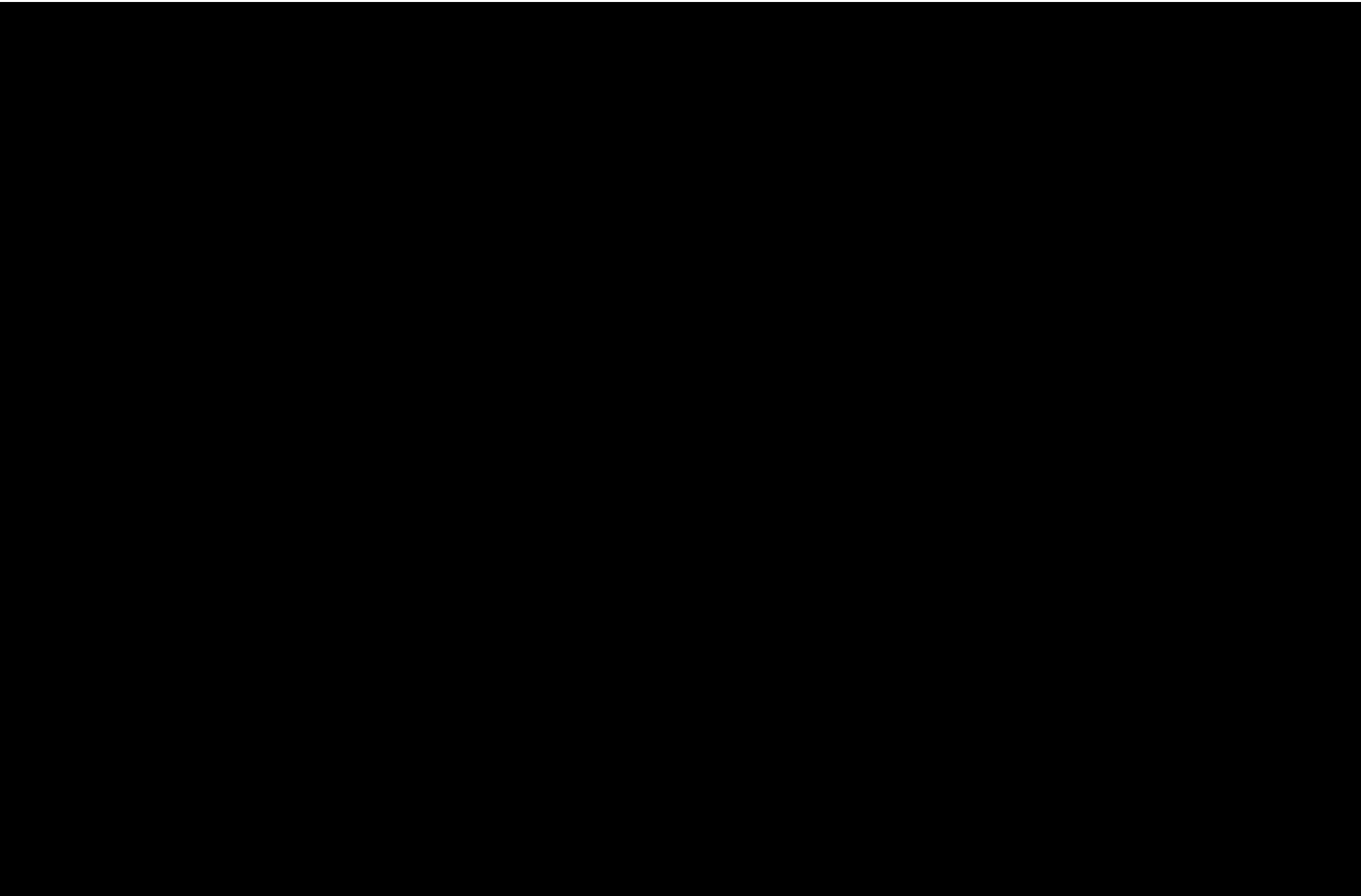
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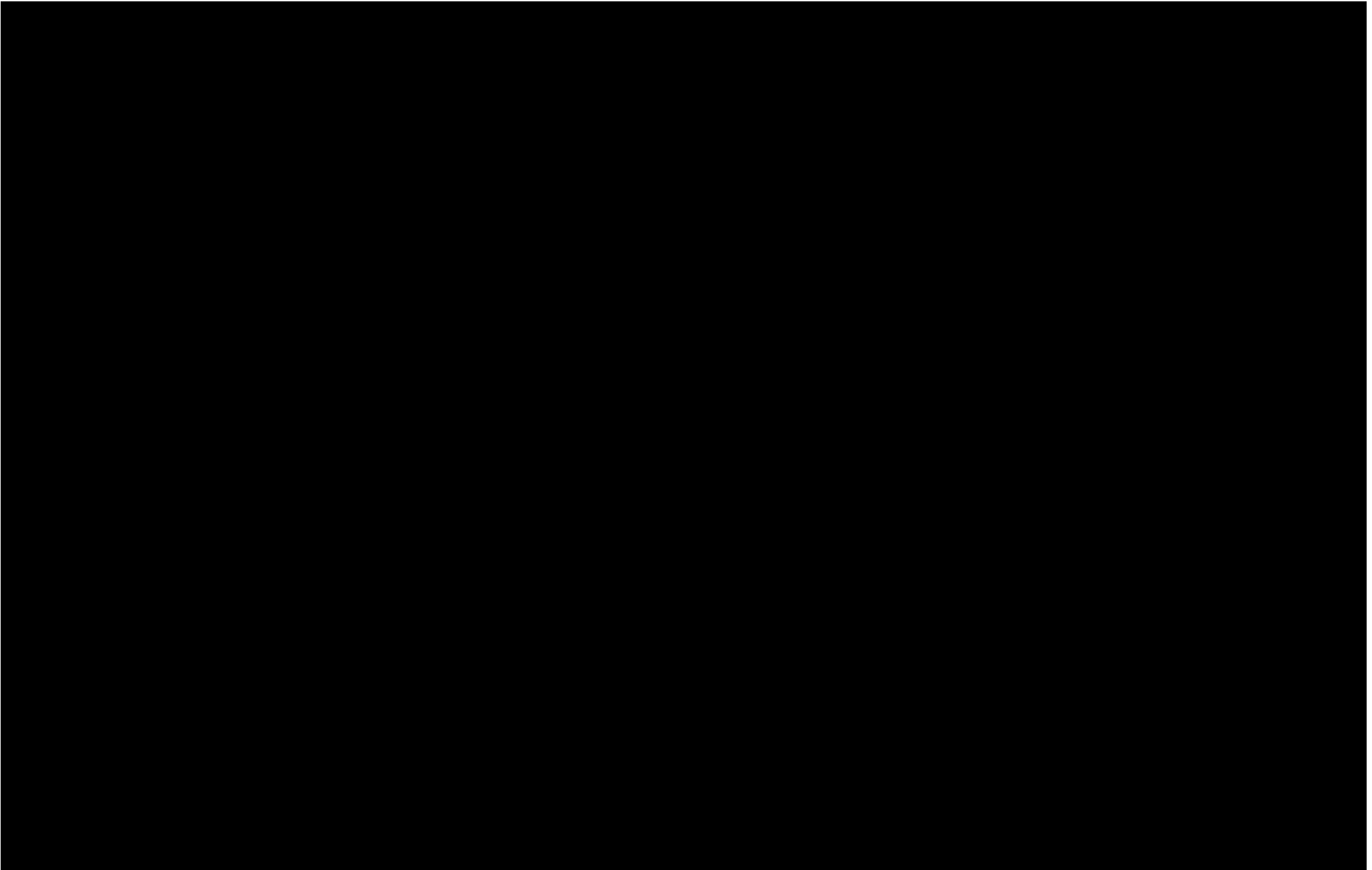
10	10.a	<i>Legacy intelligence event: Intelligence with either a source evaluation rating of D or E or an information evaluation rating of 4 or 5 is not used and should not be read. This information falls into note 1.b on the MP3a so is NR.</i>	28/01/19
	10.b	<i>New or migrated iOPS PW intelligence event: Intelligence with either a source evaluation rating of 2 or 3 or an intelligence assessment rating of C, D or E is not used and should not be read. This information falls into note 1.b on the MP3a so is NR.</i>	27/11/19
	10.c	<i>Restricted intelligence event: Restricted intelligence events are not used and should not have any further enquiries made. This information falls into note 1.b on the MP3a so is NR.</i>	27/11/20

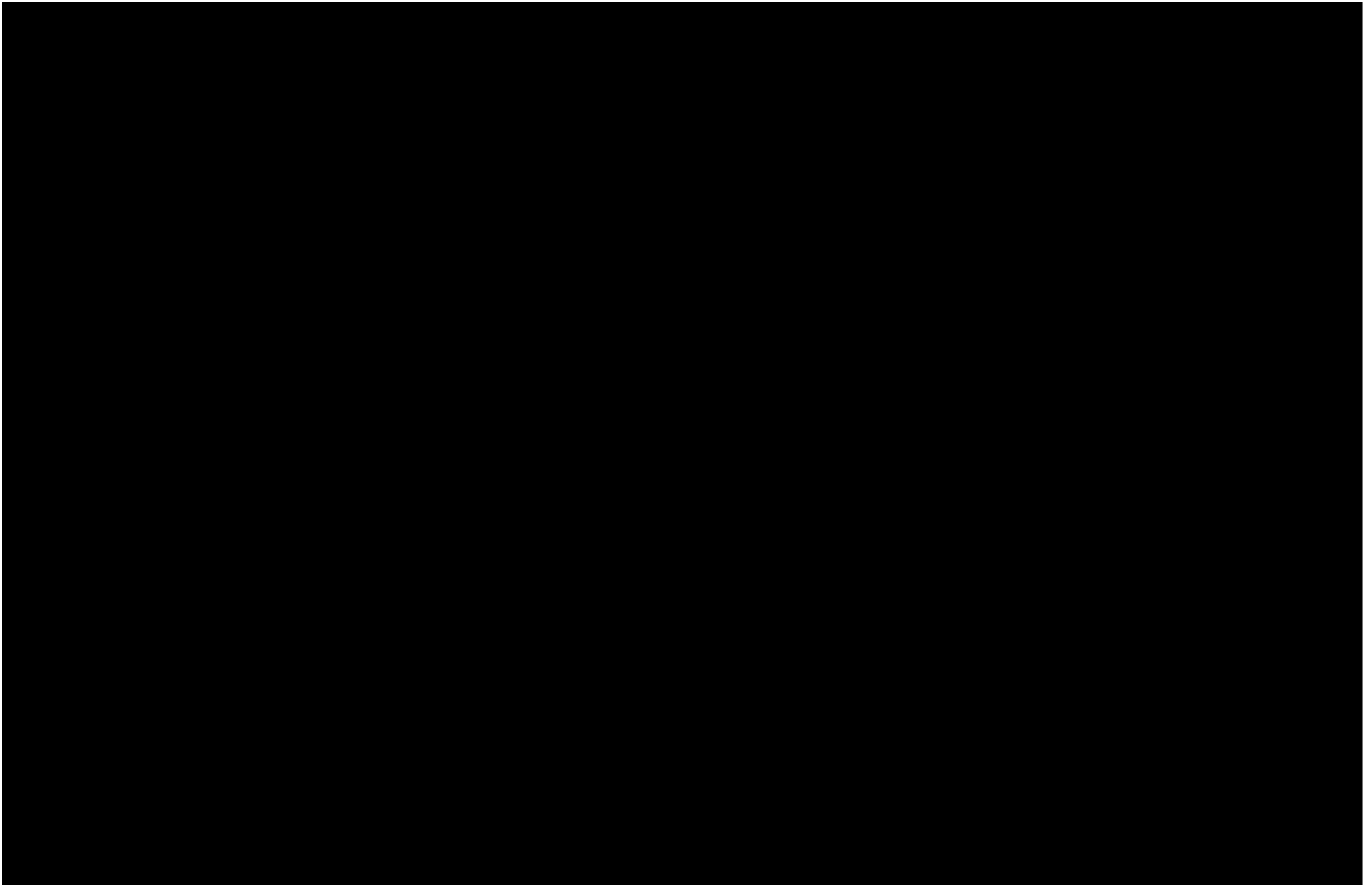
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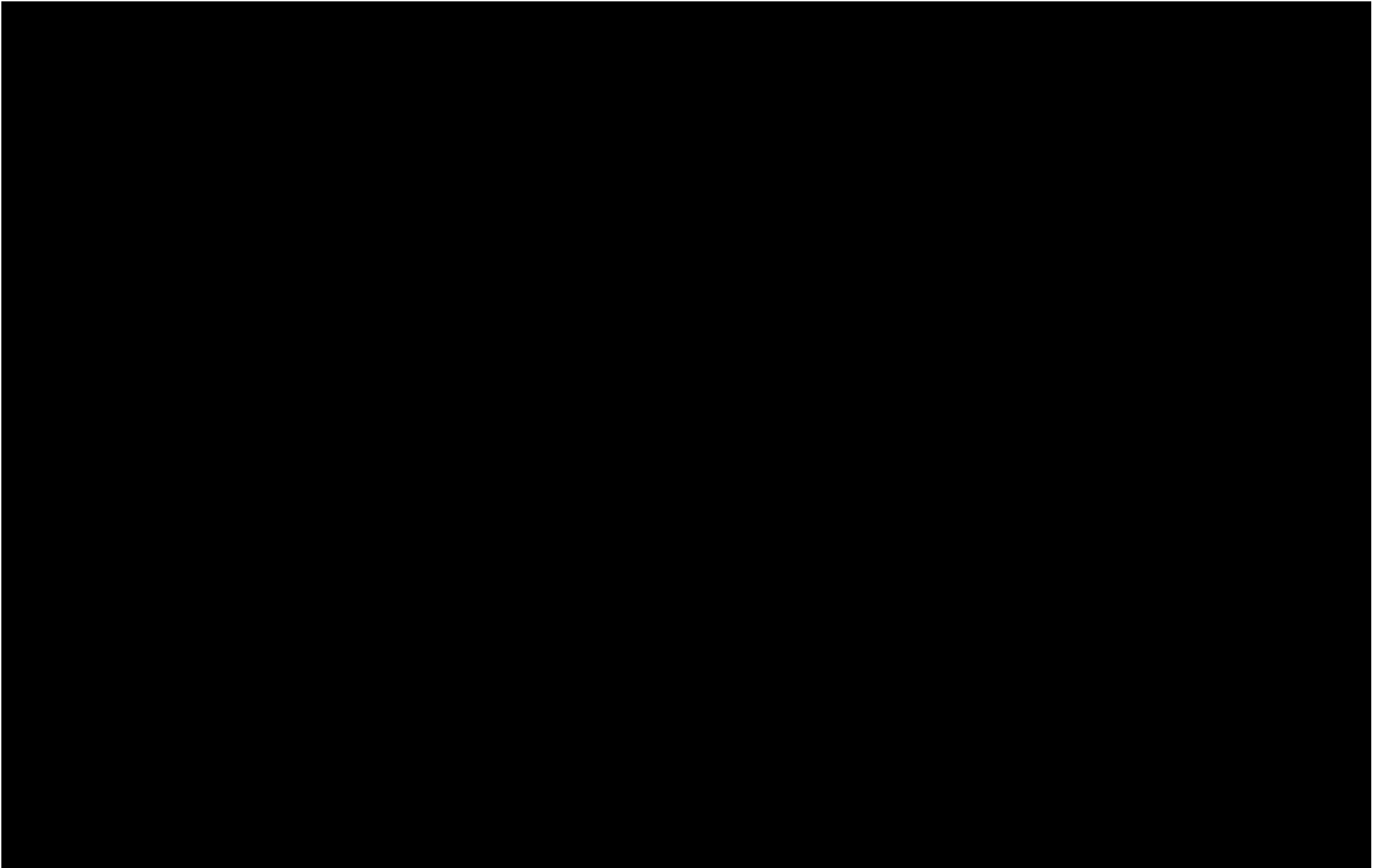
AT1 – Local Information Search Rationale

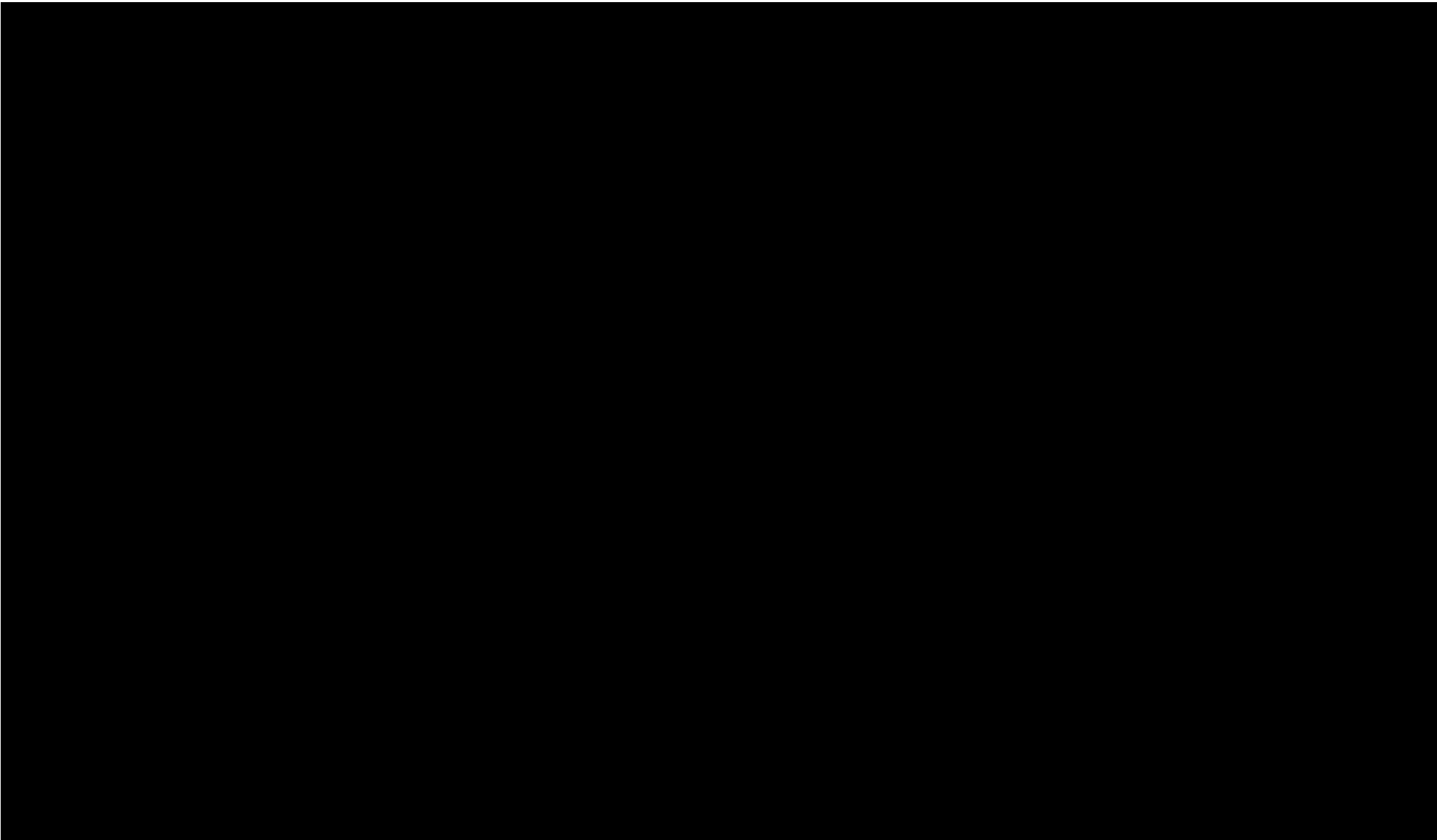
	10.d	<i>Intelligence/Published Intelligence with Description: Occupation Checks – Where the intelligence states “non-disclosure” this falls into note 1.b on the MP3a so is NR.</i>	12/07/19
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CRM

Accessing CRM

DBS send applications to forces electronically via the CRM system.

