



Ykids Internal Document

# DBS Checks Policy

Version Date: Oct 2020

This statement was agreed in Oct 2020 and will be reviewed bi-annually. The next review date is April 2022.

Signed CEO: *Claire Morgans*

Date: *3/11/2020*

Signed Chair of the Board: \_\_\_\_\_

A handwritten signature in blue ink, appearing to be 'Gray', is written over a horizontal line.

Date: 03.11.20

## **General Principles**

When a disclosure is deemed both proportionate and relevant to the position concerned, all application forms, job advertisements and recruitment briefs will contain a statement that a disclosure will be conducted in the event of the candidate being offered the position.

Ykids will undertake DBS checks after appointment but before commencing employment. If a new employee or volunteer is in receipt of a current DBS or is on the DBS update service they may be able to start immediately. A new DBS will be required if the candidate is not on the update service. Ykids can only ask an individual to provide details of convictions and cautions that Ykids are legally entitled to know about. Anyone working or volunteering in a face to face role with children, young people or families will be required to undergo an enhanced DBS check with children's and/or adults' barred list.

Other positions in Ykids that don't directly have contact with children, young people and families may be subject to a basic or enhanced check following the checklist outlined on <https://www.gov.uk/find-out-dbs-check>. It is assumed as a children's charity and the fluid nature of our work, that all staff and volunteers will come into direct contact with children and young people as a result of their work, even if they are office based and will therefore need a DBS. The level of this whether basic or enhanced will depend upon the nature of the post held.

Ykids complies fully with the DBS Code of Practice <https://www.gov.uk/government/publications/dbs-code-of-practice> and will treat all applicants fairly. Ykids will not discriminate unfairly against any subject of a criminal record check based on a conviction or other information revealed. Ykids is committed to the fair treatment of its staff, potential staff, volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

## **Storage, Access, Handling and Retention**

Ykids complies fully with the General Data Protection Regulations (GDPR) 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information.

Ykids will not keep any photocopy or other image of your disclosure information. However, Ykids does keep a record of the date of issue of a DBS certificate, the name of the individual, the type of disclosure requested, the position in relation to which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision / or any other action taken.

In the event of an individual being declined an offer of employment on the basis of the contents of a DBS certificate, the information above will be retained with the information revealed for 6 months in case of dispute, as per <https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers#storing-information-for-dbs-certificate-information>

The code of practice requires that the information revealed is considered only for the purpose for which it was obtained and should be destroyed after a suitable period has passed. Once the retention period has elapsed, Ykids will ensure that the disclosure information is immediately destroyed by secure means.

Disclosure information above is stored securely electronically on Ykids server, with only the CEO, Deputy CEO and Administrator having access. Ykids recognises that it is a criminal offence to pass disclosure information on to anyone who is not entitled to receive it.

### **Use of disclosure information**

Disclosure information is only used for the specific purpose for which it was requested and for which your full consent has been given.

At interview, or in a separate conversation Ykids will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. Ykids undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

### **Disclosure process**

Disclosure and Barring Service checks are carried out on all members of staff and volunteers aged 18 years or over.

Electronic DBS checks are carried out by Beth Armstrong Administrator.

Documentation checks are authorised to be carried out by Claire Morgans, Ykids CEO and Beth Armstrong Administrator.

Organisations employing Ykids to work with them and supplying volunteers are required to ensure that their volunteers have current DBS checks. Volunteers in this instance remain the responsibility of the client.

### **DBS Update Service:**

Ykids requires all staff to register for the online DBS update Service as this is an easy and efficient for an individual to manage their own DBS certificate. Ykids will reimburse staff for the annual cost to use this service (At time of writing £13) upon production of an email from DBS saying the fee is due / or has been paid. Authorised Ykids staff (at time of writing Beth Armstrong – Administrator) will log in and check staff DBS's to ensure no change at time of renewal.

In addition, paper based DBS certificates are renewed when:-

- Staff/volunteers have a change of name
- Staff/volunteers have a change of address

For individuals on the update service, a change of name still required a new DBS certificate. A change of address can be updated by the individual by logging into their update service account and does not therefore require a new DBS certificate.

If new staff member or volunteer already has a DBS registered with the update service which is the correct type and level, they can give Ykids permission to do a status check online. They must show their

original DBS certificate in order to confirm it is the right type and level and ID to prove their identity. The status check will be done by the Administrator Beth Armstrong (correct at time of writing) and will require the individual's date of birth, DBS number and surname.

### **Your responsibilities**

You are required to inform Ykids immediately if at any time during your employment you are questioned with, charged with or convicted of any criminal offence or if you are in receipt of any notice of prosecution or police caution. Failure to notify Ykids may result in disciplinary action against you, up to dismissal without notice for gross misconduct.