

## Safeguarding for Museums: A Series of Short Guides

### 1. DBS Checks – Who Needs One?

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The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS). **CRB checks are now called DBS checks.** A DBS check may be needed for certain jobs or voluntary work, e.g. working with children or in healthcare.

[DBS eligibility guidance](#) lists most roles that are eligible for a check. However, the guidance isn't comprehensive so [contact DBS](#) if unsure. (Source- [www.gov.uk](http://www.gov.uk))

**Who should have a DBS check?** A better question is: *who can have one?* It is definitely not for everyone who ever sees a child or young person in a museum. It is really for the staff or volunteers who are running and are in charge of activities for children and young people.

**The key factor** is the activities the member of staff or a volunteer is carrying out rather than just the presence of children and young people. By this we mean that if a museum is open to the public and some of those who visit are children or young people it doesn't make the staff or volunteers eligible unless they are working directly in an education, caring or supervisory role with those people. The key word here is **eligibility**. The nature and frequency of your work/contact with children, young people and adults at risk of abuse will define your eligibility to have a check.

**If you don't meet the criteria** (explained below) you are not eligible, can't have a check and therefore don't need to consider it. Obviously, that doesn't mean that your museum doesn't need a Safeguarding Policy - just that you don't need to worry about a DBS check.

You are eligible for a DBS check if:

- You have regular and frequent contact with children and young people in an in an education, caring or supervisory role. This is defined as at least 4 times in a month or 4 times in a week, for example: a 1 week holiday club where you work unsupervised with children and young people on 4 or more days, or a once-a-week museum club.
- You are supervising an overnight activity, eg. a sleepover. Overnight is defined as 02:00-06:00 and would involve the intention to be sleeping. So for instance, a Dawn Chorus activity, whilst it might come into the time slot, would not count. A Museums at Night activity, even if it went on till midnight, if it didn't involve sleep, would not count.

**So, to break it down:**

1. Do you run activities for children and young people where you are supervising them?

**No** – you are not eligible for DBS check

**Yes** - go to 2

2. Do these activities happen at least either 4 times in a month or 4 times in a week, or a single overnight occasion?

**No** – you are not eligible for DBS check.

**Yes** – you should apply for a check

**What if I am covering someone else's shift or event?**

If you step in to cover a person who *does* have a DBS check when they are on holiday or sick, you are not eligible and therefore not required to have a check **as long as it is less frequent than 4 times in a month or 4 times in a week.**

For more information, contact:

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