

St Mary's Contact Centre - DBS Policy

Disclosure & Barring Service (DBS) Policy for Staff, Volunteers & Trustees at Child Contact Centres

1. General Principles

- 1.1 As part of the National Standards of the National Association of Child Contact Centres (NACCC) of which St. Mary's Contact Centre is a member, it is required that all new staff/volunteers/coordinators will have a disclosure through the Disclosure & Barring (DBS). The Police Act 1997. The Police Act 1997 (Enhanced Criminal Record Certificates) (Protection of Vulnerable Adults) Regulations 2002 (statutory instrument number 446) The Rehabilitation of Offenders Act 1974 also require our child contact service to undertake these checks. For the purpose of the policy 'applicant' will refer to either paid staff, volunteer or Trustees.
- 1.2 All staff/volunteers/trustees will be expected to join the DBS Update service.
- 1.3 Our Contact centre processes DBS checks via the Norwich Baptist Church, whose building we use. The coordinator undertakes annual checks using the Update Service.

2. Recruitment

- 2.1 All advertisements for positions within this Contact Centre whether for volunteers or paid staff will contain the statement, 'A DBS disclosure will be requested in the event of a successful application'.
- 2.2 In accordance with the Rehabilitation of Offenders Act 1974 all application forms will contain the statement that, 'a criminal record will not necessarily be a bar to obtaining a position'.
- 2.3 All application forms will contain a section requiring the signature of the applicant stating they are willing for a DBS disclosure to be undertaken.

3. Paid Staff/Volunteers/Trustees

- 3.1 This Contact Centre recognises that an offence listed in a disclosure is not necessarily a bar to employment.
- 3.2 This Contact Centre will review any information listed in a disclosure and in accordance with the DBS Code of Practice will consider the following when reviewing an applicant's suitability:
 - a. Whether the conviction or other matter revealed is relevant to the position in question,
 - b. The seriousness of any offence or other matter revealed,
 - c. The length of time since the offence or other matter occurred,
 - d. Whether the applicant has a pattern of offending behaviour or other relevant matters, and
 - e. The circumstances surrounding the offence and the explanation(s) offered by the convicted person.
- 3.3 The Management Committee or person with legal responsibility will have the final decision as to the suitability of an appointment of a person whose application is subject to disclosure

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information. This decision will be taken in accordance with the Rehabilitation of Offenders Act 1974 and will be after discussion with the individual applicant.

3.4 Each applicant will be made aware that upon request a copy of the DBS Code of Conduct and this policy can be provided. This statement will be included in the application form.

3.5 **4. Security & Retention of Disclosure Information**

4.1 This Contact Centre takes confidentiality seriously and ensures that all information relating to disclosures is kept in our Google Drive, which is a secure computer storage system.

4.2 Only relevant employees who have been assigned responsibility for disclosure information have access to this.

4.3 DBS only send out the disclosure to the applicant. It is therefore important that you see the disclosure and make a note of the disclosure number and date for your records to enable three yearly DBS checks to be carried out.

5. Levels of Disclosure

5.1 This Child Contact Centre processes all disclosures at the level of 'enhanced' as defined by the DBS.

6. Payment of DBS Disclosures

6.1 Currently the DBS do not charge for disclosures on volunteers and whilst this continues Norwich Central Baptist Church will continue to process volunteer applications without charge.

6.2 There is a charge for paid staff and this cost is paid by this Contact Centre.

6.3

We are committed to reviewing our policy and good practice annually.

Name	Signature	Date
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