



BARROW UPON SOAR GOOD NEIGHBOUR SCHEME

Disclosure and Barring Service (DBS) Policy

P003

1. General information

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevents unsuitable people from working with vulnerable adults and children.

The DBS is responsible for:

- Processing requests for criminal records checks (DBS checks)
- Deciding whether it is appropriate for a person to be placed on or removed from a barred list
- Placing or removing people from the DBS children's barred list and adults' barred list for England, Wales and Northern Ireland.

The DBS works with the police, various government bodies and registered bodies - organisations that have registered with the DBS checking service.

Registered bodies are the primary point of contact for:

- Checking disclosure applications and validating information provided by the applicant
- Establishing the identity of the applicant
- Submitting fully completed application forms
- Countersigning application forms to confirm entitlement

Volunteers working for Barrow upon Soar Good Neighbour Scheme (hereafter referred to as BGNS) must apply for an enhanced DBS certificate, which must be checked by our Administration Team before the volunteer carries out any volunteer work. BGNS does not work with under 18-year-olds, and the enhanced DBS certificate applied for is for working with adults only.

2. Applying for a DBS certificate

A DBS certificate is the report produced by the DBS containing information of an individual's criminal record.

One of our Administration Team will ask your permission to register you with a registered body for an enhanced DBS check for working with adults. We ask volunteers to complete a **DBS Disclosure Information Consent Form – F002** enabling us to request this DBS check. There is a cost for registration with this body which is paid by BGNS. Our Administration Team carries out the administration, verifies the documents used and checks the final certificate.

You will receive an email from the registered body giving you a link to their website. You enter the required document details (eg passport, marriage certificate, recent bills) on to the system. If you are not able to receive emails or access the internet, then the Administration Team will help you with an alternative process.

You take the ORIGINAL documents to the Administration Team for checking. If the documents are OK, the Administration Team completes the online registration.

3. Disclosure and Barring Service checks

Following registration and checking by the registered body, the registered body emails the Administration Team to say the certificate has been sent to you. No one is informed of its contents at this stage.

You receive your certificate, which you must take to the Administration Team for final checking. If the certificate does not show any previous convictions, you are cleared to work. The Administration Team notes the certificate number and date of issue.

BGNS requests that all volunteers register with the [Update Service within 30 days of the date of the certificate](#). You will receive an email informing you what to do. The DBS contact details are

Website www.gov.uk/dbs-update-service

Telephone 0300 0200 190 (customer services).

The update service means that BGNS does not have to reapply for a certificate at the time of renewal (see below).

4. Renewals

BGNS will also ask all volunteers to sign a **DBS Annual Declaration Form F003** to confirm that they have not committed any offences that would affect them working with vulnerable adults since their certificate was produced. At any time, the Administration Team may ask for your permission to check your certificate status on the DBS website.

5. Storage

DBS certificates will be kept by the volunteer. BGNS will keep a record of the date of issue of a certificate and the unique reference number.

6. Handling

In accordance with Section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. It is a criminal offence to pass this information to anyone who is not entitled to receive it.

7. Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

8. Disposal

BGNS will dispose of certificate information in accordance with the Data Protection and Privacy Policy.

9. Data Protection

The handling of Personal Data is controlled by the Data Protection Act 2018. How BGNS uses data is detailed in **Data Protection and Privacy Policy (P001)**. Individuals have, on written request, the right of access to Personal Data held about them.

Statement On The Recruitment Of Ex-Offenders

- BGNS undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- BGNS can only ask an individual about convictions and cautions that are not protected
- BGNS is committed to the fair treatment of its volunteers regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- BGNS selects all volunteers based on their skills, qualifications and experience
- All application forms will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being accepted to volunteer
- BGNS ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer to volunteer
- BGNS undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of volunteering for the group