



<b>Policy Title</b>	<b>DBS Procedure</b>
<b>Issue date (m/y)</b>	10/2013
<b>Author</b>	Amy Deignan, Care Coordinator
<b>Approved by</b>	Donna Welburn, Operations Manager
<b>Review date (m/y)</b>	08/2015

## DBS Procedure

A person is not classed as a vulnerable adult unless they are receiving the support that is listed as a regulated activity in the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012. The focus is now very much on the nature of the activity or situation, rather than on the person receiving support.

The support roles that currently fall into this category include:

- Personal Assistants – providing personal care support
- Study Skills Tutors working with under 18s
- Mentors - working with under 18s
- Academic Support Workers - working with under 18s
- Learning Support Assistants - working with under 18s
- Assessors - working with under 18s

The following is guidance from the Disclosure and Barring Service when enquiring about DBS checking Academic Support Worker, Mentors and Study Skills tutors:

The ability for an employer, voluntary organisation, or licensing organisation to ask an individual to apply for a Disclosure and Barring Service (DBS) check, at either Standard or Enhanced level, is set out in legislation. Eligibility is based upon the nature of the duties for the specific position. To be eligible for a DBS check a position must be:

- Listed in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 – this entitles the position to a Standard level check; and if
- Prescribed in The Police Act 1997 (Criminal Records) Regulations entitles the position to an Enhanced level check.

Eligibility for a DBS check can also exist if the role involves regularly caring for, training, supervising or being solely in charge of persons under 18 and or vulnerable adults (within the meaning of section 59 of the Safeguarding Vulnerable Groups Act 2006). Furthermore, eligibility can exist if the role falls within Regulated Activity.

Here is the link to general eligibility guidance <https://www.gov.uk/government/publications/db-check-eligible-positions-guidance>



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Further detailed information on Regulated Activity can be viewed by following link to the Home Office website <https://www.gov.uk/government/publications/dbs-regulated-activity>

## Implementation

For employees who require a DBS

- Existing staff with CRB checks will be transferred to the DBS system when their CRB has expired. This is 3 years after the CRB was carried out.
- Existing staff that are asked to carry out regulated activities will be put onto the DBS system prior to starting that role.
- All new employees requiring a DBS check will be asked to submit the relevant paperwork and all checks will be made prior to starting that role.

## Handling of DBS certificate information

### General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, The Learning Support Centre and Jotters complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

### Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.



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## Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

## Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, and the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

## Completing the application Form

- Member of staff completes DBS application form sections **a** to **e**.
- Any continuation e.g. addresses must be completed on a continuation sheet that can be printed from [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs). They will not accept anything written on blank paper.

## Checking Identification

- We are responsible for checking and verifying all identification. The Support Coordinators are the responsible persons.
- Use the Identification check list to ensure the member of staff has the correct forms of ID.
- Once you have checked the member of staff's ID take a copy.
- Fill in section W and X
  1. Name of evidence checker has to be a coordinator or manager.
  2. Ensure you have established the true identity of applicant and completed the verification check boxes within the form.
  3. **Position applied for** – on the top line you either need to state; **Child Workforce, Adult Workforce, Child and Adult Workforce OR Other Workforce** depending on the job they will be doing. On the second line fill in their job title.



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- Leave section Y
- Complete the Request for DBS check form
- Once this is all completed post the application form with the photocopies of ID with a charges form and a cheque for the correct amount.
- If you have checked the ID yourself choose level 1 enhanced on the charges sheet.

N.B. Adult first check is a quick check that tells you if a person has been barred from working with adults but no other information is provided.

Post the DBS forms, Request form to. Leicestershire Cares, 42 Tower Street, Leicester, LE1 6WT

- Leicestershire Cares will check the forms and phone or email with any queries. The DBS certificate is posted directly to the staff member; they do not send a copy to us. The staff member needs to bring their DBS certificate in when they receive it.
- Further blank applications should be requested from Leicestershire Cares.
- All DBS documents that you may need are save on the network L:\HUMAN RESOURCES\DBS Checks