[REDACTED]

[REDACTED]

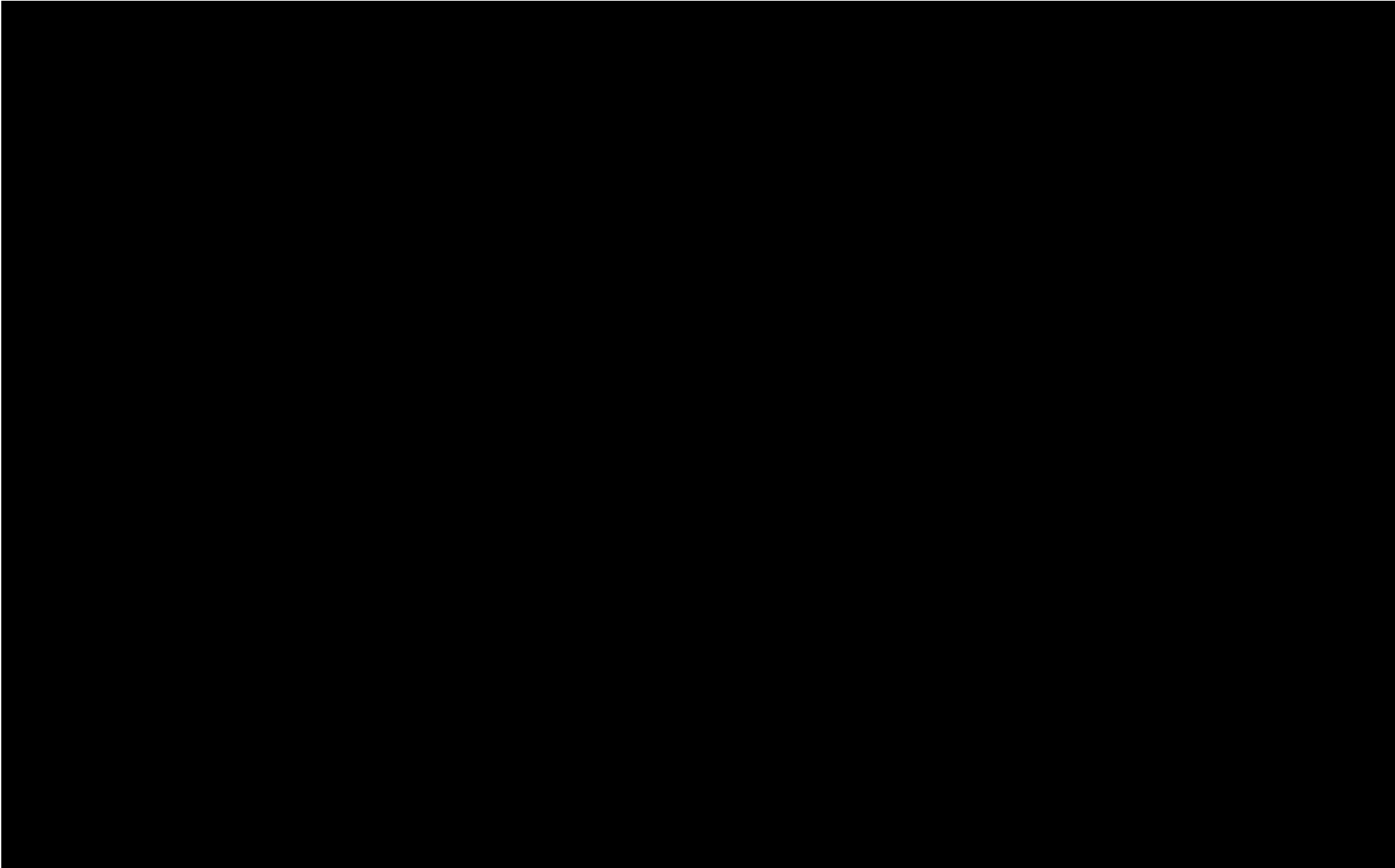
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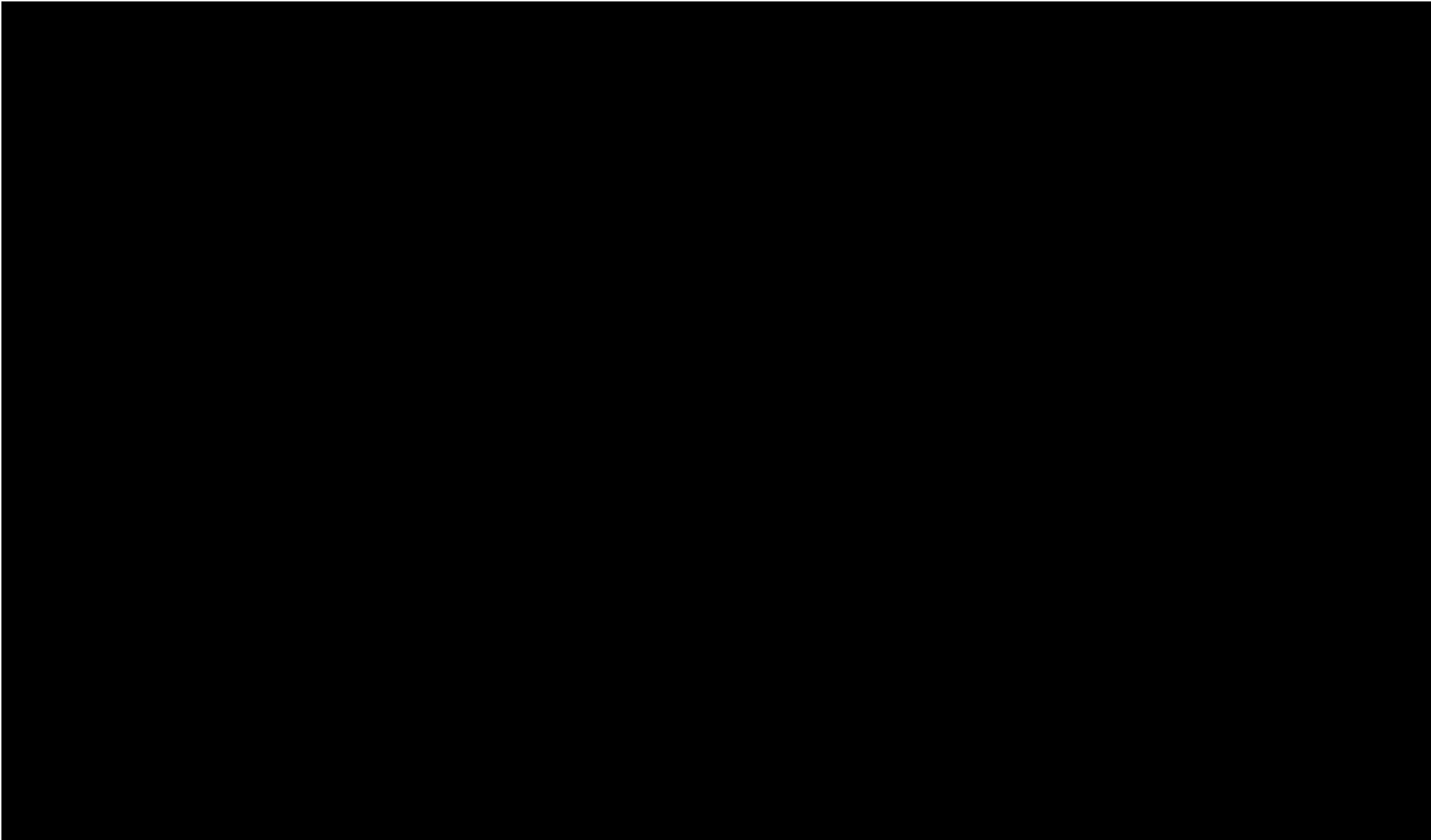
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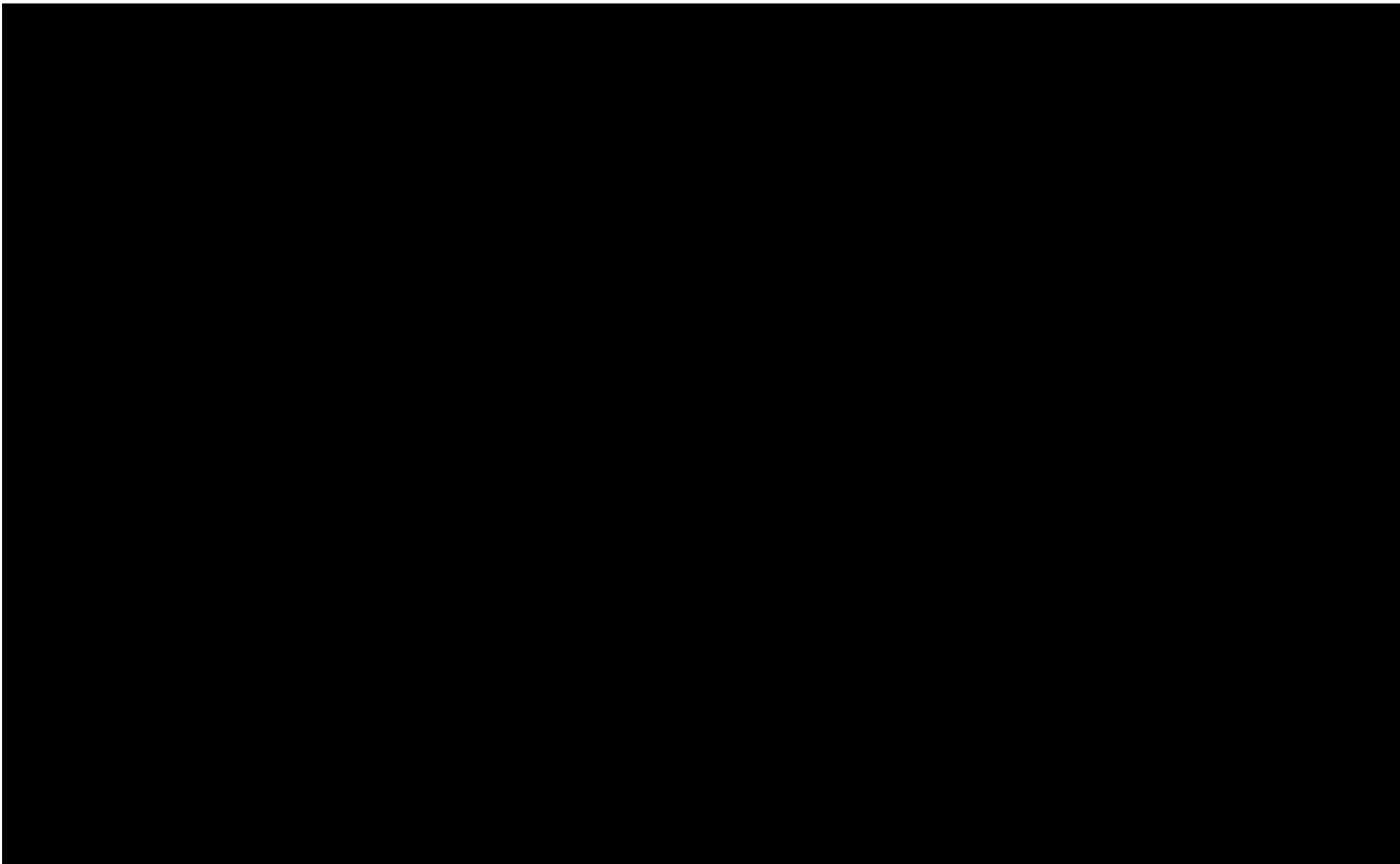
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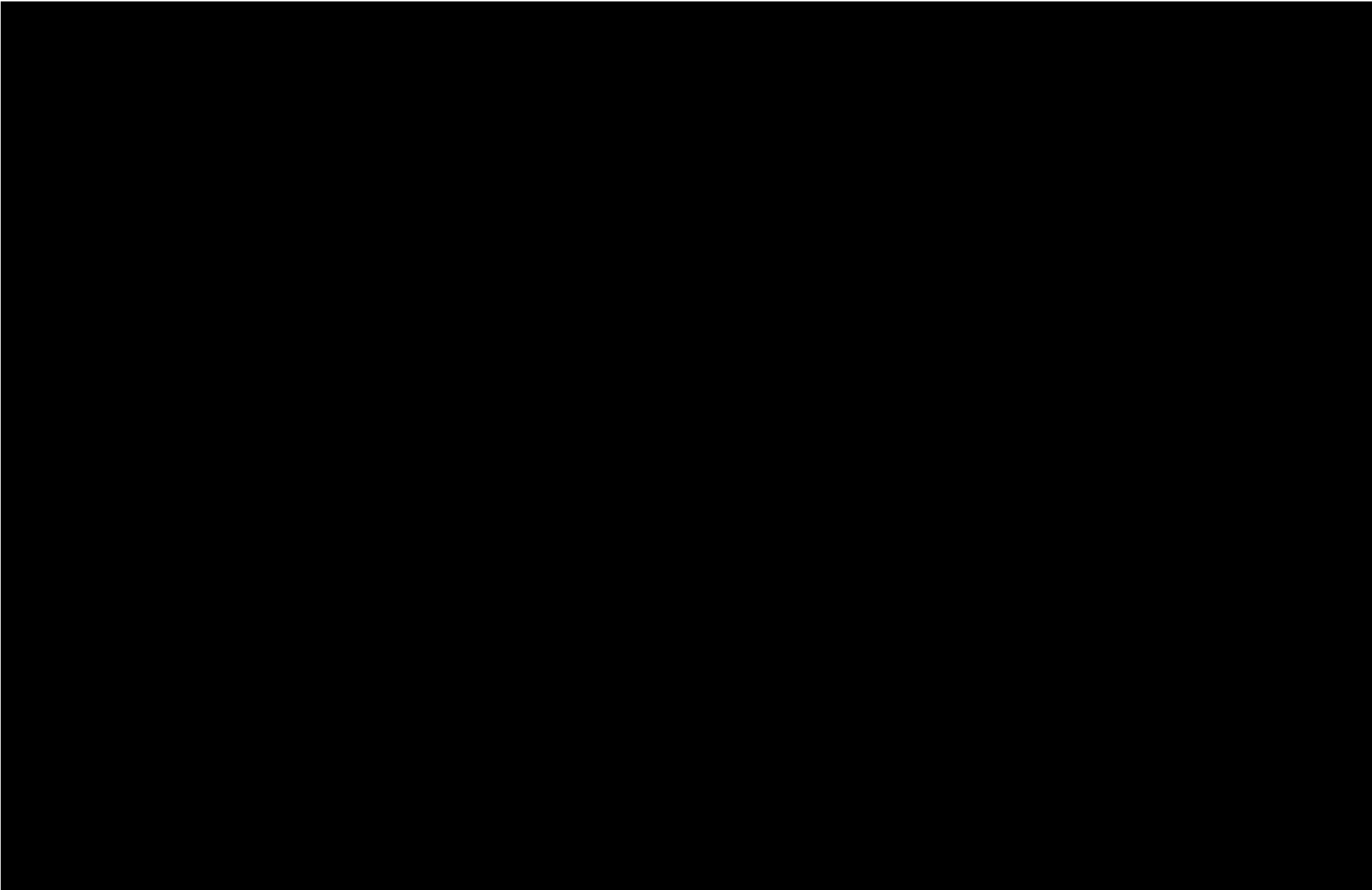
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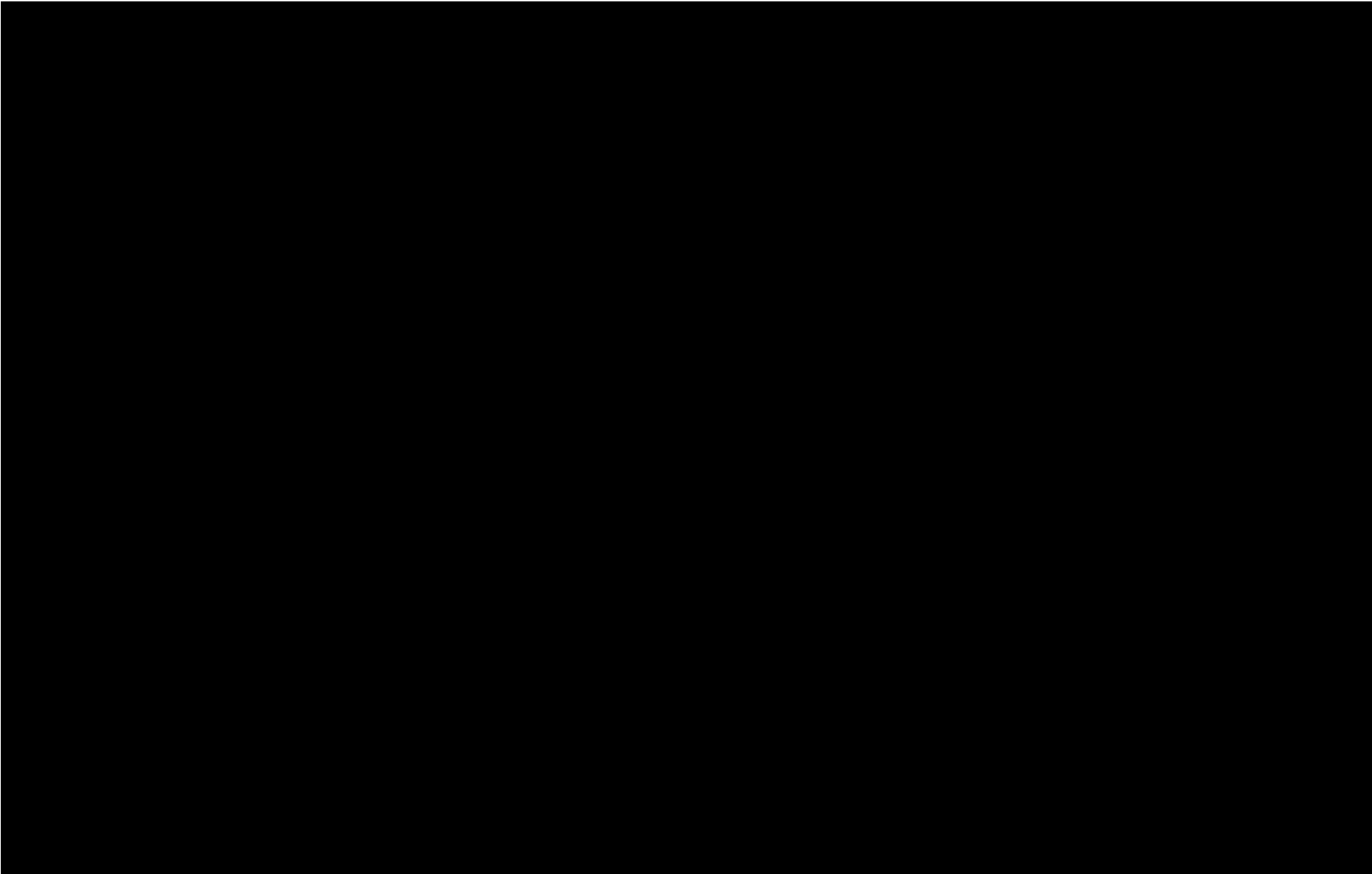
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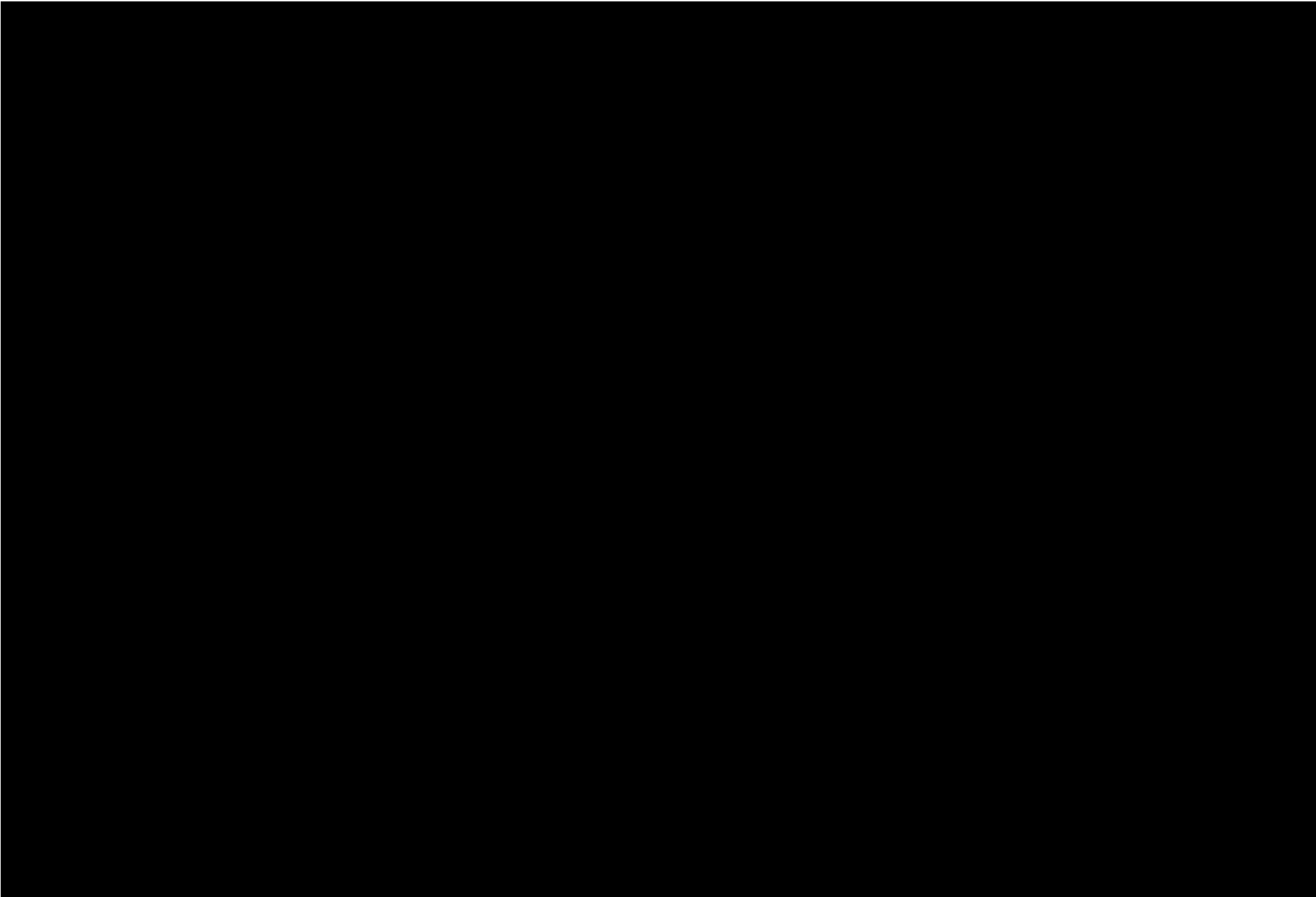


