



Old Mill Foundation

HOLISTIC CANCER SUPPORT CENTRE

Registered charity No. 1125120 Tel: 01792 851553

## Disclosure and Barring Services Policy

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### 1. Purpose for undergoing checks for staff (paid and volunteer)

- 1.1 Ensure we are acting responsibly especially as our clients are often vulnerable through illness and bereavement
- 1.2 Operate within legal parameters including health and safety, safeguarding and duty of care
- 1.3 Foster a working environment where colleagues can trust each other and feel safe
- 1.4 Satisfy the expectations of the Charity Commission, funders etc

### 2. Processes

- 2.1 To conduct Enhanced DBS checks which relate to paid and volunteer staff working with adults not children
- 2.2 Checks will be undertaken when a member of staff has been accepted to work or volunteer for us and thereafter every 3 years unless there is a reason to review beforehand
- 2.3 Staff will not be permitted to start their role until the DBS certificate has been issued and seen by us. In some circumstances this may be waived in roles that are not working directly with clients/service users

### **3. Procedure**

- 3.1 Staff member completes DBS Application and provides required documentation to evidence their identity
- 3.2 OMF to send Application form to DBS umbrella organisation for processing
- 3.3 Once DBS certificate is returned to staff member, they are required to bring to OMF office so that the certificate number and expiry date can be recorded. If any criminal information is indicated, then a 1:1 Meeting will be arranged to discuss the way forward

### **4. Responsibility of staff (paid and volunteer)**

- 4.1 To inform OMF immediately if they have been cautioned, reprimanded, given a final warning or convicted of any criminal offence, including road traffic offences
- 4.2 Sign up to the DBS Update service. This is not mandatory but has the following benefits a) Is transferable so that staff can use DBS for other employment or voluntary activity b) With consent, OMF can review any changes or at point of 3 years review

### **5. Responsibility of OMF**

- 5.1 To keep any information shared with us, for the purpose of these checks, stored in a secure place in line with DPA/GDPR guidelines, especially details of any offences
- 5.2 We will not ask for copies of documents e.g. passport, driving licence, birth/marriage certificates, bank statements. Instead we will only ask to see them and then record the necessary details required by the DBS
- 5.3 Any conversations of a personal nature e.g. convictions will be conducted in a private setting
- 5.4 To review DBS's every 3 years for everyone and/or if any criminal activity has been declared to us

### **6. Scope of policy**

- 6.1 The DBS checks inform us if a member of staff is barred from working with adults only. It does not inform us if someone is barred from working with children. If staff are required to work with children then a separate DBS check will be undertaken
- 6.2 Once the DBS certificate has been issued, there is an opportunity to sign up to the DBS Update service within a month from issue date. See also 4.2a and 4.2b

### **7. DBS Enhanced application costs**

- 7.1 Cost for paid staff is currently £40 + admin fee from umbrella organisation.
- 7.2 Cost for volunteer is FOC
- 7.3 Cost for Updating service is £13/year for paid staff and FOC for volunteer
- 7.4 OMF covers all associated costs including for the DBS Updating service

**8. Associated Policies**

- Data Protection
- Safeguarding Vulnerable adults
- Safer Recruitment
- Volunteer
- Equality, Diversity & Inclusion
- Codes of Behaviour
- Health & Safety

**9. Policy changes**

Reason for change	Section changed	Date changed	New version number
Small amendments	various	21 <sup>st</sup> March 2018	v1b
Review Date	Changes to fees	2 <sup>nd</sup> March 2021	V1c
Review Date	DBS Application Costs	24 <sup>th</sup> October 2024	v1

**10. Policy dates**

Trustee approval	28 <sup>th</sup> October 2024
Review date	27 <sup>th</sup> October 2027

Signed by .....  .....

Date ..... 28/10/24 .....

Name printed **JOAN JEYES** Position **CHAIR OF TRUSTEES**