

# AGE UK EXETER

## Controlled Document

**Document Name: Disclosure & Barring Service (DBS) Policy**

Document Version Number: 7

Agreed by Risk and Quality Committee on: 23.05.23

Approved by Board of Trustees on: 13.06.23

Review Schedule: Every three years

Next review due: June 2026

Owner (Responsibility): CEO

Pass amendments to: Governance Officer

Revision History: See end of document.

Document Location: [www.ageuk.org.uk/exeter/about-us/policiesandguidelines](http://www.ageuk.org.uk/exeter/about-us/policiesandguidelines)

## Document Description

Age UK Exeter is committed to safeguarding its clients, staff, and volunteers. In order to do this Age UK Exeter carries out Disclosure & Barring Service (DBS) checks for its staff and volunteers working in specified roles. This policy sets out the principles of a DBS check and the procedures to be followed.

This policy sits alongside the Safeguarding Policy and the Safer Recruitment Policy and should be read in conjunction with them.

## Implementation & Quality Assurance

Implementation is immediate and this policy shall stay in force until any alterations are formally agreed.

The policy will be reviewed every three years by the Board of Trustees, sooner if legislation, best practice, or other circumstances indicate this is necessary.

All aspects of this policy shall be open to review at any time. If you have any comments or suggestions on the content of this policy, please contact the CEO on [info@ageukexeter.org.uk](mailto:info@ageukexeter.org.uk) or at Age UK Exeter, The Sycamores, Mount Pleasant Road, Exeter, EX4 7AE, 01392 202092.

# **Disclosure & Barring Service (DBS) Policy**

## **1. Introduction**

The Disclosure & Barring Service (DBS) aids employers in making safer recruitment decisions and ensuring that only suitable people are appointed to work with vulnerable people.

Age UK Exeter is committed to all aspects of safeguarding and will therefore follow the procedures for staff and volunteers prior to appointment as set out below.

## **2. DBS Procedures for new staff and volunteers**

### **2.1 Staff**

- Person applies for job by CV or application form.
- Applicants are then shortlisted for interview.
- Applicants who have been shortlisted should then be passed to Admin team who will send out the appropriate Criminal Record Declaration Form (this needs to be completed before interview).
- Forms will be returned to a confidential email address (restricted access) and will not be looked at until after interviews have taken place and a decision made on appointment.
- Before offering the job to the successful applicant, the manager will need to let the Admin team know the name of the individual.
- Where an applicant has declared a disclosure, a risk assessment process will need to be carried out by the line manager and CEO.
- Once this process has been completed, and a decision made to continue with the appointment, the DBS application will then be made.

\* Please note, some roles will be subject to a basic DBS check, some to an enhanced DBS check.

### **2.2 Volunteers**

- Decision made to appoint a person as a volunteer.
- Application form completed and passed to Admin team
- Appropriate Criminal Record Declaration Form sent out to volunteer.
- Form will be returned to confidential email address.
- Where an applicant has declared a disclosure, a risk assessment process will then need to be carried out by the line manager and CEO.
- Once this process has been completed and a decision made to continue with the appointment, the DBS application will then be made.

## **3. General Principles**

- 3.1 Use of the Criminal Record Declaration Form allows staff and volunteers to be risk assessed for the position applied for prior to appointment.
- 3.2 As an organisation using the DBS checking service to help assess the suitability of applications for positions of trust, Age UK Exeter complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.
- 3.3 Certificate information is only used for the specific purpose for which it was requested.
- 3.4 Age UK Exeter will not hold copies of DBS certificates but will record the certificate number and date of issue and store this in Charitylog, our password protected database, and in staff paper files which have restricted access.

Further advice and guidance on disclosing criminal records can be obtained from NACRO's Criminal Record Support Service at [www.nacro.org.uk](http://www.nacro.org.uk).

#### 4. Checks and Payments

- 4.1 Age UK Exeter will pay the costs for all DBS checks.
- 4.2 A fresh check for all relevant staff and volunteers will be carried out every three years.

#### 5. Applications from people who have only recently moved to the UK

If the applicant has only just moved to the UK, they should be asked to contact their Embassy to obtain a Certificate of Good Conduct which must be translated into English. Age UK Exeter would cover the cost of this up to the cost of the normal DBS check and no more.

#### Revision History

| Revision date | Summary of Changes   | Other Comments                            |
|---------------|--|---|
| 7.1.19        | New Policy.<br>Reviewed by Standards Committee   | Recommended to the Board for approval.    |
| 15.1.19       | Approved by Board of Trustees  | Next review due January 2021              |
| 27.04.21      | Amendments made to reflect change of staff and relocation  |   |
| 15.03.23      | Amendments made based on NACRO's (National Association for the Care and Resettlement of Offenders) guidance. | Approved by Board of Trustees on 13.06.23 |