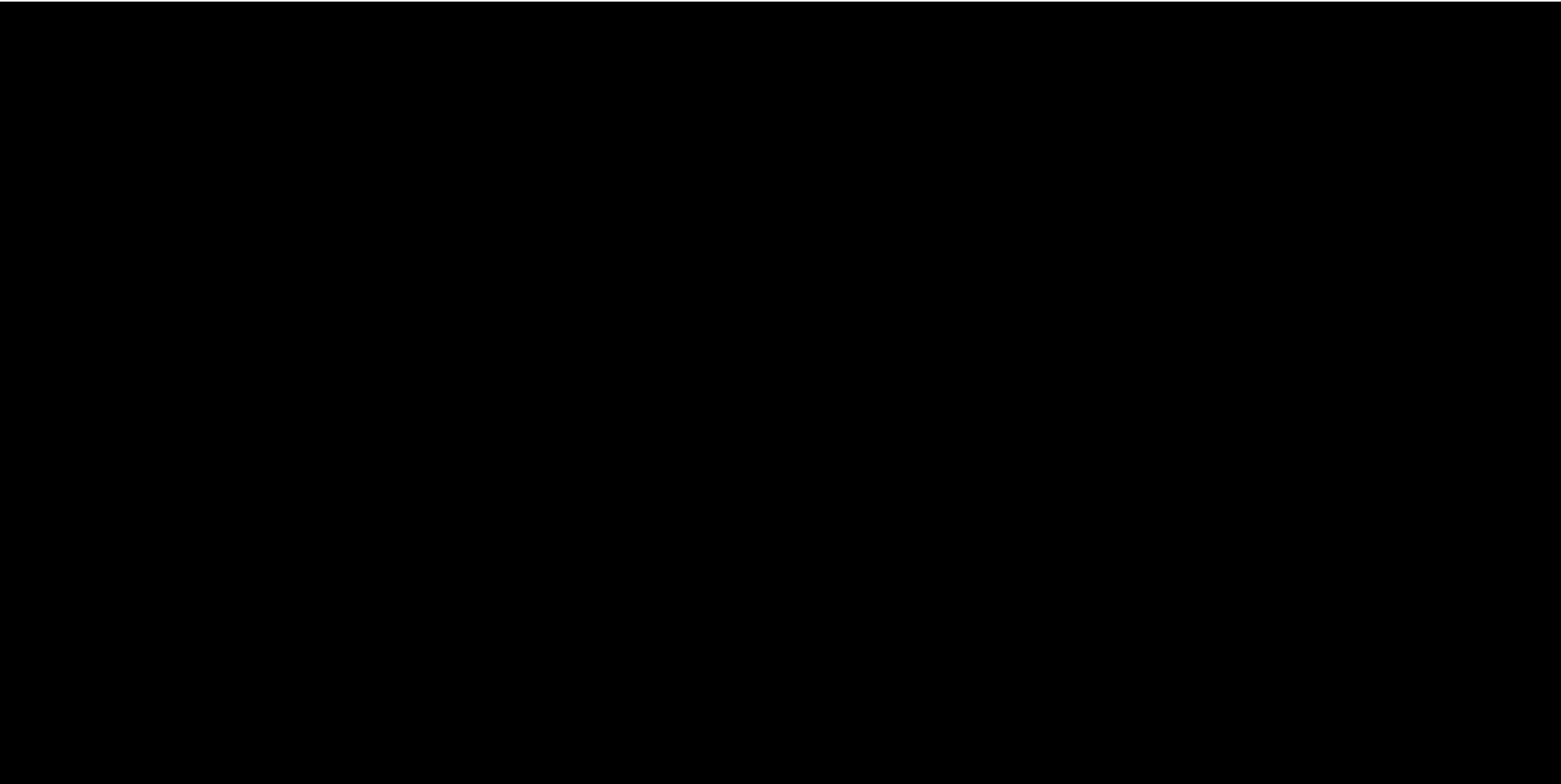


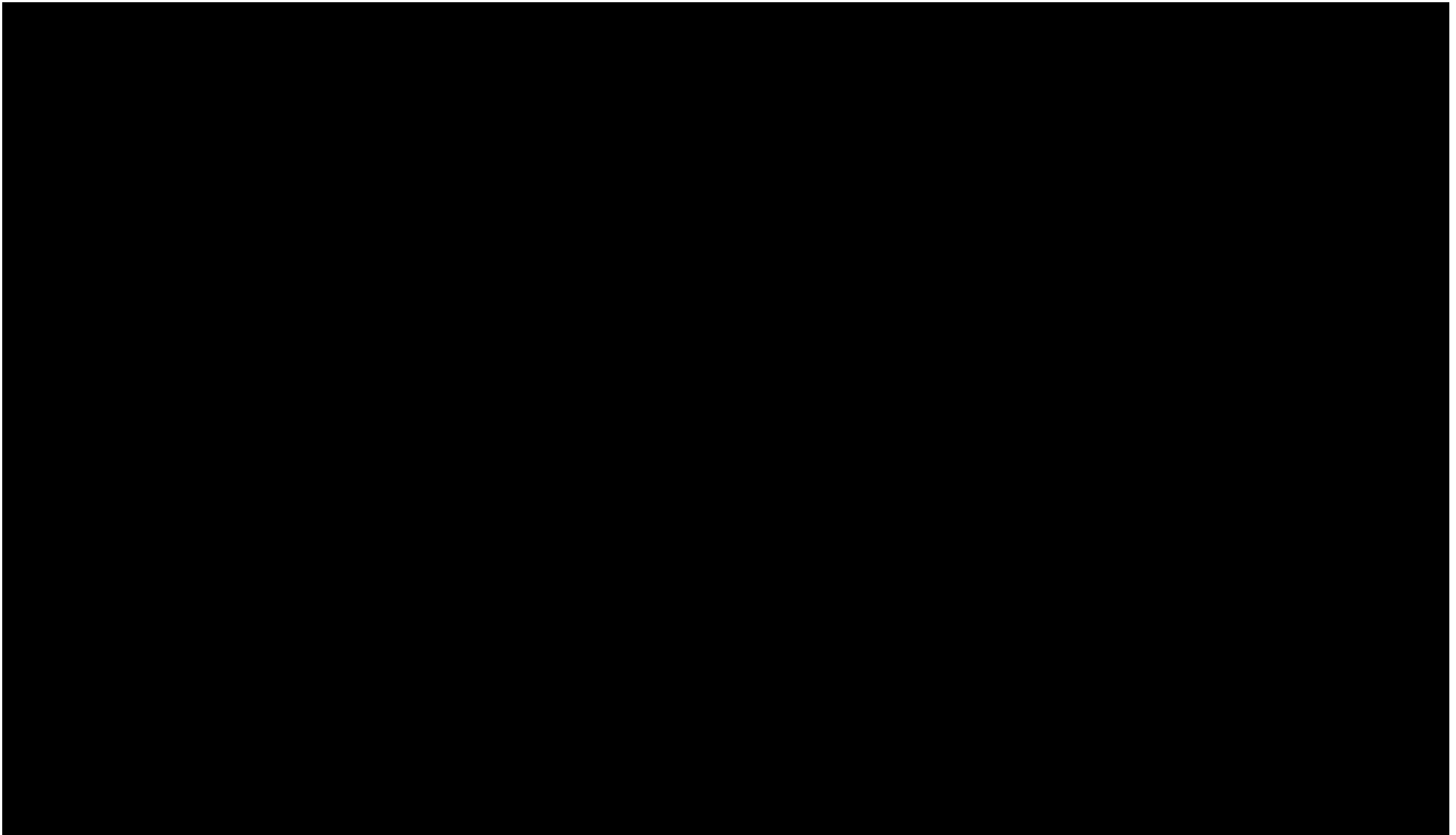


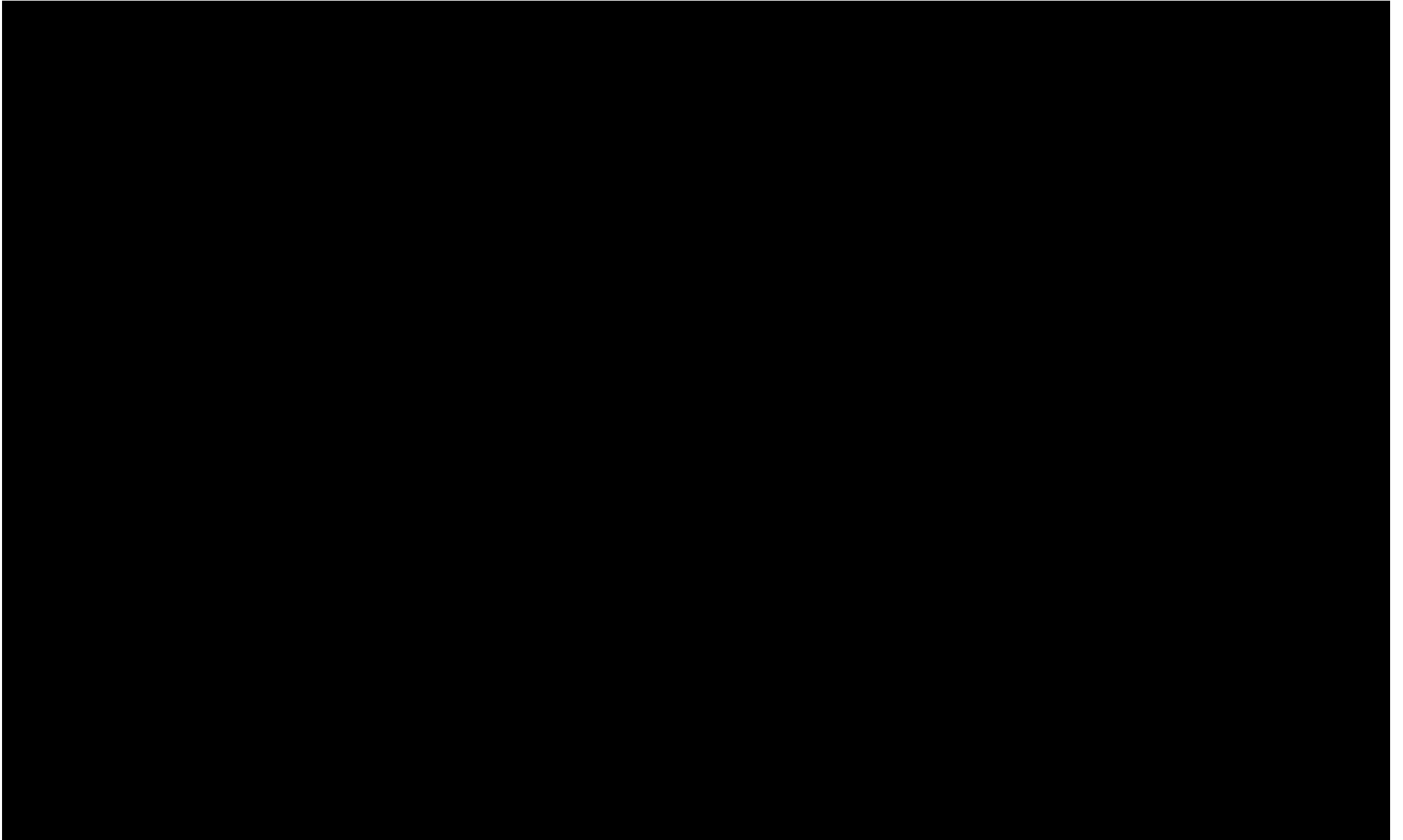


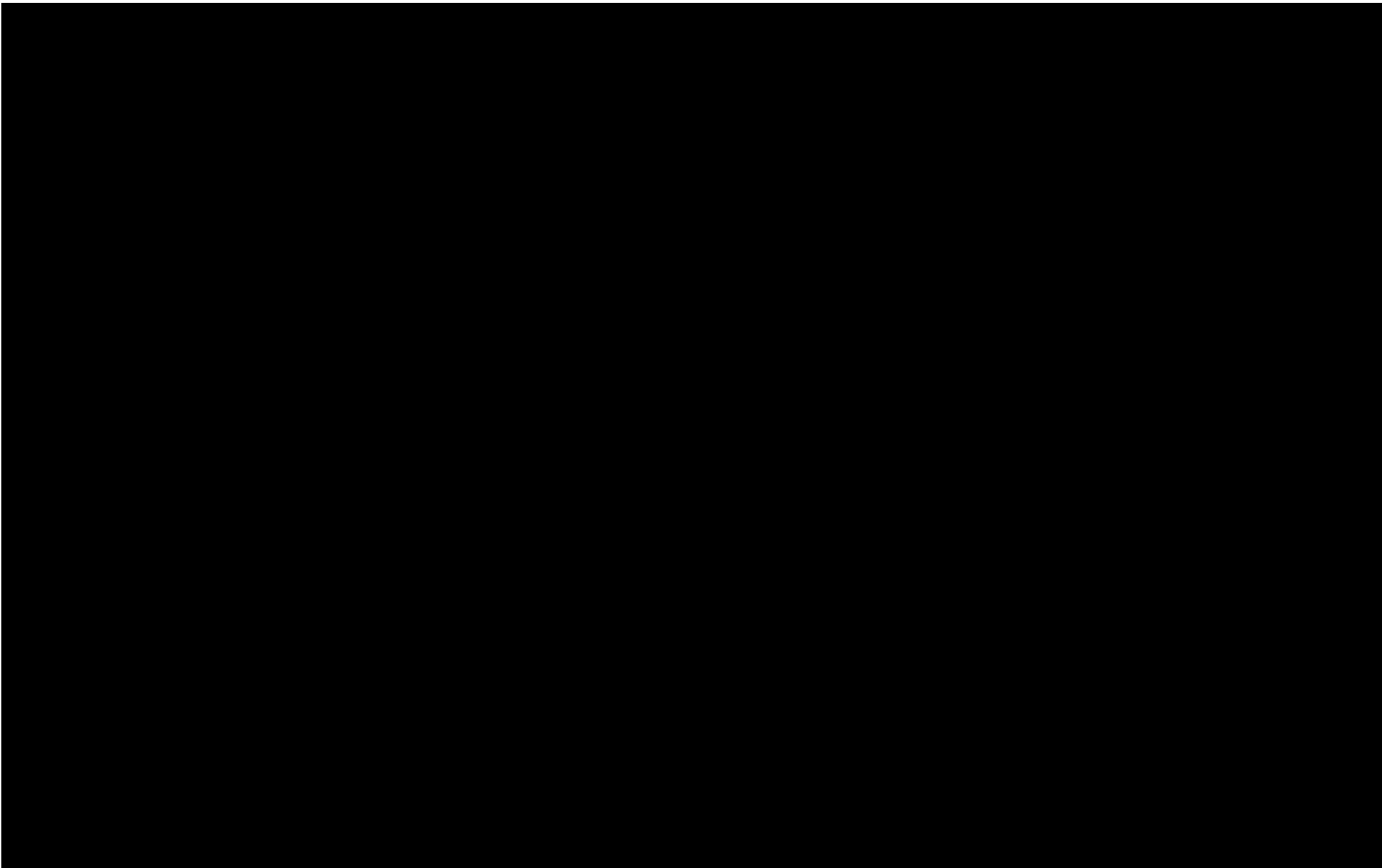


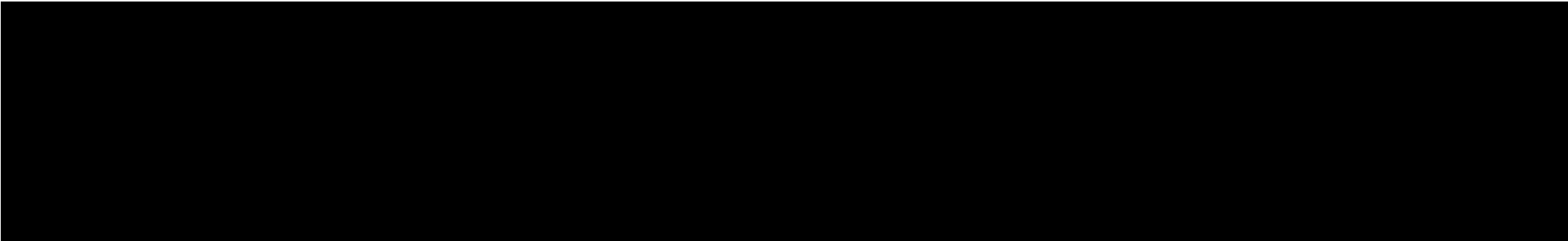












Definitions And Acronyms

S40

Other acronyms are available on the GMP intranet:

Other definitions may be found on PNLD (via Systems Portal)

<u>Term</u>	<u>Acronym</u>	<u>Meaning</u>
Cyclops		Old child protection paperwork storage system
Dispute		When an applicant disputes some/all of the content of their DBS certificate
Achieving Best Evidence	ABE	Video interview process for vulnerable victims
Alleged Perpetrator	ALLP	Person who allegedly committed the offence
Access Northern Ireland	ANI	Northern Ireland equivalent of DBS
Aggrieved Person	AP	Victim
Alleged Perpetrator	AP	Person who allegedly committed the offence
Arrest Summons Reference	AS ref	PNC arrest/summon reference number
Anti-Social Behaviour Order	ASBO	
Audit Trail	AT	Documents within QAF
Barred List(s)	BL	List of individuals who are barred from working in regulated activity with children or adults
Back Record Conversion	BRC	Process for converting old information (pre 1995) onto live PNC
Legacy Case	CA	
Child Abuse Investigation Team	CAIT	
Care Plan	CAP	New care plan event on PW - usually child protection or elder abuse
Child Exploitation Online Protection Centre	CEOP	
Computerised Incident Handling Number	CIHN	Legacy incident reference number
Child In Need	CIN	
Chief Officer Delegate	COD	Role in OCU & all force DBS units, with legal responsibility for disclosures and local policies
Central Operational Policing Unit	COPU	
Child Protection Case Conference	CPC	
Community Psychiatric Nurse	CPN	
Crown Prosecution Service	CPS	
Child Protection Unit	CPU	

Criminal Records Bureau	CRB	Previous name of DBS Disclosure arm
Crime	CRI	New crime event on PW
Customer Relationship Management	CRM	IT system for DBS to send enhanced checks to forces
Crime Reference Number	CRN	LDS or migrated crime
Criminal Record Occupation Checks Unit	CROCS	Previous name of OCU
Crime Scene Investigation	CSI	
Care Standards Tribunal	CST	
Counter Terrorism Unit	CTU	
Legacy Custody	CU	
Children And Young People's Services	CYPS	
Domestic Abuse	DAB	New domestic abuse event on PW
Disclosure & Barring Service	DBS	Formerly CRB & ISA
Disclosure & Barring Service Barring Arm	DBS-B	Responsible for administering barred lists
Disclosure & Barring Service Disclosure Arm	DBS-D	Responsible for issuing DBS certificates
Digital Investigation Unit	DIU	
Disclosure Officer	DO	Role in OCU
Date of Birth	DOB	
Disclosure Scotland	DS	
DBS/Disclosure Unit	DU	
Disclosure Unit Manager	DUM	Role in OCU & all force DBS units
Domestic Violence	DV	
Domestic Violence Disclosure Scheme	DVDS	Also known as Claire's law
Domestic Violence Prevention Order	DVPO	
Domestic Violence Unit	DVU	
Enhanced Criminal Records Check	ECRC	
Enhanced Disclosure Application	ED	
Enhanced Disclosure Application With Barred List Check	EDBL	
Escalations and Fast track Applications	EFA	Duty within OCU
Emergency Placement Order	EPO	For children
Evidence Review Officer	ERO	
Evidence Review Unit	ERU	

Further Consideration	FC	Enhanced DBS application passed for consideration by Reviewers
Force Intelligence Bureau	FIB	
Financial Investigations Unit	FIU	
Fixed Penalty Notice	FPN	
Family Support Investigation	FSI	
Family Support Unit	FSU	Previous name for PPIU
Force Vetting Unit	FVU	
Force Wide Incident Number	FWIN	Legacy incident reference number
Guidance Document	GD	Documents within QAF
Greater Manchester Police Integrated Computer System	GMPICS	Old GMP local information recording database
Homebased	HB	
Homebased Occupation	HBO	
Hi-Tech Crime Unit	HTCU	
Integrated Customer Identity Service	ICIS	Old GMP local information recording database for custody and case
Interim Care Order	ICO	
Indecent Images of Children	IIOC	
Intelligence	INT	New intelligence event on PW
Integrated Operational Policing System	iOPS	GMP's local information system
Impending Prosecution	IP	
Independent Safeguarding Authority	ISA	Previous name of DBS Barring arm
Looked After Child	LAC	Child in care of local authority
Local Authority Designated Officer	LADO	Specified person in local authority with responsibility for child protection investigations
Legacy Data Store	LDS	Pre-July 2019 information stored in a legacy data store with flat-file viewable on PoliceWorks
Law Enforcement Agency	LEA	
Local Education Authority	LEA	
Local Intelligence Officer	LIO	
Local Police Force	LPF	
Multi Agency Public Protection Arrangements	MAPPA	
Must Attend Review	MAR	Review of CPC
Multi Agency Risk Assessment Conference	MARAC	

Multi Agency Safeguarding Hub	MASH	
Mentally Disordered Offender Panel	MDOP	
Manual of guidance form 11	MG11	Witness statement
Manual of guidance form 3	MG3	CPS charging / NFA rationale
Manual of guidance form 5	MG5	Case summary sent to cps by police
Manual of guidance form 6	MG6	Extra information from police to cps
Modus Operandi	MO	Method of offence
Misuse Of Drugs Act Warrant	MODA	
Management Of Police Information	MOPI	Code for retaining and disposing of police information
Method Product	MP	QAF flowchart/guidance
Non-Accidental Injury	NAI	Injury (usually to a child) caused non-accidentally, ie intentionally
National Crime Recording Standards	NCRS	
No Evidence Offered	NEO	Court disposal where CPS decide to offer no evidence against a defendant
No Further Action	NFA	CPS/police decision not to pursue matter (may be on evidential or public interest grounds)
No Fixed Abode	NFA	
Not Guilty	NG	Acquittal at court
Non-Homebased	NHB	
Nominal Intelligence Record	NIR	LDS or migrated intelligence
Nominal	NOM	Old person record (LDS or migrated)
Operational Communications Branch	OCB	
Organised Crime Gang	OCG	
Operational Communications Room	OCR	
Occupation Checks Unit	OCU	
Officer in Case	OIC	Police officer dealing with investigation
Operational Intelligence System	OIS	Old GMP local recording database
Legacy OPUS	OP	
Operational Policing Unit	OPU	
Operational Policing Unit System	OPUS	Old GMP recording database
Overview Document	OV	
PIP (Professionalising Investigation Programme)	PIP1 or PIP2	This is an investigation plan(s) that an officer should be submitting every time a crime is recorded, and updating with progress up to and including finalisation and closure. It

		usually details the circumstances, what actions have been taken so far, what needs to happen next, and reasons for outcome.
Post Applied For	PAF	
Potential Employer	PE	
Police Information Notice	PIN	
Police Liaison Manager	PLM	Role at DBS
Public Law Outline	PLO	
Police Local Cross-Reference	PLX	DBS database of nominal records held on local computer systems
Police National Computer	PNC	
Penalty Notice For Disorder	PND	
Police National Database	PND	National database where all forces upload local information
Police National Legal Database	PNLD	
Place of Birth	POB	
Protection Of Children Act	POCA	
Protection Of Children (Scotland) Act	POCSA	
Protection Of Children And Vulnerable Adults (Northern Ireland) Act	POCVANI	
Protection Of Vulnerable Adults Act	POVA	
Public Protection Investigation	PPI	LDS or migrated domestic abuse or case plan
Public Protection Investigation Unit	PPIU	
Police Protection Order	PPO	
Protection Of Vulnerable Groups (Scotland Act)	PVG	
PoliceWorks	PW	GMP's local information recording database
Persistent Young Offender	PYO	
Quality Assurance	QA	
Quality Assurance Framework	QAF	DBS' national framework for processing enhanced DBS applications
Quality Checking	QC	
Release 1	R1	It system for DBS to send barring referrals and basic certificate disputes to forces
Risk Assessor	RA	Role in OCU
Registered Body	RB	
Registered General Nurse	RGN	
Restorative Justice	RJ	

Report Of Crime	ROC	
Record of crime	ROC	
Record of contact	ROC	Record of update/contact with person linked to event
Released Under Investigation	RUI	Suspect released from police custody under investigation instead of on police bail
Reviewer	Rvr	Role in OCU
Speech And Language Therapist	SALT	
Standards And Compliance Unit	SCU	
Firearms Database	SHOGUN	
Sexual Harm Prevention Order	SHPO	
Service Level Agreement	SLA	
Senior Leadership Team	SLT	
Sex Offender Management Unit	SOMU	Previously known as violent sexual offenders registration unit (visor)
Sexual Offences Prevention Order	SOPO	Replaced by SHPO in 2015
