



Are you?

- a regulated activity provider
- a personnel supplier
- a local authority
- an education and library board (NI)
- a health and social care (HSC) trust
- a keeper of register
- a supervisory authority

No

You are not one of the groups listed in legislation. You do not need to refer. If you have concerns contact the person's employer, the police or social services.

Yes

Was/is the person working in regulated activity?

No

There is no need to refer to the DBS.

Yes

Have you carried out an investigation to establish facts and gather evidence?

No

You must follow your safeguarding and disciplinary procedures to establish facts and gather evidence. Re-consider whether the person should be referred after this process.

Yes

Have you found the concerns/allegations to be true?

No

There is no need to refer to the DBS.

Yes

Has the person been removed from regulated activity (either through instruction or their own choosing) because they pose a risk of harm or caused harm to a child or vulnerable adult?

No

Do you still have safeguarding concerns about the person?

No

No further action needed.

Yes

If you are a regulated activity provider or a personnel supplier you **must** [make a referral](#) to the DBS.

If you are

- a local authority
- an education and library board (NI)
- a health and social care (HSC) trust
- a keeper of register
- a supervisory authority

You **can** [make a referral](#) to the DBS.

Yes

You **can** [make a referral](#) to the DBS with information to support concerns.