

Newmarket Day Centre

Registered Charity Number 290989

Disclosure and Barring Service (DBS)

The Disclosure and Barring Service (DBS) was formed by merging together the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

The DBS service enables organisations in the public, private and **voluntary sector** to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially those that involve children and vulnerable adults.

The DBS requires all adults who teach, train, supervise or care for vulnerable adults whether in a paid or **volunteer capacity** to undergo a Standard DBS disclosure.

This includes a criminal record and safeguarding check.

Results of DBS checks contain details of an individual's convictions, cautions, reprimands or warnings recorded on police central records and include both 'spent' and 'unspent' convictions

DBS Protocol

DBS Disclosures will be completed in the recruitment process for all new members of staff and volunteers.

DBS Disclosures are the responsibility of the Board of Trustees.

If this duty is delegated it is the duty of the Trustee Board to appoint a DBS Controller.

The Trustee Board has delegated responsibility for the DBS Controller to the General Manager and this will be included as a responsibility in the Job Description.

Duties of the DBS Controller:

DBS Safety and Security

All information for all DBS applications must be kept confidential and maintained securely:

(a) If in paper form - locked facility with the key the sole responsibility of the Data Controller.

(b) If information is received on line - maintained securely with password access known only to the Data Controller.

DBS Process

Administration for each DBS check is undertaken by Suffolk Community Action
A fee will be paid for each DBS request.

Submissions are made by the Data Controller to Suffolk Community Action for processing.

The disclosure for each DBS is sent to the Data Controller.

DBS Disclosure

If a Disclosure is clear i.e. no spent or unspent convictions the recruitment process can continue.

If the Disclosure has spent or unspent convictions the recruitment will be suspended and the following procedure followed:

(a) The Data Controller will undertake a risk assessment. This will include the outcome of the DBS and any additional information, if applicable, and a proposal for consideration at the next Trustee Board. This information should be marked confidential and tabled at the next Trustee meeting.

(b) If the Data Controller considers the next Trustee meeting is too long to wait for a decision. The decision will be delegated to two named Trustees who will consider the Risk Assessment and the proposal by the Data Controller and if appropriate make a decision and report this decision to the next Trustee Board.

All DBS decisions will be ratified at the next Trustee meeting.

All DBS decisions made by the Trustee Board will be recorded in the minutes.

Named Trustees: Marion Fairman-Smith
Malcolm Finney

Agreed by the Trustee Board: September 2015

Review: 2018