



**BUNGAY COMMUNITY
SUPPORT DISCLOSURE AND
BARRING SERVICE (DBS)
POLICY**

BCS DISCLOSURE AND BARRING SERVICE POLICY

Introduction

Policy Statement

The safety of vulnerable people of all ages is paramount, and Bungay Community Service (BCS) is committed to implementing the Disclosure and Barring (DBS) procedures and arrangements. We will comply with the DBS Code of Practice and National Care Standards guidance regarding the correct handling, use, storage, retention and disposal of Certificates.

Bungay Community Support (BCS) will observe guidance issued or supported by the Disclosure and Barring Service (DBS) and will comply fully with the DBS Code of Practice and Explanatory Guide, in that:

- We will handle, use, store, retain and dispose of Disclosure information in full compliance with the DBS Code and in full accordance with our policy on the handling and safe keeping of Disclosure information. To this end we will not copy any completed application forms.
- BCS will ensure that Disclosures and the information they contain are available only to those who need to have access in the course of their duties.
- BCS will co-operate with requests from the DBS to undertake assurance checks as to the proper use and safekeeping of Disclosure information.
- BCS will report to the DBS any suspected malpractice in relation to the DBS Code of Practice or any suspected offences in relation to the misuse of Disclosures.
- BCS will appoint a DBS administrator who will ensure that all persons involved in checking DBS applications are trained in and kept up to date on changes to DBS requirements. We are aware of the potential pitfalls of identity checks being carried out by connected persons and ensure that DBS identity checks are not undertaken by any such connected persons.
- **An Enhanced DBS check is required for all volunteers aged 16 and over, including Trustees and other management committee members.**
- If the applicant refuses to complete a DBS application, we will not proceed further with the applicant. In addition if an applicant fails to complete a DBS after having a Trustee sign-off the previous year Lighthouse will be unable to proceed further with this applicant.
- Volunteer positions will be conditional upon a satisfactory DBS check having been received
- BCS accepts existing DBS disclosures from other organisations where the applicant has registered with the DBS Update Service and has given us permission to check their DBS disclosure via this service.
- Disclosures and the information they contain will only be available to those who need to have access in the course of their duties.
- DBS applications will be processed through Community Action Suffolk on behalf of BCS. The charge per application processed is to be paid by BCS.
- We will issue to the applicant guidance notes and DBS application forms. We will also advise each applicant of the existence of the DBS Code of Practice and make a copy available upon request.
- Volunteers are required to sign a declaration that they have read and understood the Disclosure and Barring Service Standard and Enhanced DBS Check Privacy

Policy. <https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy/standard-and-enhanced-dbs-check-privacy-policy>

- We will provide training for all checkers. Only when this training has been completed and they have signed to confirm their adherence to the procedures will they be considered an authorised checker.
- We will check the applications and relevant proofs of identity in line with the guidelines provided by the DBS. All relevant details will be recorded on the application form and where necessary on an additional information sheet. We only conduct ID checks on a face-to-face basis.
- Completed applications will be forwarded to BCS for processing.
- No copies of application forms will be kept.
- On reviewing the applicant's DBS Certificate, the BCS DBS administrator will update the database to show that the DBS is satisfactory. In the event of it not being satisfactory the DBS administrator will contact the BCS Chair who will then review the volunteer's application to see if the information on the DBS Certificate is in line with the information supplied at the time of application. If not, the BCS Chair will contact the applicant to provide them with a final opportunity to supply information about any un-declared convictions. The BCS Chair, in consultation with other trustees, will make the decision as to whether or not the applicant may be accepted. If full information has not been provided, the applicant will be refused automatically.
- No copies of DBS disclosures will be kept.
- The Database has Risk Assessments with details of all applicants who do not have a fully executed DBS Disclosure ie: application processed by the DBS, certificate issued and seen by the DBS checker.