

Guidance for Oxfordshire County Council (OCC) Approved Service Providers

Sourcing Enhanced DBS Checks for Drivers and Passenger Assistants

Guidance on obtaining Enhanced Disclosure and Barring Service (DBS) checks (Child and Adult Workforce) with Child and Adult Barred List checks, and subscribing to the DBS Update Service

1. Introduction

Service providers operating on **Oxfordshire County Council (OCC) Supported Travel contracts** must ensure that all their drivers and/or passenger assistants hold a **valid Enhanced DBS check** for the **Child and Adult Workforce**, including checks against **both the Child and Adult Barred Lists**.

Due to the nature of the work undertaken on OCC Supported Travel contracts, this level of DBS check is a mandatory safeguarding requirement.

This guide explains how service providers can source their own Enhanced DBS checks through a registered umbrella body and ensure that these checks are subscribed to the **DBS Update Service**, in line with the **OCC Supported Travel DBS & Vetting Policy**.

2. Identify a Registered Umbrella Body

Individuals cannot apply for an Enhanced DBS check independently. Applications must be submitted by an employer through a **DBS-registered body**, such as an **umbrella body**.

An umbrella body is an organisation registered with the Disclosure and Barring Service to process DBS checks on behalf of others.

Service providers must:

- Select a registered umbrella body to process DBS applications.
- Ensure the umbrella body can process **Enhanced DBS checks** for the **Child and Adult Workforce**, including **Child and Adult Barred List checks**.

A list of registered umbrella bodies is available on the DBS website:

<https://dbs-ub-directory.homeoffice.gov.uk/>

3. Complete the Enhanced DBS Application

3.1 Initiating the Application

Service providers must initiate the DBS application through their chosen umbrella body. It is essential that the correct **level, workforce, and barred list checks** are selected.

You must apply for an:

**Enhanced DBS – Child and Adult Workforce
Including Child Barred List and Adult Barred List checks**

3.2 Application Details

When completing the application, ensure all identification and personal details are provided in line with the umbrella body's requirements.

The following information must be entered accurately to ensure the application is processed correctly:

Position Applied For (as applicable):

- Child and Adult Workforce Driver and Passenger Assistant
- Child and Adult Workforce Driver
- Child and Adult Workforce Passenger Assistant

Disclosure Type:

- Enhanced

Barred List Checks:

- Children's Barred List: **Yes**
- Adults' Barred List: **Yes**

Workforce:

- Child and Adult Workforce

3.3 Payment

Any applicable DBS fees must be paid directly to the umbrella body in accordance with their processes.

4. Justification for Enhanced Child and Adult Workforce DBS with barred list checks

If your umbrella body requests justification for the level of DBS check required, the following explanation should be provided:

Drivers and passenger assistants working on specialist Oxfordshire County Council Supported Travel contracts undertake regulated activity. This includes transporting a combination of vulnerable adults **and** children with Special Educational Needs and Disabilities (SEND) to and from schools, healthcare settings, personal care establishments, and social care provisions. The regulated activity carried out includes conveying individuals who cannot transport themselves due to age, illness, or disability, and transporting children on a frequent or regular basis.

As this work involves regulated activity with both children and adults, applications must be submitted for the **Child and Adult Workforce**, with checks against **both the Child and Adult Barred Lists**.

This Oxfordshire County Council requirement is consistent with:

- Government guidance on regulated activity with adults which includes ***‘Conveying adults to, from or between healthcare, personal care and/or social work services who cannot convey themselves because of their age, illness or disability.’***
- Department for Education guidance on regulated activity in relation to children which includes ***‘conveying children and carers or supervisors under arrangements, carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period.’***

([Regulated activity with adults in England and Wales - GOV.UK](#) & [Department for Education](#))

5. Verification of Identity Documents

The umbrella body will conduct identity verification as part of the DBS application process.

Applicants must:

- Present original identity documents as requested.
- Ensure all documents are valid, current, and meet DBS requirements.

Examples include passports, driving licenses, and proof of address documents. Service providers should follow the umbrella body’s instructions carefully.

6. Receipt of DBS Certificate

Once the application has been processed, the DBS will issue an **Enhanced DBS certificate** to the applicant's **home address**.

The certificate must show:

- Enhanced level disclosure
 - Child and Adult Workforce
 - Child Barred List check
 - Adult Barred List check
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7. Subscribe to the DBS Update Service (Mandatory)

Upon receipt of the DBS certificate, the applicant **must** subscribe to the **DBS Update Service**.

Subscription requirements:

- Subscription must be completed **within 30 days** of the certificate issue date.
- The annual subscription fee must be paid by the applicant.
- The certificate number and Update Service details must be retained.

The DBS Update Service can be accessed at:

<https://www.gov.uk/dbs-update-service>

Maintaining an active Update Service subscription allows employers to conduct status checks online and avoids the need for a new DBS check when renewing OCC Supported Travel badges, provided no new information is on the applicant's DBS.

Failure to maintain the Update Service subscription will result in a **new DBS application being required**.

8. Apply for an OCC Supported Travel Badge via Xurrent

Once the DBS check has been completed and successfully subscribed to the Update Service, service providers must submit all DBS & Vetting requests (including badging requests) on behalf of their driver and/or passenger assistants via OCC's **Xurrent portal**:

<https://oxfordshire-gov-driver-vetting.uk.xurrent.com/access/normal>

Please note:

- Safeguarding and Disability Awareness training must be paid for and booked through Xurrent.
 - Training will be made available once the DBS & Vetting Team has accepted and processed the relevant Xurrent request.
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9. Further Information and Support

If a driver or passenger assistant already holds an Enhanced DBS certificate that:

- Is for the correct Child and Adult Workforce
- Includes both barred list checks
- Is subscribed to the DBS Update Service

A new DBS application may not be required. If there is any uncertainty, service providers should contact the **OCC Supported Travel DBS & Vetting Team** for confirmation.

If a DBS Update Service check reveals new information, or if the subscription has lapsed, a **new Enhanced DBS (Child and Adult Workforce) with Child and Adult Barred List checks will be required.**

This guide is reviewed regularly in line with legislative changes and best practice guidance to make sure they are up to date. The latest version can be accessed from the intranet: [DBS and vetting process: Driver and/or Passenger Assistant OCC Transport Badge | Oxfordshire County Council](#)

If you have any questions about this guide, contact the Support Travel DBS & Vetting department.

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