Single Point Of Contact	SPOC	
Sequential Record Number	SRN	Old person record
Social Services Department	SSD	
Safeguarding Vulnerable Groups Act 2006	SVGA	
Team Around A Child	TAC	
Taken Into Consideration	TIC	
Trouble With Youths	TWY / TWYS	
Unique Reference Number	URN	
Update Service	US	DBS online service enabling porting certificate to different employers
Unlawful Sexual Intercourse	USI	Sex with someone under the age of consent
Voluntary Attendee (or Attendance)	VA	Suspect voluntarily attending police interview rather than being arrested
Video Identification Parade Electronic Recording	VIPER	Video ID parade - for witness/complainant to identify alleged perpetrator
Violent Sexual Offenders Registration Unit	VISOR	Previous name for SOMU
Workforce	WF	Workforce the DBS application is to work with (child/adult/other)
Under Influence Of Alcohol	XXX	
Youths Causing Annoyance	YCA	

Processing an Application

Ensure you understand the application and are trained to complete it - see Understanding an Application tab.

Before closing the application or passing the application for Decision/FC, you must update the reassign trail with all PNCID(s) and iOPS PW person record(s) found that belong to your applicant. Including any searches done. List the outcome for PNC (if applicable) to show it has been assessed.

<u>Task:</u>	<u>Cross Reference docs/tabs:</u>	<u>PNC:</u>	<u>IOPS PW:</u>	<u>Potential Outcome:</u>
Round Robins:				
This is where the application is returned to GMP after already being closed with a final outcome (i.e. NT, NR, non-disclosure, disclosure)	Round Robins	See Round Robins tab	See Round Robins tab	See Round Robins tab
Duplicates:				
Prior to starting an application you must check the latest available daily open list for possible multiple applications for the same person - if you are dealing with an application for a number of days you must keep checking for multiple applications. If another application belonging to the same applicant (or a linked application for HB applications) is already in a staff member's pot, all applications should be passed to the member of staff who allocated first, to process them together.				N/A

If there is already another application belonging to the same applicant in FC, please pass the new application to the Risk Assessor who passed the old application up for FC. This Risk Assessor should then pass both applications for FC together, with the front sheet clearly marked that there are 2 applications.				
System searches:				
Carry out system searches as per the AT1 section 1. Make sure you find all expected information (trace summary and information expected on local systems from PNC).	AT1 section 1 Pots and Trace Summary PNC Help iOPS Help		Check you have found all the name & DoB combinations AND information types indicated on the trace summary: eg if system 1 is shown, the person record(s) should contain at least one intelligence event (you don't need to confirm the applicant's role). PNC application with no PLX trace summary: * If PNC contains post 1995 information which belongs to GMP, the person should have a PW person record. If you don't find it - this is a missing PW person record and should be passed to management. * If all the GMP information is pre 1995, carry out PW checks as per the AT1, but if you can't find a record you do not need to pass to management and can continue processing the application based on the PNC record only - this is not a missing PW person record. * If all the GM information relates to non-police prosecuting agencies (eg RSPCA for animal offences, DWP for benefit fraud, local council	N/A

			etc), carry out PW checks as per the AT1, but if you can't find a record you do not need to pass to management and can continue processing the application based on the PNC record only - this is not a missing PW person record. Ignore any LDS CA (Case) or LDS CU (Custody) person records.	
Identify whether PNC and iOPS PW person record(s) belong to your applicant.	MP2 iOPS Help	NS, AD, AL, AB, ID, PA, OC, OD pages will assist. The IM page may cross-reference to other PNCIDs. The LX page may cross-reference to iOPS PW person records.	New or migrated person record - use: * Contact Info tab and sub-tabs * Person tab and sub-tabs * ID Numbers tab and sub-tabs LDS OP (OPUS) person record - use: * Nominal Details tab * Addresses tab	NT
Potential conflicts:				
Clean the application and send any cleaning conflicts back to DBS.	Understanding an Application Eligibility Conflict Codes	If you have found a PNCID belonging to your applicant which contains convictions, cautions, reprimands, warnings or impending matters, which is not on the application form, conflict.	New or migrated person record - use: * Check information panel or ID Numbers tab System Numbers sub-tabs for linked PNCID - search on PNC if not already included on application form LDS OP (OPUS) person record - use: * Check Nominal Details tab for linked PNCID - search on PNC if not already included on application form	CONF
Check for any alias details on PNC and iOPS PW which need conflicting. You do not need to carry	Alias	AL & AB pages	New or migrated person record - use: * Contact Info tab, Names sub-tab (will always have at least a file name)	CONF

out system searches on the alias details before conflicting.			* LDS tab for tied records	
			LDS OP (OPUS) person record - use: * Alias tab	
Check if the application needs to be sent to any other forces.	Conflict Codes PNC Help iOPS Help	IP & DH pages	In many cases this will probably be unknown until you have read the events to assess relevance. Do not read all events at this stage simply to check for other forces, but bear this in mind when reading the events to assess relevance, and conflict at that time if necessary.	CONF
Check if a False Documents conflict is required: If you find False Documents information from within the last three years this must be conflicted.	Conflict Codes	IP & DH pages	New or migrated person record - use: * History tab * POLE Event tab Only look for obvious references to false documents – you do not need to open every event to check.	CONF
			LDS OP (OPUS) person record - use: * POLE Event tab - MUST make sure Person tab shows applicant's records ONLY first. Only look for obvious references to false documents – you do not need to open every event to check.	
Check if there are any outstanding conflicts from other forces, and if so conflict.	Conflict Codes	N/A	N/A	CONF

Relevance:				
Assess the relevance of each item of information as per QAF.	MP3a/b MP6 a/b AT1 FSPs Relevance Help	IP & DH pages WM & OI pages Use MP6 for conviction/caution/reprimand/warning information; use MP3 for non-conviction information. Remember to read the matching iOPS PW event(s) if creating an AT. Otherwise treat PNC / iOPS PWs as two separate entities.	New or migrated person record - use: * History tab * POLE Event tab LDS OP (OPUS) person record - use: * POLE Event tab - MUST make sure Person tab shows applicant's records ONLY first. * Do not use FSU tab on legacy person record.	NR AT
Create an AT (formally known as AT2/3) for any relevant information.	How AT Looks			AT
Decision Making (Risk Assessors only):	Decision Making iOPS Help	See Decision Making tab	See Decision Making tab	See Decision Making tab

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Understanding PW

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Relevance Help

Reclassified offences / alternative offences / downgraded offences

Where you have multiple records for the same allegation (ie on PNC, Custody, Intelligence, Crime), you may have different offence titles due to either the offence being reclassified or the charge(s) being for a different offence. When assessing additiveness and/or relevance based on the offence title, you should use the most accurate classification as follows:

- Impending/ongoing (pre-charge) = most serious offence title, whether on PNC, iOPS PW Custody or iOPS PW Crime.
- Charge/summons information (regardless of whether found guilty, not guilty, no evidence offered, lie on file etc) = PNC offence title for all offences with a court date.
- Caution / Penalty Notice information = PNC offence title for all offences resulting in Caution / Penalty Notice.
- NFA information = iOPS PW Crime offence title (whether new, migrated or legacy).

