

AGE UK EXETER

Controlled Document

Document Name: Disclosure & Barring Service (DBS) Policy

Document Version Number: 9

Agreed by Risk and Quality Committee on: 20.05.25

Approved by Board of Trustees on: 24.06.25

Review Schedule: Every three years

Next review due: June 2028

Owner (Responsibility): CEO

Pass amendments to: Governance Lead

Revision History: See end of document.

Document Location: www.ageuk.org.uk/exeter/about-us/policiesandguidelines

Document Description

Age UK Exeter (AUKE) is committed to safeguarding its clients, staff, and volunteers. In order to do this AUKE 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 Staff 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 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 helps ensure that only suitable people are appointed to work with adults at risk.

AUKE 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

Staff

- Person applies for job by CV or application form.
- Applicants are then shortlisted for interview.
- Applicants who have been shortlisted should be passed to the 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 (with restricted access by only the HR and Finance Manager) 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 interviewers will need to disclose to the HR and Finance Manager their preferred candidate. The HR and Finance Manager will then check the Criminal Record Declaration form to see if there is a disclosure.
- Where an applicant has declared a disclosure, a risk assessment will need to be carried out by the line manager and HR and Finance Manager to assess whether their disclosure will affect their ability to carry out the position and whether any controls need to be put in place.
- Once this process has been completed, and a decision is 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 which may include the Adult Barring List.

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 only accessed by HR and Finance Manager as above.
- Where an applicant has declared a disclosure, a risk assessment process will then need to be carried out by the line manager and HR and Finance Manager.

- Once this process has been completed and a decision made to continue with the volunteer onboarding, the DBS application will then be made.

3. General Principles

- Use of the Criminal Record Declaration Form allows staff and volunteers to be risk assessed for the position applied for prior to appointment.
- As an organisation using the DBS checking service to help assess the suitability of applications for positions of trust, AUKE complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.
- Certificate information is only used for the specific purpose for which it was requested.
- AUKE 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.

4. Checks and Payments

AUKE will pay the costs for all DBS checks, but staff are asked to reimburse the organisation if they leave within their probationary period.

A fresh check for all relevant staff and volunteers will be carried out every three years or immediately if their role within the organisation changes and requires a higher level of DBS checking.

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

Potential employees of AUKE must be able to follow the DBS process. Potential volunteers who have recently moved to the UK can access adhoc volunteering opportunities with a professional letter of recommendation. Please see template letter in appendix one. Please note that volunteers can only access adhoc/occasional, mentored volunteer opportunities through this route.

Revision History

Revision date	Summary of Changes	Other Comments
7.1.19	New Policy. 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
09.04.25	Update as internal processes changed. Section 2 (staff) made clearer to detail inhouse confidential processes and section 5 updated to outline new process for international volunteers.	Approved 24.06.25

Appendix One

Dear potential volunteer,

Thank you for expressing an interest in volunteering with us here at Age UK Exeter. We have a number of volunteering opportunities that may interest you.

As a charity working with potentially vulnerable older adults, we take our safeguarding responsibilities very seriously. We therefore ask volunteers to complete a disclosure and barring service check. This check involves verification of personal documentation. As a small, local charity, we regret that we cannot verify documentation that is not in the English language. If this poses a problem, we recommend our group volunteering opportunities, and you can access this route with a letter of recommendation from an official institution or person.

We would like to reiterate that we absolutely value the contribution international students and individuals bring to the charity and have welcomed and benefitted from many international volunteers over the years.

If you would like to discuss this process and/or opportunities further, do not hesitate to contact our volunteer officer.

Warm regards

Nicky Flynn

Chief Executive Officer