

Home based position definition and guidance

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This guidance relates to question x66 on the DBS application form: does this position involve working with children or adults at the applicant's home address?

It has been produced in consultation with Department of Health (DH) and Department for Education (DfE) and can be used from the 27 April 2015.

From the 27 April 2015 you can place a cross in the "yes" box in field x66 of the application form for individuals whose application is eligible for an enhanced DBS check, and who carry out some or all of their work with children or adults from the place where the applicant lives, if the role appears on the flow chart.

You can find out whether a person is eligible for an enhanced DBS check in our Child and Adult workforce guidance on the [DBS eligibility page](#).

You can also place a cross in field x66 of the application form for individuals whose application is eligible for an enhanced DBS check because they live in the household of someone who is being or has been checked because they work with children and carry out some or all of their work from their own home.

This guidance also applies to the appropriate question for e-bulk applications.

1. Home based position (HBP) definition:

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

Positions are not considered home based if the work is being carried out at the home of the individual being cared for or being provided with a service or activity which is listed in the Home based position flowchart.

The definition explains the circumstances in which an application could be considered as home based and, therefore, should be sent to police forces for consideration of third party checks.

The purpose of the third party check is to allow the police to consider information held not only on the applicant, but also on a family member, relative or close friend. As the legislation permits disclosure of 'any information', this too may be considered for disclosure on a certificate.

2. Home based positions and eligibility

This new guidance does not mean that the eligibility for enhanced DBS checks has been expanded, only that there are now more circumstances where you can request a home based check when completing an eligible enhanced DBS application.

3. Additional information

The child or adult has to be present in the home of the applicant who will provide the care, teaching, instruction or service to them.

When the DBS check is in relation to members of households rather than the individual who is providing care etc... there has to be the opportunity for contact with the children in the home.

There is no legislation that allows a DBS check for individuals who live in the household of someone who is providing regulated activity personal care, healthcare or social work to adults who need it. Where the DBS check is in relation to individuals who live and work on the premises of a specified place, Further Education College or 16-19 academies, there must be opportunity for contact with children.

4. Home based positions and the DBS update service

The [update service](#) will only check for new information which relates to the update service subscriber (the individual for whom the original application was made) not the home address where the work is being undertaken or any other individuals employed or living at that address.