Additiveness - child victim

Assessing additiveness for conviction/caution/reprimand/warning where the only potentially additive factor is the fact that the victim was a child (aged under 18) - remember to check MO on PNC and iOPS PW:

- Additive:
 - Towards a child when applicant was an adult aged 25 or over - should be treated as additive, regardless of whether offence title indicates a child victim.
 - Towards a child when applicant was an adult aged 18-24 and the alleged victim was under 13 - should be treated as additive, regardless of whether offence title indicates a child victim.
 - Towards a child when applicant was also a child but older than alleged victim by 24 months or more, which occurred within the last 3 years – should be treated as additive, regardless of whether offence title indicates a child victim.
- Not additive:
 - Towards a child when applicant was an adult aged under 25 and the alleged victim was aged 13 or over, which occurred over 6 years ago and contained no sexual element - should be treated as not additive, unless you have good reason to deem it additive.
 - Towards a child when applicant was also a child but younger than the alleged victim – should be treated as not additive.
 - Towards a child when applicant was also a child but older than alleged victim by less than 24 months – should be treated as not additive.
 - Towards a child when applicant was also a child, which occurred over 3 years ago – should be treated as not additive, unless you have good reason to deem it additive (eg 17 year old applicant convicted of sexual assault 4 years ago where victim was aged 4 = good reason to deem it additive).

NB – Remember to also look at other potentially additive factors (eg level of violence, position of trust, power disparity etc) when assessing additiveness.

IF THERE IS NO MO ON PNC OR ANY OTHER LOCAL SYSTEM THEN IT SHOULD BE DEEMED AS NOT ADDITIVE.

Foreign info

S40 Foreign information is NR and should not be considered, as per email from [REDACTED]

Financial abuse of position of trust involving children or vulnerable adults (MP3a & 6a)

Remember to consider this aspect when reading MOs for theft/burglary/fraud, regardless of the workforce applied for.

Power disparity (FSP 2.i & 2.ii)

Indications of a power disparity are likely to include, but are not limited to, the following:

- Position of authority - eg a junior colleague victim
- Power over victim's career - eg a film producer coercing an aspiring actor/actress into sexual acts
- Power over victim's residency in the country - eg trafficking immigrants into the country and forcing them into servitude
- Power over victim's accommodation - eg a landlord threatening a tenant

Organised crime (MP3b & 6b)

Indications of an organised crime element may include, but are not limited to, the following:

- Child criminal exploitation
- County lines/Dedicated drugs line
- Cuckooing
- Drug Supply****(Upon reading the PP1, investigation plan, log or General Documents etc it is clear there are no other Organised Crime indicators the event doesn't need adding to an AT or can be deleted from an AT)
- Firearms
- Gangs
- Human trafficking
- Modern slavery
- NCA (formerly SOCA) involvement
- OCG (Organised Crime Group/Gang)

- Any mention of organised crime in the event
- Subject to Police Operation
- Racketeering
- Terrorism

Weapon use (FSP 2.iv)

This relates to identifying "any weapon use in a working role" only, not the other categories of significant weapon use: 'Any implement that, when used by an individual, has the potential to cause more harm/injury/fear to a victim than if the individual was using their fists or their feet', eg: an empty plastic bottle or a cushion would not be classed as a weapon, whilst a glass bottle or a dining chair would.

OCU Intelligence

- Previous disclosure or WDA reps:
 - Where there is no subsequent non-disclosure as per Reviewer/COD - this information should be added to your AT form but does not usually require a Hit Reference; if it is the only hit on the AT or it relates to information which is not on the AT, it will require a hit ref no and rationale.
 - If there has been a subsequent non-disclosure/non-referral as per Reviewer/COD, none of this intelligence needs to be added to your AT form.
- Previous ISA/Barring referral:
 - This information should be added to your AT form but does not usually require a Hit Reference; if it is the only hit on the AT or it relates to information which is not on the AT, it will require a hit ref no and rationale..
- INFORMATION DISCLOSURE TO POLICE RE BARRED CASES WITH NO POLICE INVOLVEMENT (SVGA S.50A):
 - This must be classified as Abuse of a position of trust involving Children or Vulnerable Adults / Child Protection Matter / Elder Abuse for MP3 purposes
 - The paperwork stating the reasons for barring will be held by OCU and can be found by checking the ISA list on SharePoint.

Assaults - classification

S40



Crime Outcomes

S40



Harassment & Public Order Offence Titles – New Crimes Only

Policeworks displays the offence title from the legislative wording, rather than the Act / section like legacy crimes. This can cause confusion between Public Order and Harassment offences due to the similarities in the titles.

To assist the offence titles for each are:

S5 Public Order – *Harassment alarm or distress*

S4A Public Order – *Causing intentional harassment, alarm or distress*

S4 Public Order – *Fear or provocation of violence*

S2 Harassment – *Harassment*

S4 Harassment – *Putting people in fear of violence*

The main details tab, final classification sub-tab Act box will give the section

PNC - Relevance

Read the MO. Remember to read the matching iOPS PW event(s) as well if creating an AT. Otherwise treat PNC & iOPS PW as two separate entities.

PoliceWorks - Migrated or New Events - Relevance

When considering relevance the following is guidance in regard to what tabs, sub tabs etc need to be viewed. This is not an exhaustive list but should in the main provide enough details to determine the relevance, however there will be occasions when more interrogation is required.

S40

Person roles



Crimes

- Middle ribbon/panel:
 - Classification = offence type
 - Final classification = crime recording type, eg crime / non-crime incident / cancelled crime
- Details tab
 - Initial Details sub tab will contain the allegation/incident etc
 - Qualifiers sub tab may have relationship
 - Flags sub tab

- MO tab
 - Details sub tab - the MO description will be similar to the details tab although additional information could be added here by the OIC. This may be easier to read and should also have keywords listed.
- Victim/Witness tab
 - The marker/flags filter may contain relevant details
 - An individual's DOB is listed
- Suspect/Accused tab
 - Outcome column for each suspect

Domestic Abuse/Care Plan

- Details tab
 - Initial Details sub tab will contain the allegation/incident etc
 - Qualifiers sub tab
 - Flags sub tab
- People tab
 - Subject sub tab - The marker/flags filter may contain relevant details
 - An individual's age is listed, but this is their age currently, use the view person details arrow to find their DOB

Intelligence

- Bottom of the screen on the intelligence tab for the evaluation codes these will be the new evaluation codes - FSP 10 applicable if the source evaluation is 3 or 2 and/or information evaluation of C, D or E.
- In the Details section the text will be recorded.

Voluntary Attendee

- Offences tab
 - Will give offence title and crime URN, if linked
- Detention Summary tab
 - Should include interview reason
 - Create VA (at bottom of list) - click in and should contain offence box

Custody

- Arrests tab
 - Should give offence

- Detention log tab
 - Early entries should include arrest reason
- Detention Summary tab
 - Initial Arrest (at bottom of list) - click in and should contain offence box

PoliceWorks Legacy Events - Relevance

When considering relevance the following is guidance in regard to what tabs, need to be viewed. This is not an exhaustive list but should in the main provide enough details to determine the relevance, however there will be occasions when more interrogation is required. Opening in Print View will provide all details.

S40 Person roles [REDACTED]

Crimes

- Status on the Crime Summary may record the offence as 'no crime' or 'C2 - NO Offence - AVI' - may need to scroll across to locate
- Crime tab:
 - The MO will be listed on the Crime Summary and will be a long line across the data viewer
- Initial Report tab:
 - This may contain further details of the MO
- Victim/Witness tab:
 - This will list the victim, witness, informant and discoverer. This can be in any order and could be multiple people - ensure scroll down
- Crime Offender tab (need to scroll across to locate):
 - This will list all the offenders and could be multiple people - ensure scroll down
 - There will be an outcome for each specific offender

Domestic Abuse/Care Plan

- Details tab:
 - Only read 'Circumstances of Incident and Safeguarding Activity Undertaken' section for determining relevance not the line above - this will be in a large block in the middle of the data viewer

Intelligence

- Intelligence Tab - the description is provided and this may be a long line across the data viewer. No roles are listed but will need to read the description to determine the relevance.
- In middle of the data viewer after the description are the ratings. FSP 10 applicable if the source evaluation is D or E and/or information evaluation of 4 or 5.



Understanding An Application Form

When checking for conflicts on an application start from the top of the sheet and take notice of the following boxes:

Header Box

- Application Number - If this begins with a 'P', this is a pseudo notification and should be moved to the OCU PSEUDO pot.
- PNCID - If the applicant has a record on PNC linked to the application, then the PNCID will be displayed here.
- Date of Last PLX Search, DU Code & Name

Conflict Resolution comments box

This box will display the resolutions to any previous conflicts. Make sure any previous conflict has been resolved.

If the force number is highlighted blue and is underlined you should click on it to see the full conflict screen that was sent

DU Referral Reasons box

The reason for referral will be displayed here (Refer to the Pots & Trace Summary Tab, and see post applied for section below for HBO referrals). Previous responses from GMP on this application will also be displayed here.

Names box

- Current name that the applicant uses = CUR_NAME
- Previous names that the applicant has used = PREV_NAME
- Alias names shown on PNC record = ALIAS_PNC
- Alias names conflicted from other forces = ALIAS_CNF
- Breakdown of Driving Licence = DLIC_ID

Nicknames

If a nickname is recorded on PNC it automatically gets added to the application form as a PNC alias

Trace Summary box

This box shows the local systems that have possible matching records (Please refer to the Pots & Trace Summary section)

Address box

The applicant's addresses for the past 5 years should be displayed here - you may get address history for more than a 5 years period , e.g. the applicant has lived at the same address for 20 years, etc

NB: As confirmed by the DBS on 19/02/18 applications that only contain a foreign address history or a current foreign address can be processed as normal . As the lead force cannot be determined from the current address in these instances, please ensure that you undertake lead force responsibilities on these types of applications.

Other identifiers box

Gender

Make sure that the applicant's title matches their gender - I.e. MISS/MRS = female, MR= Male

Make sure that the forename and gender are likely to be correct - I.e. Rebecca is female and not male (see below for possible transgender applications)

Possible Transgender / Sensitive / VIP Applications

If you have information to believe the applicant is transgender, please conflict GWC as instructed by DBS Sensitive Applications Team on 29/11/2021 – as per conflicts tab. (DBS DISCLOSURE UNIT REFERENCE GUIDE on the Dashboard contains the full procedure for Transgender / Sensitive / VIP applications).

Driving licence

The number is in a format which allows us to check the applicant's full name, date of birth and gender. The details on the driving licence should match the applicant's given details exactly.

The number should be in the following format issued by DVLA: NNNNN/YMMDDY/IITCC:

- N = 1st five letters of surname; in absence of five letters 9 will replace
- Y = Year of birth
- M = Month of birth (Note: with females the first M will be plus 5)

- D = Day of Month of birth
- I = Initial letter of first two forenames – if only one then 9 will replace second I
- T = Tiebreaker. If another person with identical details this reduces by 1
- C = Computer generated check letters

S40

Any mismatches should already have been identified and sent back to the registered body - conflict if necessary

You must conflict it back if the initials on the driving licence are the other way round to the forenames given by the applicant

Do not conflict if applicant name is MAC and driving license only states MC.

Do not conflict back Driving Licences issued abroad

Do not conflict back Driving Licences in previous name if the name is already shown on application form

Do not conflict back if the DVLA DoB in the names table shows a year 19xx but the applicant's DoB is 20xx - this is an error in how CRM extracts the details to the names table, not an error in the driving licence number

Post Information

The PAF field will give the workforce (adult / child / child & adult / other), and the actual post applied for.

If the workforce is missing, you must conflict the application. The exception to this is Countersignatory PAFs, where no workforce is required so these should not be conflicted.

If the workforce and PAF clearly do not match or the PAF is missing (see eligibility tab and guidance on DBS website) first do a search on all relevant systems to see if we have an offence on PNC (if applicable) or a nominal/custody record. Do not do full relevancy checks just ensure a match, regardless of why a match. If the outcome is 'No Trace' close the application as such, and if a trace is found it should be conflicted. Eg:

- other workforce Nurse, other workforce Gardener (these are only eligible if working with vulnerable groups so cannot be other),
- child and adult workforce Nursery Nurse (PAF can only involve children),
- child and adult workforce Foster Carer (cannot foster an adult).

If the PAF appears to be ineligible for an enhanced check (see eligibility tab and guidance on DBS website), first do searches as above. If the outcome is 'No Trace' close the application as such, and if a trace is found it should be conflicted.

As the certificate will be portable you MUST ignore the post as the applicant could use the certificate for any role with that workforce, eg the application could be for 'children's workforce - cleaner' but the applicant could use the certificate to become a teacher. Countersignatory PAFs and 'other workforce' applications are an exception to this, as Countersignatory applications do not result in a certificate and cannot be ported at all, and other workforce certificates can only be ported to other employers with the same role, eg a Taxi Driver applying with Salford City Council could port their certificate to another Taxi Driver role with Bury Council.

The tick boxes relate to the barred list checks only, and show that the RB is entitled to know if the individual is barred from one or both vulnerable groups. The RB is only entitled to know this if the applicant will be engaging in regulated activity with that group. DBS have confirmed that forces are not responsible for checking whether these boxes have been ticked correctly, and forces should not conflict to clarify this.

Post Information - Possible HBO (applicable to all staff)

DBS definition of an HBO is:

"A role where:

- The applicant carries out some or all of his or her work with children or adults from the place where the applicant lives or
- The applicant lives in the household of someone who is or has been checked because they carry out some or all of their work with children from the place where they live."

If the home based box has been ticked on the application form, the application will come to us as a home based referral. This means it will show HBO in the referral reasons, but it may not automatically triage into a home based pot. If HBO is shown in the referral reasons, put the application in the correct home based pot to be dealt with by a staff member on home based duty, unless the conflict resolution states that the application is not home based.

If the PAF is clearly home based (ie on the Definite HBOs tab) but the referral reasons do not include HBO (eg PAF is Foster Carer and referral reasons do not contain HBO), put the application in the 06, HOME_BASED pot to be dealt with by a staff member on home based duty.

If the PAF is NOT clearly home based (ie NOT on the Definite HBOs tab) and the referral reasons do not include HBO (eg PAF is Foster Carer Support and referral reasons do not contain HBO), it should be processed as non home based.

DBS have confirmed that all **church roles which have been submitted as HBO** are eligible for HB checks as "the role involves a great deal of their work being carried out from home. This work will include counselling (individuals, young people, couples), children's groups (confirmation/baptism tuition, children's study groups). They will also be visited by individuals (children and adults) seeking help in a crisis situation (at times financial), those seeking counselling and direction due to spiritual doubt or simply for friendship and guidance." If a church role (including retired church PAFs) has been submitted as HBO, please process it as HB and do not conflict as an HBQ. However, if a church based role is submitted without HBO being shown in the referral reasons the application does not need to be queried and can be processed as non-homebased.

We are not treating roles such as Frequent Visitors as home based because the vulnerable people will not be present at the applicant's home address and there is also an eligibility issue to address. **Speak to a member of the management team, regardless of whether or not HBO is shown in the referral reasons.**

Other DU referrals box

This box contains details of other forces that the application form has been sent to. Previous responses from other forces on this application will also be displayed here.

Round Robins

This is where the same application is returned to GMP after already being closed by GMP with a final outcome (ie NT, NR, non-disclosure, disclosure) - usually due to another force conflicting but occasionally due to a DBS issue. It does not relate to when a second different application is received.

Check the previous outcome of the application (on the CRM application form):

NT =

Process as normal.

