

Using your existing DBS certificate for mentoring

If you already have a DBS certificate from a different organisation / role, then we may be able to use it towards your volunteering with us.

Please follow this guidance to check whether your DBS certificate is suitable for becoming a Volunteer Mentor with ReachOut.

To do this, you will need:

- Your DBS certificate
- This example DBS certificate that will help you check your own:

A Enhanced Certificate
Page 1 of 2
Disclosure & Barring Service

Certificate Number: [Redacted]

B Date of Issue: [Redacted]

Applicant Personal Details
Surname: [Redacted]
Forename(s): [Redacted]
Other Names: [Redacted]
Date of Birth: [Redacted]
Place of Birth: [Redacted]
Gender: [Redacted]

Employment Details
Position applied for: [Redacted]
Name of Employer: [Redacted]

Countersignatory Details
Registered Person/Body: [Redacted]
Countersignatory: [Redacted]

Police Records of Convictions, Cautions, Reprimands and Warnings
NONE RECORDED

Information from the list held under Section 142 of the Education Act 2002
NONE RECORDED

DBS Children's Barred List information **C**
NONE RECORDED

DBS Adults' Barred List information
NONE RECORDED

Other relevant information disclosed at the Chief Police Officer(s) discretion
NONE RECORDED

Enhanced Certificate
This document is an Enhanced Criminal Record Certificate within the meaning of sections 113B and 116 of the Police Act 1997.

A. Check that your certificate is 'Enhanced'.

This information will be located at the very top of your certificate. To be a Volunteer Mentor, you need to have an 'Enhanced' certificate.

If your certificate says 'Basic' or 'Standard' instead, then we can unfortunately not accept it and you will need to submit a new DBS application by following the instructions [here](#).

B. Check that your certificate has been issued within the last 6 months.

We are able to accept external DBS certificates as long as the 'Date of Issue' is listed as having been within the last 6 months.

You can check this information at the top right corner of your DBS, under your 'Certificate Number'.

If your certificate has not been issued within the last 6 months, then we can unfortunately not accept it and you will need to submit a new DBS application by following the instructions [here](#).

C. Check that your certificate covers the necessary checks.

As you will be working with young people, your DBS certificate needs to cover a check called 'DBS Children's Barred List information'.

You can find this check along with other checks in the main body of your certificate.

- If the section reads 'NONE RECORDED' – this means that your DBS certificate covers working with young people!
- If the section reads 'NONE REQUESTED' or you cannot locate the section on your certificate at all, this means that your DBS certificate does not cover working with young people. You will need to submit a new DBS application by following the instructions [here](#).

If your certificate passes all 3 of the above you can use it for mentoring!