

POLICIES AND PROCEDURES

Disclosure and Barring Service Policy

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Cross Reference	Safer Recruitment and Recruitment of Ex-offenders, Complaints, Allegations of Abuse against Trustees, Staff and Volunteers
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Purpose of this document

All staff and volunteers who, through their contact with Aspired Futures (AF) have access to children/young people (CYP) must have appropriate Disclosure and Baring Service (DBS) check to an Enhanced level. Until suitability has been checked no unsupervised contact is permitted with any AF service users.

Details of Policy

The Trustees of AF are committed to promoting the welfare and safety of CYP and retain overall responsibility for the DBS process. The Trustees will comply with charity registration requirements for confirming the suitability of Trustees for a children's charity.

All staff DBS applications are completed by the SMR & HR Manager and all volunteer DBS applications are completed by the Service and Volunteer Manager (SV Manager).

Designated staff members responsible for the DBS process will ensure that all staff and volunteers;

- Are subject to an Enhanced Level DBS check before taking up their job role or voluntary activity.
- Are aware that if they have not previously signed up to the DBS Online Service will need to undergo a full DBS check again.
- New members of staff are informed that they must present their DBS certificate as soon as possible upon receipt to the SMR & People Manager or Head of Services for details to be checked and information logged on the Index spreadsheet.
- New volunteers are informed that they must present their DBS certificate as soon as possible upon receipt to the Service and Volunteer Manager for details to be checked and information logged on to the Volunteer spreadsheet.
- Complete an updated check at Enhanced Level every three years. This will show any serious allegation about their conduct with CYP or vulnerable adults or if new information has been recorded. This must be dealt with as soon as the information comes to light to ensure the safety of the CYP.
- They MUST report any possible change in their DBS status to SMR & People Manager or SV Manager immediately.
- Positions requiring an Enhanced DBS check are exempt from the Rehabilitation of Offenders Act. This means that all unspent convictions, reprimands or warnings must be disclosed as soon as possible, and they should be aware that none disclosure of unspent convictions could lead to ejection from AF.

Aspired Futures Ltd: a Company Limited by Guarantee (England). Registered office Aspired Futures Ltd. Kensington Foundation Resource Centre, 216 Whitegate Drive, Blackpool, FY3 9JL
Registration number 07381445 : Charity Registration number 1143507

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- Any matter revealed in a disclosure will be discussed with the person seeking the position before withdrawing a conditional offer of employment or deciding that a prospective volunteer is not suitable for volunteering for AF.
- Having a criminal record will not necessarily bar an applicant from working with AF. It will depend on the nature of the position and the circumstances of the offences disclosed. (Please also refer to AF policy on the recruitment of ex-offenders.)
- If DBS applicants require any further information regarding the process they can check it on on-line <https://www.gov.uk/government/publications/dbs-application-forms-guide-for-applicants>

Recruitment Staff

DBS checks are undertaken alongside other recruitment checks which together help to safeguard CYP. These include:

- Clear job descriptions and person specifications for all staff members
- Completed letter of application
- A signed declaration by the candidate and the disclosure of any unspent convictions, cautions, reprimands or warnings, as well as any pending cases.
- Fair and robust selection process through the AF Safer Recruitment and Selection Policy
- At least two suitable written references
- Proof of identity including photographic identity document, and a birth or marriage certificate
- Validation of qualifications
- Investigation of gaps in employment
- Probationary period and full induction programme
- Staff have on-going training opportunities and the compulsory completion of a Level 1 Safeguarding Online programme as part of their induction.
- All staff are asked to sign a Code of Conduct
- All staff and volunteers are made aware of the AF Complaints and Allegations of Abuse against Trustees, Staff and Volunteers policies if they have concerns about anyone associated with AF.
- Staff have regular formal/informal supervision and appraisal on a 6 monthly basis.

Recruitment Volunteers

- Volunteers are asked to attend for interview
- Once accepted as suitable applicants volunteers have to complete all AF Registration procedures, as follows:
 - DBS Application including a signed declaration by the candidate regarding disclosure of any unspent convictions, cautions, reprimands or warnings, as well as any pending cases
 - Volunteers must have an Enhanced DBS in place before they can attend sessions
 - Registration Form
 - Volunteer Agreement
 - Full induction
 - Policy and Procedure sign-off
 - Acceptable Use Agreement (IT)
 - Have completed Safeguarding Training Level 1 & 2 and Prevent duty before attending sessions
- AF Staff Handbook is made available to all new volunteers
- Volunteers have de-briefing if required at the end of every session plus the opportunity to attend a casual drop-in session every month to air their views, also the mobile number of the SV Manager

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Storage and Access

- AF will ensure that disclosure information is kept securely on a password protected system and any hard copies are destroyed.
- Once received, relevant information will be stored on a spreadsheet stored on the cloud which is only accessible by relevant staff.

Handling and Usage

- Disclosure information will only be passed to those who are authorised to receive it in the course of their duties. AF recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.
- Disclosure information will only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

- AF will not keep disclosure information for any longer than is absolutely necessary. Once a decision has been made about the application, if a risk assessment is required, this may take longer but normally this will be for a maximum period of six months, to allow for the consideration and resolution of any concerns.
- If, in very exceptional circumstances, it is considered necessary to keep disclosure information for longer than six months, AF will consult the DBS about this and will give full consideration to the Data Protection Act.
- Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.
- A record will be maintained of all those to whom disclosures or disclosure information has been revealed.
- Archived personal records are kept on the restricted folders on Cloud.

Disposal

- Once the retention period has lapsed, AF will ensure that any disclosure information is immediately destroyed by secure means.
- While awaiting destruction, disclosure information will not be kept in any insecure receptacle.
- AF will not keep any photocopy or other image of the disclosure or any copy or representation of the contents of a disclosure.
- However, notwithstanding the above, Aspired Futures may keep:
 - A record of the date of issue of a Disclosure
 - The name of a subject
 - The type of Disclosure requested
 - The position for which the Disclosure was requested
 - The unique reference number of the Disclosure
 - The details of the recruitment decision taken
 - A copy of the signed permission form to apply for an update on DBS information