NR =

Check the reassign trail to ascertain the date closed and the person records found previously; then process as normal, but only assess relevance for:

- a) new PNC offences - the NS page will show the date last updated so it may be immediately obvious there are no new offences
- b) new events on iOPS PW person records found previously
- c) any events on iOPS PW person records not found previously (ie not listed on reassign trail) - person record may not have been found previously if not on previous trace summary

If there are no new relevant hits, update the reassign trail with all PNCID(s) and iOPS PW person record(s) found to belong to your applicant, and state "round robin, no new relevant hits". Close as NR.

If there are new relevant hits, create a new AT as normal.

Non-disclosure by RA (you will need to find the previous AT to ascertain the final decision maker) =

Pass to the RA who made the decision.

The RA will: check the AT to ascertain the date of decision and the person records found previously; then process as normal, but only assess relevance for:

- a) new PNC offences - the NS page will show the date last updated so it may be immediately obvious there are no new offences
- b) new events on iOPS PW person records found previously
- c) any events on iOPS PW person records not found previously (ie not listed on reassign trail / AT) - person record may not have been found previously if not on previous trace summary

If there are no new relevant hits, update the reassign trail with all PNCID(s) and iOPS PW person record(s) found to belong to your applicant, and state "round robin, no new relevant hits". Close as relevant information, nothing to disclose.

If there are new relevant hits, these should be added to the previous AT with the sent date, AT creation date and decision date amended accordingly.

Non-disclosure by Rvr/COD (you will need to find the previous AT to ascertain the final decision maker) =

Pass to the Rvr who completed section 3.

The Rvr will: check the AT to ascertain the date of decision and the person records found previously; then process as normal, but only assess relevance for:

- a) new PNC offences - the NS page will show the date last updated so it may be immediately obvious there are no new offences
- b) new events on iOPS PW person records found previously
- c) any events on iOPS PW person records not found previously (ie not listed on reassign trail / AT) - person record may not have been found previously if not on previous trace summary
- d) updates to previously ongoing PNC offences or events on iOPS PW, which were recorded on the original AT

If there are no new relevant hits, update the reassign trail with all PNCID(s) and iOPS PW person record(s) found to belong to your applicant, and state "round robin, no new relevant hits". Close as relevant information, nothing to disclose.

If there are new relevant hits or relevant updates to previously ongoing PNC offences or events on iOPS PW, the Rvr will pass the application to the original RA. The RA will add them to the previous AT with the sent date, AT creation date and decision date amended accordingly, then pass the application back to the Rvr with a new FC front sheet. The Rvr will redo/update their decision. The Rvr will pass to a COD if necessary. The previous intelligence will need amending for the final decision and date.

Disclosure by COD (you will need to find the previous AT to ascertain the final decision maker) =

Pass to the Rvr who completed section 3.

The Rvr will: check the AT to ascertain the date of decision and the person records found previously; then process as normal, but only assess relevance for:

- a) new PNC offences - the NS page will show the date last updated so it may be immediately obvious there are no new offences
- b) new events on iOPS PW person records found previously
- c) any events on iOPS PW person records not found previously (ie not listed on reassign trail / AT) - person record may not have been found previously if not on previous trace summary
- d) updates to previously ongoing PNC offences or events on iOPS PW, which were recorded on the original AT

If there are no new relevant hits, update the reassign trail with all PNCID(s) and iOPS PW person record(s) found to belong to your applicant, and state "round robin, no new relevant hits". Close as relevant information, approved info to disclose.

If there are new relevant hits or relevant updates to previously ongoing PNC offences or events on iOPS PW, the Rvr will pass the application to the original RA. The RA will add them to the previous AT with the sent date, AT creation date and decision date amended accordingly, then pass the application back to the Rvr with a new FC front sheet. The Rvr will redo/update their decision. The Rvr will pass to the original COD. The COD will redo/update their decision. The previous intelligence will need amending for the final decision and date.

Pots & Trace Summary

Applications forms are received at DBS. They are then searched electronically to find PNC matches and possible matches on local systems (PLX - note these are only **possible** matches). Based on the outcome of DBS' electronic search of PNC & PLX the applications are sent to forces via CRM and automatically triaged into various 'pots'.

Do not assume they are in the correct pot - make sure you look at the application form - is it a Homebased application (should state HBO in referral reasons), has a conflict screen been completed, etc - if you find it is in the wrong pot and you are not trained to complete this pot, you should reassign it to the correct pot - make sure you show on the reassign screen why you have done it.

We currently have the following automatic triage 'pots':

- **06, PLX** - applicant is a possible match to a record held on one of our local computer systems
- **06, PNC** - applicant has a PNCID
- **06, CONFLICT** - application has been sent back as a conflict which has been resolved by DBS
- **06, HOME_BASED** - applicant has applied for a homebased occupation, ie. childminder, foster carer
- **06, FAST_TRACK** - applications that need to be done as a matter of urgency i.e complaint, request for escalation, free of charge check

We currently have the following unit 'pots' which are regularly used to manage the work handled by the unit:

- **06, OCU - H-B** – 3 different triage pots for HB applications
- **06, OCU-PSEUDO** – plus pseudo HB
- **06, OCU - QC** – 5 different pots
- **06, OCU - TRAINING**
- **06, OCU - TS Query**
- **06, OCU - QUERY**
- **06, OCU - DECISION**
- **06, OCU - FC**
- **06, OCU-FC Fastrack**
- **06, OCU - ASSESSMENT** – 7 different triage pots for FC work
- **06, COD Further Consideration**

Each staff member has their own 'pot'

The outcome of the DBS' electronic search of PNC & PLX can be seen by opening the application form and looking at the DU Referral Reasons - eg 06 PNC_MATCH, PLX = tells you that the applicant has been matched to a PNCID and has a possible hit on one of our local systems (ie PLX).

To find out specific PLX record details you can look in the Trace Summary box

TRACE SUMMARY CODES

relates to the following information types on iOPS PW

- 1 = Intelligence
- 2 = Crime
- 3 = Custody
- 4 = Domestic Abuse / Care Plan
- 6 = Care Plan / CPC / FSI
- 8 = Problem Solving

If you cannot find an expected hit - put the application into 06, OCU - TS Query

On an application under the Names table, there are four types of Origins:

- CUR_NAME: Current name and DOB combination on the application
- PRV_NAME: Previous name and DOB combinations on the application
- ALIAS_PNC: Alias name/nickname and DOB combinations found on PNC
- ALIAS_CNF: Alias name and DOB combinations conflicted by forces
- DLIC_ID: Name and DOB combination from driving licence number (only shows if it is not an exact match to the current name & DOB)

Conflict Codes

All cleaning conflicts should be identified and returned first.

All alias conflicts should be identified and returned second (see alias tab).

Other conflicts should be returned third.

If using more than one conflict code, put each one on a separate line.

If your conflict refers to a previous/duplicate application you must provide the application reference number.

The content of the conflict screen can be disclosed to the applicant under a Subject Access Request:

* Ensure you do not include reference to any allegations/investigations the applicant is unaware of - ask a member of management if unsure.

* Ensure the language and tone used is professional and appropriate.

For pseudos, put a P in front of the normal conflict code, eg PADF

When sending multiple conflicts you must make this clear on the Conflict screen so it gets dealt with by all the relevant teams at the DBS, i.e PNC Team, IAP team, Conflict team

Example -

2 x Conflicts PNCIDM & ADF

PNCIDM – Please match to PNCID* - because ...

ADF - alias surname on PW

Current Code	Conflict	Comments	Type of Conflict
AAQ	Application Address Query	An address provided as part of the application requires clarification. Outline the issue in the conflict notes. <i>Replaced CAC.</i>	Cleaning
ADF	Additional Data Found	Police systems hold an alias name or DoB for the applicant which was not provided with the application. The alias name/DOB should be recorded in the Alias Data Field and returned to DBS for checks to be carried out on the alias. Please ensure all data fields (DOB, Forename and	Alias

		Surname) are populated. Do not duplicate ADF conflicted by another force.	
CIV	Conflict Intervention	Another force has conflicted the application so it requires returning to DBS. Only use after checking there are no other conflicts required.	Other
CNQ	Current Name Query	A previous DBS application indicates an undisclosed Current forename/surname, or an alternate spelling of any Current name recorded on the application. Conflict the application to DBS with the conflict code CNQ and a clear explanation in the conflict notes. <i>Replaced CF1C, CF2C, CSC.</i>	Cleaning
DOBC	Date of Birth Clarification	A different DOB was supplied by the applicant on a previous DBS application. The different DOB should be entered in the Alias Data Field, along with the names supplied by the applicant on the current application and conflicted to DBS for clarification.	Cleaning
DVLAE	DVLA Error	The driving licence supplied by the applicant indicates something different from the names / DOB supplied on the application. The application should be returned to DBS for enquiries to be made with the registered body. Record clear details of the discrepancy in the conflict notes. Application is likely to be withdrawn. See information in understanding an application	Cleaning
FDOC	False Documents	You have good reason to believe that false identity documents have been used by the applicant. Specify, within the conflict notes, which documents you believe may be false. DBS will only investigate cases where potentially fraudulent documents have been used within the last three years. You must provide, where known, the date of the offence, the nature of the document and the national origin of the document. You should only return a FDOC conflict if the false documentation was used within the past three years. <i>Replaced PIIFD.</i>	Other

GWC	Gender Wants Clarification	Information held on local systems, or submitted as part of the application, suggests the application may relate to a transgender applicant, or the gender on the application may be incorrect. Possible transgender applicants: Regardless of whether their previous names have been declared please conflict. Include a brief explanation as to why you believe the application is sensitive (applicant is believed to be transgender), and request the application to be re-assigned to the DBS Sensitive Applications Team. See template wording below.	Cleaning
HBQ	Home Based Query	If you believe the homebased indicator (in the referral reasons) on the application to be incorrect, conflict to DBS and explain why in the conflict notes.	Cleaning
IAP	Ineligible application	If PAF and/or IAP response indicates role is ineligible for an enhanced DBS check.	Cleaning
MISC	Miscellaneous	Use only when none of the available conflict codes fit the circumstances of an application (your reason for conflicting the application must be provided in your conflict notes). Speak to management before using	
NAF	Needs Additional Force	Local system or PNC suggests another force may hold relevant information and that force has not received the application. Contact the other force first, to confirm that they do hold information that needs to be considered and that they do need to have the application sent to them. Conflict the application to DBS, using the NAF conflict code, and clearly state the additional force(s) that need to receive the application and who at that force advised you to conflict the application. Do not NAF conflict without first contacting and confirming with the other force(s).	Other
ONQ	Other Name Query	A previous DBS application indicates an undisclosed Other (ie not current) forename/surname, or an alternate spelling of any Other name(s) recorded on the application. Conflict the application to DBS with the conflict code ONQ and a clear explanation in the conflict notes. In the ADF fields, include the Other names along with the DOB of the applicant. <i>Replaced OF1C, OF2C, OSC.</i>	Cleaning

PNCIDM	PNC ID Missed	If you have established a PNCID match has been missed. Only conflict if the PNCID contains conviction, caution, reprimand, warning, or impending information. Input the PNCID information in the 'external reference field', and input the conflict code in the conflict text box with full reasons why the applicant matches the PNC ID record or fingerprints should be obtained. If no further local intelligence exists, state this fact within the conflict text box. If you are unsure, you can look on the Disputes list to see if we have undertaken a fingerprint/photograph match or elimination.	Cleaning
PNCIDW	PNC ID Wrong	If you have established the PNCID to which DBS has matched the applicant is incorrect. Input the conflict code in the conflict text box with full reasons why the applicant does not match the PNC ID record or fingerprints should be obtained. State correct PNCID number (if one exists) in the external reference field. If you are unsure, you can look on the Disputes list to see if we have undertaken a fingerprint/photograph match or elimination.	Cleaning
QNA	Query Not Answered	Use this code when you do not receive a full answer to your conflict. Specify clearly, in the conflict notes, what has not been answered. Please check and ensure, before using this code, that your original conflict was correct and that the explanatory notes (provided to DBS with the conflict) were clear and complete.	Cleaning
TPC	Third Party Check	Clarification required regarding applications that may have been submitted for any third party to your applicant and residing at the same address as your applicant. Not used by GMP	Not used by GMP
UAQ	Undisclosed Address Query	Local intelligence indicates the applicant is currently residing (or has previously resided, at an address within the last five years) that has not been disclosed on their application. Conflict to DBS using the UAQ conflict code and use the conflict notes to outline the question that needs to be answered. Please provide the full address, including house number and postcode, and the dates of occupation. <i>Replaced CAC.</i>	Cleaning

WDA	Withdrawn Application	A conflict can be returned the DBS asking for the application to be withdrawn for the following reasons: • The Force has been in touch with the applicant or Registered Body who have indicated the application is no longer required • Local information suggests the applicant is deceased • The applicant has indicated they no longer wish to proceed with their disclosure application following representations with the Force Return to DBS using the WDA conflict code and, in the conflicts notes, explain the reason for the conflict and provide details of the information you received, including the name of individual(s) and organisation(s) that informed you that the application is no longer required. Pseudo Application Scenario one: During representations, the applicant confirms that they have now cancelled their Update Service subscription or that it has expired. Please return to DBS using code PWDA. Please note that this is for cancelled/expired subscriptions only. If the applicant only states their <i>intention</i> to cancel their Update Subscription, the pseudo application should be processed. Pseudo Application Scenario Two: DBS (Police Liaison, PPM, Conflicts Agents etc.) confirms that the Update Service subscription in question has been cancelled, or has expired, or that the certificate in question has been delinked (removed) from an active Update Service subscription. Close the pseudo notification by disclosing, as Approved Information: <i>"Subscription expired" / certificate delinked*. Returned without processing as per DBS instruction"</i> *delete as appropriate You should also determine whether there is any new information that should still be shared with / referred to DBS Barring	Cleaning
WFQ	Workforce Query	The workforce recorded on the application appears incorrect or is missing. Conflict to DBS using the WFQ conflict code and, in the conflict notes, explain the reason for the query. It should be noted that, due to limits on the number of characters allowed within the 'Post Applied For / Workforce' field on DBS application forms, abbreviations may need to be used by applicants /	Cleaning

		Registered Bodies. Abbreviations are permitted and should not need to be challenged or queried through the Conflict route. Examples of abbreviations include but are not limited to: Adult Workforce: AWF; Adult WF Child Workforce: CWF; Child WF Child and Adult Workforce: C&AWF; A&CWF; Child & Adult WF; Adult & Child WF Other Workforce: OWF; Other WF If in any doubt, please contact Police Liaison Team, or your PPM, directly. Use WFQ: • where the wrong workforce for the job role appears to have been supplied • where the workforce (Child, Adult, Other, including abbreviations) is completely absent from the application • where a workforce – or combination of workforces – that is not permitted has been recorded on the application (see scenario one) Do not WFQ for: • Queries relating to the job title (specific role / post) on the application. This code is to be used for queries in relation to the workforce only <i>Replaced WFM and CJR.</i>	
WLPF	Wrong LPF	The application has been sent to your force in error and you determine that the force that should have received it has not received it. Conflict to DBS with the conflict code WLPF and state the correct force.	Cleaning

Do Not conflict:

- DVLA if licence in previous name (shown on application form)
- Spelling errors that do not impact on a Forces ability to search their intelligence (i.e. London spelt London)
- NAF for third party information when the application has never gone to the other Force

- Alias details from PNC if we are not the lead force (The Lead Force is the Force within whose boundaries the applicant's current address from the application form falls).

Draft Conflict Wording:

PAF clarification related:

HBQ - Please confirm with the RB what contact the applicant will be having with vulnerable groups at their home address as part of this role, as this application has been sent as an HBO referral but the PAF does not appear to be home based.

IAP - Trace on GMP. This PAF is not eligible for an enhanced check [for the child/adult/other workforce] [because ...].

GWC - Possible transgender applicant. Information held on our local systems, alongside the information submitted as part of the application, suggests this application may relate to an applicant who is transgender. Therefore, as instructed by DBS Sensitive Applications Team on 29/11/2021, please can this application be re-assigned to the DBS Sensitive Applications Team.

Eligibility

The below is a quick reference guide to the most common / most obviously eligible roles. It is not an exhaustive list. If a PAF does not fall into the categories below it may still be eligible, and the DBS workforce eligibility guides should be consulted.

If you are unsure whether a PAF is eligible for the workforce(s) on the application form, ask a Reviewer or Supervisor.

Adult workforce

Activities – if the PAF involves any of the following it is eligible for the adult workforce, regardless of the establishment where it takes place:

- Health care
- Personal care
- Social work
- Conveying for the purpose of receiving health care, personal care, or social work
- Assistance required due to age, health or disability
- Teaching or training of SEN / disabled

Establishments – if the PAF takes place in any of the following it is eligible for the adult workforce, regardless of what activities the role involves:

- Psychiatric hospital
- Care home

DBS have confirmed that church roles including retired clergy and permission to officiate are eligible for enhanced DBS checks with the child and/or adult workforce. Please do not query the eligibility of any of these roles.

Child workforce

Activities – if the PAF involves any of the following it is eligible for the child workforce, regardless of the establishment where it takes place:

- Teaching, training, instruction
- Care or supervision
- Providing advice/ guidance on well-being
- Driving a vehicle only for children - (Includes HTST - Home to School Transport)
- Social work

Establishments – if the PAF takes place in any of the following it is eligible for the child workforce, regardless of what activities the role involves:

- Schools
- Pupil referral units
- Young Offender Institutions
- Children's homes
- Childcare premises
- Children's hospitals

The Ministry of Defence have provided a list of their job roles which are eligible for an enhanced check with the child workforce as they involve training child cadets. Please check this list and do not query the eligibility of any of these roles. The list can be found at:



DBS have confirmed that church roles including retired clergy and permission to officiate are eligible for enhanced DBS checks with the child and/or adult workforce. Please do not query the eligibility/workforce of any of these roles.

DBS have confirmed that CAFCASS roles are eligible for enhanced DBS checks with the child workforce. Please do not query the eligibility of any of these roles.

DBS / NPCC have confirmed that all fire service roles (e.g., fire safety checks / uniformed personnel / firefighters) are eligible for enhanced DBS checks with the child and / or adult workforce. Please do not query the eligibility / workforce for any of these roles. (The PE should assist to tell it's the fire service e.g. GMFRS is Greater Manchester Fire and Rescue Service).

DBS / NPCC have confirmed that all prison / probation roles are eligible for enhanced DBS checks with the child and / or adult workforce. Please do not query the eligibility / workforce for any of these roles.

[Other workforce](#)

If the PAF is to obtain any of the following it is eligible for the other workforce:

- Taxi licence
- Gambling licence
- Controlled drug licence
- Maritime guard / armed guard on ship role
- Magistrates
- National Crime Agency (NCA) Any Roles

Counter-signatories

These are eligible and do not require a workforce.

Definite HBOs

Regardless of whether HBO is stated in the referral reasons, the following PAFs should always be put in the correct home based pot to be dealt with by a staff member on home based duty, unless the conflict resolution states that the application is not home based.

- Foster Carer (all variations, including Private / General / LAC / Respite etc) - child wf unless conflict resolution convinces otherwise
- Kinship / Family Friends / Connected Person Carer - child wf unless conflict resolution convinces otherwise
- Special Guardian - child wf unless conflict resolution convinces otherwise
- Adopter - child wf
- Childminder - child wf
- Shared Lives Carer - adult wf (sometimes also child wf but never child only)
- Supported Lodgings Provider - child and/or adult wf
- Host Family - child wf
- Spouse of any of above for the child workforce
- Household Member of / living with any of above for the child workforce

Alias

Send back alias names and DoBs as indicated by the red guidance below. You should only be conflicting where necessary, and where alias names can be fitted into the red "do not conflict" categories below, they should not be conflicted, even if you are already conflicting a real alias. If you are unsure whether an alias name needs to be conflicted please ask a member of the management team.

Do not conflict combinations from multiple records.

If dealing with an application that has been conflicted twice or more, speak to a member of the management team to see if the conflict is necessary.

PNC:

- Only conflict aliases from PNC if we are the lead force (ie if the applicant currently resides in GMP according to the address history on the application form).
- Conflict all combinations of names and DoBs from within the same PNC record.
- If you are conflicting PNCIDM, don't conflict the aliases from the PNC record as DBS will add these when they match the PNC to the application. If the iOPS PW aliases are identical to the PNC aliases, there is no point conflicting them as DBS will add these when they match the PNC to the application.

iOPS PW:

- Conflict name and DoB combinations which are directly associated, ie on the same line.
- If the DoB is blank, conflict the alias name with the file DoB from the same person record.
- Don't conflict aliases found within an event, unless you are adding the details to the names sub-tab on a migrated or new record.

Do not conflict DoBs which would give a current age of under 10 years (this would be under the age of criminal responsibility so should not be checked on police systems) – eg today (11/07/19) you would not conflict the DoB 31/12/10, as this DoB would give a current age of under 10

Do not conflict details from the nickname category on PNC

Do not conflict obvious nicknames from the names/alias tab on iOPS PW

Do not conflict punctuation differences

Do not conflict likely/obvious mis-spellings, mis-hearings or mis-typings (including repeated names) of the same name - only conflict actual different names (ie likely to be given to evade detection)

e.g.

- Kathryn and Ktahryn would not be conflicted.
- DAWES and DOORS would not be conflicted.
- JONSTONE would not be conflicted on an application for JOHNSON as they sound similar so this is likely to have been a mis-hearing rather than an intentional alias.
- If only Kelly SMITH was on the application form, Kelly Smith SMITH would not be conflicted.

Do not conflict shortened/lengthened/different versions of the same name

e.g.

- Kathryn and Kath would not be conflicted
- Kathryn and Katherine would not be conflicted
- Kathryn and Catherine would not be conflicted
- Kathryn and Cath would not be conflicted
- Thomas and Tom would not be conflicted

Do not conflict forenames in different orders or surnames in different orders (NB you will need to conflict swapped forenames and surnames)

e.g.

- Mohammed Ali KHAN and Ali Mohammed KHAN would not be conflicted as there are no new forenames.
- Mohammed ALI KHAN and Mohammed KHAN ALI would not be conflicted as there are no new surnames.
- If only Mohammed Ali KHAN was on the application form, Mohammed KHAN or Ali KHAN would not be conflicted as there are no new forenames, however Mohammed ALI and Ali MOHAMMED would be conflicted as there are new surnames.
- If only Mohammed KHAN was on the application form, Mohammed Ali KHAN or Ali Mohammed KHAN would be conflicted as there are new forenames.
- Sean William SCOTT and William Sean SCOTT would not be conflicted as there are no new forenames.
- Sean WILLIAM-SCOTT and Sean SCOTT-WILLIAM would not be conflicted as there are no new surnames.
- If Sean WILLIAM-SCOTT was on the application form, Sean WILLIAM or Sean SCOTT would not be conflicted as there are no new surnames, however William SCOTT and Scott WILLIAM would be conflicted as there are new forenames.
- If only Sean WILLIAM was on the application form, Sean WILLIAM-SCOTT or Sean SCOTT-WILLIAM would be conflicted as there are new surnames.

How An AT Looks

How A Non-Homebased AT form should look

	Application Ref:	Application Number Preceded by DS if doing Disclosure Scotland, NI if doing Access Northern Ireland	Sent Date:	Date application was received by GMP	
S40	Applicant Name & DOB:	Surname in UPPERCASE & forename(s) in lowercase [REDACTED]	PAF & WF (Child / Adult / Both / Other):	CHILD, ADULT, BOTH OR OTHER - ALSO ALWAYS ADD PAF	
	Disclosure Officer Name & Date AT Created:	Your full name and the date you created the AT	Notification Type (Application* / Update Service Pseudo**):	A or P	
			Home Based Occupation (Y / N / FSP 6.5):	Y OR N OR 6.5	
S40	Risk Assessor Name & Date Decision Made:	Your full name and the date you completed the decision	PNC Ref:	[REDACTED]	NOTE - ALL REFERENCE NUMBERS MUST BE ADDED EVEN IF THAT RECORD IS NOT RELEVANT
			iOPS PW URN(s) and number of person records:	[REDACTED]	

iOPS PW URN(s) screenshot – make sure iOPS PW is only tab in window, hold alt key, click on window header bar, press print screen key, paste below, make sure text is legible:

[paste screenshot showing all person records here](#)

* **Application** – results in the issue of a physical certificate

** **Update Service Pseudo** – results may change US Subscription Status (no physical certificate issued)

1.1 Hit Relevance Table

Complete a row on the Hit Relevance Table for:

- Each Hit on your local systems where the outcome reached using the appropriate Method Product was classified as 'FURTHER CONSIDERATION' (where identity is established and information is relevant).

NB. For each Hit that relates to a Third Party you should clearly differentiate between applicant and Third Party. If information relates to more than one individual (a Third Party, for example) you should clearly differentiate between each of them. Ensure that it is clear which 'hits' belong to which individual.

The order in which you record relevant information in hit references is dependent on who is making the decision. If you are not making the decision, record the information in a system first manner i.e. record all PNC hit references first then match any corresponding iOPS PW information, then record any other iOPS PW hit references. If you are the decision maker the order is entirely up to personal preference and whatever makes it easier for your thought process.

Local Ref the unique reference from your system or file	Hit Ref	Notes any information which might be helpful
All refs relating to the incident (copy the full ref from PW): AS REF CRI / CRN CAP / DAB / PPI / DA / CP / FSI / Investigation INT / NIR	1	Event title (e.g. offence title), date and final outcome (NFA, Dismissed, NG, etc) Reason why the MO is additive if a conviction/caution Reason for relevance as per MP3/6 (e.g. child alleged victim) (If matches to another Hit Reference this must be recorded together under the same Hit Reference) eg Sec 47 Assault 16/02/17 - conviction - additive as child victim

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Intel relating to Disclosure / WDA reps / Barring: INT / NIR	-	Outcome, app ref no, date eg Disclosure as per Chief Officer Delegate [REDACTED]
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The above is guidance and not set in stone. There may be some instances where it is advisable to record information in a different manner for ease and efficiency e.g. in exceptional circumstances multiple pieces of Intel relating to drugs could be recorded in one Hit with notes to indicate this (ask a member of the management team if you are unsure or require assistance).

[REDACTED]

Decision Making

If information is recorded on AT and upon further investigation it is found not to be relevant - Risk Assessors should delete the hit reference (or the AT if there is only one hit on it). This includes hits which initially appear to be relevant but which are found to be included in FSP 1 after reading fully.

Follow QAF MP7 to make your decision

DBS have provided guidance to assist in understanding the MP7 - make sure you use this.

Please remember your AT document is disclosable (e.g. in court, freedom of information) regardless of whether it is a non-disclosure or a disclosure, and therefore must be written in a professional manner with attention to spelling and grammar. Use the spell checker and grammar checker provided by Word.

For each hit, you must give **brief** circumstances (who, what, where, when, why, how) including the **outcome**.

You should look at the whole incident, taking into account the full circumstances and all available information. This will include other event records relating to the incident, as per AT1 section 1.2.

You may need to look at the individual's whole record including information that may not be recorded on the AT (i.e. convictions, other force information and information that is not relevant), as per AT1 section 1.2.

Your rationale **should be specific** to the incident and the applicable workforce(s), or the PAF for other workforce applications.

Your rationale must clearly show your thought process and must be convincing.

Although there is no requirement to write Q6 rationale for FCs, you must still think through Q6 to ensure that you do not wish to discard the information at Q6.

Risk Assessors must not decide to non-disclose on the basis of lack of information about the hit ref. Further information could be obtained as per AT1 section 1.2. Whether all avenues have been exhausted can only be considered at Reviewer/COD stage.

Your conclusions should be backed up with evidence not just statements.

Your reasoning must relate to the MP7a question you are answering.

As per the MP7a remember to use **question 2 and box 2** when recording relevancy rationale for the Other Workforce applications.

As the certificate will be portable you MUST ignore the post as the applicant could use the certificate for any role with that workforce, e.g. the application could be for 'children's workforce - cleaner' but the applicant could use the certificate to become a teacher. Countersignatory PAFs and 'other workforce' applications are an exception to this, as Countersignatory applications do not result in a certificate and cannot be ported at all, and other workforce certificates can only be ported to other employers with the same role, e.g. a Taxi Driver applying with Salford City Council could port their certificate to another Taxi Driver role with Bury Council.

Any emails / correspondence / etc should be recorded in 2.5.

It may be helpful to include a reference showing where you found information used in your rationale.

From 26/10/18 CPC information can no longer be used and should not be read. Therefore the existence of, or lack of, a CPC cannot be used in rationale. If there is a previous AT on which a hit(s) was discarded using CPC information in the rationale, this rationale can be used again as you are obtaining the information from the previous AT rather than from the CPC record. Your rationale must make it clear that you have obtained the information from the previous AT.

Additiveness

If you have a conviction or caution which is deemed additive and the offence title states “child” or “vulnerable person”, this can be discarded at Q6 if appropriate due to the circumstances of the offence.

Risk Assessors must not decide to non-disclose on the basis that the conviction/caution will automatically print as this is not a reason to discard an additive MO. This aspect can only be considered at Reviewer stage.

In these cases, the rationale should focus on the circumstances of the allegation rather than the police outcome. These will be cases in which, if the police outcome had been advice or restorative justice rather than a conviction or caution, the incident would be discarded at Risk Assessor stage.

Ongoing police investigation/criminal court case

Ongoing cases should not be discarded at Q4 without specific approval by a member of the management team. In almost all cases, it will be reasonable to believe the information to be true if the allegation is currently under investigation.

If you have an ongoing matter which is relevant to considerations of risk at Q3, it is likely to require passing for FC. If the hit is ongoing you should hold the application until it is 45 days old, in case of updates to PNC/PW which may change your rationale or decision. If it is still ongoing when the application reaches 45 days old, pass it for FC.

Previous DBS disclosure/referral

If the individual has had a previous disclosure / WDA reps (whether relating to the applicant or to a TP) and there has not been a non-disclosure as per COD/Reviewer since, the application must be passed for further consideration even if the information is now being discarded or is not relevant (if the intelligence relating to the previous disclosure/referral is the only item on the AT or relates to information which is not on the AT, this should be given a hit ref number and written off).

PoliceWorks New & Migrated Events

Use any information gained from the relevancy section and then use the Investigation Plan, Victim/Suspect/Person, Log, Tasks and Documents tabs where applicable.

Crimes: PIP write up:

- New Events: The PIP write up may be in the Investigation Plan, Log, or Documents (GD docs) tabs. In the GD documents it may have a name including PIP, ARD, review.
- Migrated Events: The PIP write up may be in the Log, or Documents (GD docs) tabs. The Investigation Plan tab does not usually contain anything and you will probably receive an error message when attempting to open it.

Crimes: Officer updates:

- On the Log tab
- You can use the sub category filters which will sometimes help to reduce the amount of information and leave you with the most useful officer updates:
- New Events: Deselect all the categories and select "officer updates" only - Remember to clear your filters afterwards!
- Migrated Events: For migrated crimes you must put two filters on otherwise you will not get all of the most useful updated information. Deselect all the categories and select both "officer updates" and "created" - Remember to clear your filters afterwards!

Crimes: Offender status:

- Do not rely on the overall crime status. On the suspect/accused tab, check the outcome/current status for your applicant/TP.

LADO minutes

- Minutes should be on the documents tab under the documents sub tab with the General Document needing to be expanded twice.

New & Migrated Case Events

- The case summary tab may give you an immediate indication about whether someone has already been charged as it might show a latest court hearing at the bottom.
- The tasks tab gives you a timeline of the case and may give you an indication as to whether the matter has even gone to CPS and action plans set etc. Use this part as a read only, being careful not to click on arrows as you could change the status/ indicate to the CPS their action plan has been reviewed.
- The documents tab should hold the most important information you will require for decision making, e.g MG5 and MG3. You will need to open them with the corresponding arrow.
- The CPS tab holds your PCD responses, PCD Requests and action plans. This is especially useful if you cannot find the MG5 or MG3 as it may have an equivalent write up.
- The booklet symbol indicates that documents are contained within it.
- If the case time shows as 00:00 hours, this does not mean there are no documents available in the case record.

Legacy Case events

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Some documents can be opened from the print view document but are limited. [REDACTED] has access to Corvus to find more documents.

Previous decision as per Reviewer/COD

Before completing FC rationale check the DDC for previous reviews as per the question at the end of section 2.1

FC – Consideration for Disclosure

Suggested Q4 wording for Not Guilty outcomes, ongoing police investigations, or **where you are unsure whether the information passes Q4. These should not be used in isolation, but should be used in conjunction with other reasons specific to the hit you are passing for FC:**

- Not Guilty
 - Although the applicant was found not guilty, I do not have access to the reasons for this and therefore I cannot form a conclusion that the allegation is unreliable purely on the basis of the acquittal. As per the MP7a guidance I am unsure and consequently the information should be considered further.
- Ongoing
 - The police investigation / criminal case is ongoing. At the present time with regard to the current progress of the investigation, it would be unreasonable to conclude that the allegations are not reasonably believed to be true. As per the MP7a guidance the information should be considered further.
- Unsure
 - On the basis of the information available to me, I am not comfortable forming a conclusion that the allegation is unreliable. As per the MP7a guidance I am unsure and consequently the information should be considered further.
 - **This must not be used in isolation, but in conjunction with other reasons specific to the hit you are passing for FC**

Check your work before passing it for further consideration ensuring section 2.3 is filled in correctly and Disclose as Approved box is ticked.

Admin/paperwork

- Change the destination of the AT to Pass for FC (ensure you check in) and put the application in the 06, OCU - FC pot.
- If the application results in a disclosure, prints if required will be done by the Reviewer and/or COD.

Previous DDC/ISA spreadsheet entries

- The DDC/ISA checker must ALWAYS be checked.
- Any entries found must be checked on the SharePoint list, and details must be provided in 2.3b on the AT. There is a DDC ISA checker on the DASHBOARD which can be used to check the lists; it can take a minute to open.
- 2.4b must contain the most recent previous disclosure text, app ref number and date – this will be the previous Chief Officer Delegate final wording (not the Risk Assessor or Reviewer wording), from the most recent disclosure, barring referral, dispute, or Independent Monitor (IM) review.
- Previous paperwork should be left in its existing boxfile. It will be retrieved by the Reviewer/COD if required.

[REDACTED]

[REDACTED]

[REDACTED]

HBO Procedures

What does HBO mean?

DBS definition of an HBO is

"a role where:

- The applicant carries out some or all of his or her work with children or adults from the place where the applicant lives or
- The applicant lives in the household of someone who is or has been checked because they carry out some or all of their work with children from the place where they live."

The main difference from non-home based occupations is that relevance is assessed in relation to the home environment, and we actively search for third parties (other people who may have access to vulnerable people through the applicant's role).

The referral reasons and/or PAF on the CRM application will indicate whether a post is home based or not (see also Understanding an Application Tab) but this may need to be clarified:

- If the **PAF is not a definite HBO (i.e. not on the Definite HBOs tab) but could be an HBO, and HBO is stated in the referral reasons** (e.g. PAF is Foster Carer Support and referral reasons contain HBO, or PAF is Foster Carer Relative and referral reasons contain HBO), carry out home based system checks and if you need to undertake relevancy considerations (ie you find information which may be relevant for recording on an AT for your applicant, or you identify TPs who need checking), follow the procedure on the Foster Carer Support tab. Do not conflict as HBQ as DBS will not check with the RB and will just send a blanket reply.
 - The only exceptions to this are:
 - **Church roles where HBO is stated in the referral reasons** (see Understanding an Application tab) - these should be processed as HB (inc TP searches). These include applications for **Personal Care Child and Adult workforce** with the potential employer **Safe Families for Children**. There is no need to conflict just process as HB for both the child and adult workforce, if your application has multiple TPs and loads of information come and speak to a Reviewer.
 - **Frequent Visitors (regardless of whether or not HBO is shown in the referral reasons)** - **These are not eligible for an Enhanced DBS Check. If you have one of these please bring it to the attention of a member of the management team.**
 - **Occasional Carers with Salford City Council where HBO is stated in the referral reasons** - **these have been confirmed as home based by [REDACTED] they are providing support at their home and that of the foster children – any occasional carers only caring for children away from the main carer's address are being submitted as babysitters.**

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- If you can tell the PAF is **clearly an HBO as you have other Definite HBO applications from the same address**, reassign the application to yourself stating this, and process the application as HB, implementing 6.5 if necessary.
- If the PAF is clearly not an HBO, but HBO is stated in the referral reasons (e.g. PAF is Taxi Driver and referral reasons contain HBO, or PAF is Staff Nurse and referral reasons contain HBO), conflict the application as HBQ asking whether vulnerable people will be attending the applicant's home address. Do not just ask DBS whether the HBO box is ticked, as you already know this from the referral reasons.
- If the **PAF is a definite HBO (i.e. on the Definite HBOs tab) but the referral reasons do not include HBO** (e.g. PAF is Foster Carer and referral reasons do not contain HBO), conflict the application as HBQ asking whether vulnerable people will be attending the applicant's home address. Do not just ask DBS whether the HBO box is ticked, as you already know this from the referral reasons.

All **Fostering and Adoption** related roles should only be coming through as the **child workforce only**. It is not possible to adopt or foster an adult. If your application states child and adult workforce conflict the application, stating that the role can only be involved with children. This was discussed in length by the DfE in the 2017 January DBS News edition.

Roles involving a child previously removed by the local authority being returned to / having contact with their **biological parents** are **not eligible** for a check and should be conflicted using the Ineligible Applications code (IAP) quoting '**DBS Policy Advice Note No. 43 Placement with parents**'. If you believe you have an application such as this but the PAF doesn't automatically evidence this, please come and speak to a member of the management team.

Partner of Adopter roles where the applicant is the biological parent being DBS checked purely because their partner is proposing to adopt their child: This is completely different from a couple adopting a child together. If you believe you have an application such as this please come and speak to a Reviewer.

Shared Lives Carer - (see definite HBOs tab) They are beginning to integrate 16/17 year old into the Shared Lives process therefore applicants may be eligible for checks for both Child and Adult workforce. Do not conflict these.

Foster Carer - To become a foster carer an applicant must be at least 21 years of age as per government guidance
<https://www.gov.uk/becoming-foster-parent>

Staying Put Carers - If you have an application for this role speak to a Reviewer.

Application Checks

Applications conflicted by another force for us to conduct TP checks should be passed straight to EFA who will have an email containing the details.

The Daily Open List must always be checked for any other applicants from the same address (eg husband and wife applying to be Foster Carers together would each have their own application). Applications from the same address should be completed together if possible, but an application should not be left to become aged just because you are waiting for information regarding another application. Where there is no link on PW an individual should not be treated as a third party purely because they or another individual have their own application in at the same time, however there may be further consideration cases where it is appropriate to treat individuals as third parties despite there being no link on police systems (ie, if the relationship between the individual and the applicant is close and the relevant information is serious), eg husband and wife where one has a link to their son, the son is a close relationship to both applicants, whereas where one has a link to his/her sibling, the sibling is not a close relationship to the other - use discretion and common sense, and ask if unsure.

Complete cleaning checks and system checks, as per AT1.

NB An HBO application should have automatically been sent to all forces which cover the 5 year address history, even if they do not have a PLX trace - check this and conflict as NAF if necessary (no need to ring the force first).

Applicant Searches & Relevance

If the application has a PNCID, carry out PNC checks as normal as per AT1 sec 1.1. Consider conflicts as normal. Assess applicant relevance according to QAF MP3/6, using FSP 6.1 instead of FSP 0.

If the application has a trace summary and/or you expect to find PW record(s) because of PNC, carry out PW checks as normal as per AT1 sec 1.1. Consider conflicts as normal. Assess applicant relevance according to QAF MP3/6, using FSP 6.1 instead of FSP 0.

If the application does not have a trace summary and you do not expect to find PW record(s) because of PNC, do not carry out PW checks as normal as per AT1 sec 1.1, and do not look for relevant events on PW.

All person records found for your applicant should be included in the reassign trail. If you have not conducted searches as per AT1 sec 1.1 because there is no trace summary, state this in the reassign trail.

Additiveness for convictions & cautions:

Remember to concentrate on the fact that the application is home based when deciding if an MO is additive, eg a domestic assault will be considered additive for a home based post.

Relevance of PNC & PW events:

For home based applications, working environment/role will include the home/domestic situations when applying QAF and FSP2 definitions. A children's home, care home, prison, or hospital is not treated as a domestic environment.

Definition for interpreting *domestic* on MP3/6 a/b and FSP1 – if the information contains any of the following elements it should be considered domestic:

- Occurred at the applicant's home address (relates to the address at the time of the incident, not the current address)
- Where the PW event has a linked DAB / Domestic Abuse event
- Where the alleged perpetrator's relationship to the alleged victim falls into 6.2.i
- Where the alleged perpetrator's relationship to the alleged victim falls into 6.2.ii.a (ex-partners)

FSP 6.5

If FSP 6.5 applies, there is no need to look for TPs or carry out TP searches. If an AT is created, the header boxes should state 6.5 instead of Y. If passed for FC, the front sheet should state 6.5 instead of Y. In the reassign trail, state: "6.5 so no TP searches".

- This includes PAFs such as Household Member, Spouse of Childminder and Living/working with Childminder.
- This also includes PAFs such as Foster Carer's Son and Foster Carer Support where the RB have confirmed that the role is a household member. This must be recorded on the reassign trail and 2.5 of the AT (if being created), as it will not be obvious from the PAF.
- It does not include PAFs such as Foster Carer where the RB have confirmed that the role is a household member, as the PAF will need amending for portability purposes.
- It does not include PAFs such as Respite Carer, as the applicant will be the main carer at that address when respite care is being given, or Church roles where HBO is stated in the referral reasons (see Understanding an Application tab).

Looking for TPs

Only look for potential TPs if BOTH of the below apply:

1. The application is for a main carer - FSP 6.5 applies for household members & FSP 7 applies for pseudos; and
2. The applicant has given a GMP address(es) within the last 3 years on their application form - a current GMP address is indicated by a referral reason of HBO_CURRENT; a previous GMP address is indicated by a referral reason of HBO_PREVIOUS; no GMP addresses is indicated by a referral reason of HBO_OTHER.

If you are looking for potential TPs, carry out a search of all names/DoB the applicant has provided for the last 3 years whilst they have resided in GMP according to their application form, as per AT1 sec 2.1.1. **Do not tick 'include LDS records'.**

Do not look at any person records found here for conflicts or relevance of applicant information, as you have only conducted these searches for TP purposes.

For all PW person records found for your applicant (as per sec 2.1.1), look at the events in FSP 6.6 to find potential TPs.

Do not look for TPs on the applicant's PNC record.

In the reassign trail, state whether or not you have conducted searches for TPs and why, eg "No GMP addresses so no TP searches".

All person records found for your applicant should be included in the reassign trail, stating that you found these for TP searching purposes only.

Finding TPs in PW events

For all PW person records found for your applicant (as per sec 2.1.1), look at the events in FSP 6.6 to find potential TPs. Only look for potential TPs who have a person record linked to the event. Do not read summaries, logs, journals, etc. to find TPs.

Person records will be linked as follows:

New/migrated events - click arrow and then click view person to show person URN:

- Crime event:
 - Suspect/Accused tab
 - Victim/Witness tab
 - Associated People tab
- Care Plan / Domestic Abuse event:
 - People tab: Subject and Associated People subtabs
- Intelligence event:
 - Linked Entities

Remember - you may find multiple person records for the same TP on different events - make sure you check for this and note all person records.

Identifying TPs

Categorise TPs as per FSP 6.4 & FSP 6.2. You may need to read summaries, logs, journals, etc. to ascertain relationships. If you can't ascertain the relationship from the event where you find them, do not treat the individual as a TP.

All TPs categorised as per FSP 6.4 & FSP 6.2 must be recorded in the reassign trail and/or the AT. You should record the name, DoB, relationship, and the FSP6.2/6.4 category, with a brief explanation if necessary.

- Remember legislation states that the certificate is portable to any other HB role. Therefore you must not use the specific PAF to discount an individual as a TP.
- Don't assume an individual is a family member just because they share a surname - don't discriminate against people with unusual surnames.
- In-laws will generally be extended family members rather than close family members, but the likely level of contact (ie whether they fall into 6.2.I or 6.2.II) should be assessed on a case by case basis.
- Individuals living outside of the UK and Ireland are unlikely to be third parties due to the distance.
- Do not make assumptions about who the applicant will be caring for, but identify third parties based on their connection to the applicant on the basis of the information on police systems.
- The Evidence Checker / Social Worker for the application may be able to provide information about supervision orders and contact with TPs. Use the phone number on the Contact List tab to ring the Social Services and ask for the Social Worker dealing with your applicant. Evidence Checker email wording can be found on the Email Templates on the Dashboard. Use the reassign trail and section 2.5 on the AT (if one is being created) to record any information they provide.
- Do not use the Evidence Checker to gain third parties.
- See 'Application Checks' section above regarding multiple applications from the same address.

The third party log sheet (see TP LOG SHEET tab - or use your own Excel/Word document) may be used to assist you in recording potential third parties.

TPs Searches & Relevance

TPs who are relevant as a whole as per FSP 6.2.I should be checked on systems as per AT1 sec 2.1.2. Remember - you may find multiple person records for the same TP on different events - make sure you check for this and note all person records.

Follow FSP 6.3 to assess the relevance of ALL the information on the TP's PNC and PW person records. Each event must be assessed separately for relevance.

- See Relevance of PNC & PW events under Applicant Searches & Relevance

- Remember that third party PNC information will not automatically be disclosed on the applicant's certificate.
- You should consider information belonging to all forces on PNC, not just GMP information, as the owning force may not have received the application, or may not have a link between the third party and the applicant.

TPs with no relevant hits should be recorded on the reassign trail, and/or at 2.5 of the AT if one is being created. You should record the name, DoB, relationship, the FSP 6.2.I category, and the outcome of NR.

If the TP has relevant hits, continue as below.

If you find a TP with relevant information, and you have confirmation that the TP is the person the applicant is applying to care for, these can be discarded at FSP 6.2.ii.l, 6.2.ii.m or 6.2.ii.n

Recording Information on the AT2

The applicant's information should appear first, followed by each relevant third party.

The third party's relevant hits should be preceded by their name, DOB, relationship to the applicant, whether they live at the applicant's address (if known), and system hit references. If they have their own linked application, include their app ref.

The third party's relevant information should be recorded in individual hits as you would for an applicant.

It is important to ensure that your AT forms a clear audit trail of the relevant information which is easy to understand.

Remember to record all other TPs who are either discarded at FSP 6.2.II or 6.4, or are NR, in 2.5.

Example of TP relevant hits:

TP1: [REDACTED] - partner, lives at address PNC [REDACTED] PW person records [REDACTED]		6.2.I.a.a Own application [REDACTED]
AS xxx CR xxx	1	s20 07/05/04 guilty - domestic
CRI xxx VA xxx	2	s39 31/09/19 ongoing - domestic

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Decision Making

Follow QAF flowcharts.

You cannot use the fact that the third party has their own application as a reason to discard their information.

Remember legislation states that the certificate is portable to another HB role. Therefore the fact that the current RB are already aware of the information cannot be used as a reason to discard.

You may be able to use the fact that the applicant is / will be responsible and capable of protecting the vulnerable people in their care as a reason to discard a third party, providing you have evidence and strong rationale to argue this. Use section 2.5 on the AT (if appropriate) to help evidence this.

The following facts may assist in your rationale for TP information:

- An HBO certificate for any PAF other than Adopter, cannot be ported to become an Adopter – The adoption agency will not accept a portable certificate as they have to do a full and new assessment including requesting a new enhanced DBS check (Assessment and approval of foster carers: Amendments to the Children Act 1989 Guidance and Regulations July 2013).
- An HBO certificate for any PAF other than Foster carer / Family and friends carer (and variations of this), cannot be ported to become a Foster carer / Family and friends carer (and variations of this) – The fostering agency will not accept a portable certificate as they have to do a full and new assessment including requesting a new enhanced DBS check (Assessment and approval of foster carers: Amendments to the Children Act 1989 Guidance and Regulations July 2013, & Family and Friends Care: Statutory Guidance for Local Authorities).
- A Childminder must not allow individuals who have not had an enhanced DBS check to have unsupervised contact with children in their care (DfE Statutory framework for the early years foundation stage).

If you find that another force hold relevant information on a third party, you may already have access to sufficient information to make a decision, or you may need to contact the other force - see Outside Force 3rd Party Tab (contained within EFA Duty – Help Guide located on the Dashboard under Procedures). If the other force confirms they will assess the information, it can be discarded at Q6 for this reason. The entire TP can be discarded at Q6 if another force owns all the relevant information and confirms they will assess it.

Section 2 of the AT2/3 should state which individual each hit ref belongs to under the hit ref number (eg, Hit 18 TP3).

It is important to ensure that your AT forms a clear audit trail of the relevant information which is easy to understand.

Scenarios for Searching

NB: The pots are not exact so make sure you check the referral reasons and address dates.

The below does not include PNC searches for the applicant which should be conducted as normal as per AT1 sec 1.1, or PW searches required from PNC information which should be conducted as normal as per AT1 sec 1.1. You must still make sure you find the PW records expected from the trace summary and/or PNC.

Main carer with TS & GMP address in last 3 years (OCU HB TS + Address):

- TS PW searches, as per AT1 sec 1.1 - look for conflicts and applicant's relevant events only.
- Current and previous name PW searches from last 3 years, as per AT1 sec 2.1.1 - look for TPs only.
- If TPs found: TP searches as per AT1 sec 2.1.2 - look for TP's relevant events.

Household member with TS & GMP address in last 3 years (OCU HB TS + Address):

- TS PW searches, as per AT1 sec 1.1 - look for conflict and applicant's relevant events only.

Main carer with TS & no GMP address in last 3 years (OCU HB TS no Address):

- TS PW searches, as per AT1 sec 1.1 - look for conflicts and applicant's relevant events only.

Household member with TS & no GMP address in last 3 years (OCU HB TS no Address):

- TS PW searches, as per AT1 sec 1.1 - look for conflicts and applicant's relevant events only.

Main carer with no TS but GMP address in last 3 years (OCU HB Address no TS):

- Current and previous name PW searches from last 3 years, as per AT1 sec 2.1.1 - look for TPs only.
- If TPs found: TP searches as per AT1 sec 2.1.2 - look for TP's relevant events.

Household member with no TS but GMP address in last 3 years (OCU HB Address no TS):

- Close NT without any PW searches.

Any with no TS and no GMP address in last 3 years (OCU HB Address no TS):

- Close NT without any PW searches.

Foster Carer Support

Applications that need to be checked for the level of contact with children due to Post Applied for

These include Foster Carer Support, Foster Carer Relative, etc.

As stated on the HBO procedure tab, if the

- **PAF is not a definite HBO (ie not on the Definite HBOs tab),**
- **but could be a HBO, ie a person who is having care of children at their address as part of a support network.**
- **and HBO is stated in the referral reasons** (eg PAF is Foster Carer Support and referral reasons contain HBO, or PAF is Foster Carer Relative and referral reasons contain HBO),

Carry out home based system checks (inc TP searches) **and if you need to undertake relevancy considerations (ie you find information which may be relevant for recording on an AT for your applicant, or you identify TPs who need checking),** follow the below procedure on this Foster Carer Support tab. Do not conflict as HBQ as DBS will not check with the RB and will just send a blanket reply.

Before contacting a PE/RB follow the HBO Procedures and double check that the application has come through with HBO in the referral reasons, as if not they can be processed as non homebased.

It may also be beneficial to double check the applicant's PW person record to see if you can assess the status of the application. *e.g recent applicant came through as foster carer support, born 1996 lived at same address all his life, linked to his mother's application that was processed the month before as a foster carer at same address - this is clearly a household member check. Include the evidence of this, including app ref numbers, on the reassign trail and in 2.5 of the AT (if one is created).*

If it is ascertained that further enquires are needed to determine whether the role is eligible and/or HB, check the Potential Employer for the social services or private fostering company that needs to be contacted.

Phone numbers can be found in the contact list which is near the end of this document or Google - **remember Data Protection and ensure you confirm you are contacting the correct organisation before disclosing any applicant details.** Please update the spreadsheet with new numbers when found. If you are struggling to locate a person that will deal with your enquiry then speak with a member of the management team.

It is important to stress that these questions are being asked in order to ensure that Data Protection laws are adhered to as if a third party were to be checked when the application is not actually homebased it would leave Greater Manchester Police and the Potential Employer liable to legal action.

When contacting the potential employer the information needed is:

- **Does the applicant live in the same household as the main foster carer?**
If so the application is for a household member.
- **If not, does the child attend the applicant's address for care?**
If so the application is HB. The respite care needs to be planned as part of their fostering arrangement, not just 'they might be a carer in case of emergency'.
- **If not, what level of care will the applicant be providing to the child?**
If the applicant is providing care away from their own home address (eg babysitting at the main carer's address), the application is NHB.

If when speaking to the potential employer you find that the applicant is only visiting the main carer's address and not providing any care then the application needs to be conflicted as IAP. See below wording to use.

Put all updates on the reassign trail and 2.5 of the AT (if one is being created) including any emails received.

Template Conflict wording

IAP - XXXX from the RB has stated the applicant does not live at the address of the main carer and will not be providing any care. Frequent visitors are not eligible for a check under the Adoption process as it is only the Adoptive parents and any other residential adults (18+) within the household who are eligible. See Section 39 and 42 of DBS_guide_eligibility_v7. This has been brought to the attention of SCU who confirmed by e-mail on 19/05/15 that the IAP is as per DBS Policy and Eligibility guidance.

IAP - XXXX from the RB has stated the applicant does not live at the address of the main carer and will not be providing any care. Frequent visitors are not eligible for a check under the Fostering process as it is only the foster carers and any other residential adults (18+) within the household who are eligible. See Section 40 and 42 of DBS_guide_eligibility_v7. This has been brought to the attention of SCU who confirmed by e-mail on 19/05/15 that the IAP is as per DBS Policy and Eligibility guidance.

[REDACTED]

[REDACTED]

[REDACTED]

Contact List

Includes general contact details; OCU staff GMP mobiles; list of North West LADOs; Social Workers; alphabetical tabs for Social Services and Registered Bodies; other force DBS units

These are not exhaustive lists.

Found at:

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