

Disclosure and Barring Service (DBS) Policy

1. The Disclosure and Barring Service helps employers make safer recruitment decisions each year by processing and issuing DBS checks for England, Wales, the Channel Islands and the Isle of Man.
2. There are three different levels of check:
 - **Basic** check will show all unspent convictions and can be requested by an individual, or by a potential employer with the applicant’s permission.
 - **Standard** check shows both spent and unspent convictions and is most suitable for individuals working in a specified setting. Standard level checks are mainly used for medical settings and in the financial industry if regulated by the FCA.
 - **Enhanced** check is required where an individual is working or volunteering with young people, children and/or vulnerable adults or working in a specified establishment.
3. As part of Healthwatch Worcestershire’s Safeguarding policy any staff and volunteers who conduct Enter & View or Community Engagement and are likely to come into contact with vulnerable adults and/or children will require an **Enhanced** DBS check (formerly CRB). The cost for such check will be met by HWW.
4. HWW will use Disclosure Services www.disclosureservices.com to process Enhanced electronic DBS checks.
5. The Business Support Officer will submit the DBS application on behalf of the member of staff once the relevant evidence has been provided. Once the DBS certificate has been issued the member of staff will be required to provide the Business Support Officer with the DBS certificate number and date of issue.
6. Volunteers will be required to apply themselves through the www.disclosureservices.com **Remote Applications Log in**. The Business Support Officer will validate the application upon production of the relevant evidence documentation. Once the DBS certificate has been issued the volunteer will be required to provide the Business Support Officer with the DBS certificate number and date of issue.

Remote Application Login Details	
Username	healthwatchremote
Password	healthwatch25531



7. Volunteers will be made aware and have access to all relevant Healthwatch Worcestershire's Policies including:

- Recruitment of Ex-offenders
- Handling of DBS Certificates Information
- Equal Opportunities Policies
- DBS (formally CRB) Code of Practice April 2009

8. Storage and access to DBS Certificate information will be kept on the Management Drive with access strictly limited to those who are entitled to see it as part of their duties. It is a criminal offence to pass this information to anyone who is not entitled to receive it.

9. We retain the right to retain DBS Certificate information generally for a period of up to six months. This is to allow time to consider and resolve any disputes or complaints. If, in exceptional circumstances, it is considered necessary to keep the information for longer, we will consult the DBS, taking data protection and human rights issues into consideration.

10. Once the retention period has elapsed, any Certificate information will be destroyed. We will not keep a copy of the Certificate or record its contents. We will, however, keep a record of the date of issue of a Certificate, the name of the subject, the type of Certificate requested, the position for which it was requested, and the unique reference number of the Certificate.

11. How long does a DBS check last?

Theoretically, a DBS check never expires. This is because the information that is contained in the check was true at the time of issue. However, the best practise dictates that a DBS check should be renewed every three years.

12. Can I use my DBS from another job/voluntary role?

DBS checks are NOT transferable between organisations unless the individual has signed up to the update service. Once an individual has signed up, they are able to keep their DBS certificate up to date with the organisation they work with by paying an Annual fee of £13. However, a certificate will only be transferable as long as their name hasn't changed, their role hasn't changed and the workforce that they work with hasn't changed.

13. What happens if I have a previous conviction(s)?

Having a criminal record will not necessarily stop you from working at HWW. This will depend on the nature of your work, the circumstances and background of the offence(s) and the time elapsed. Please see our policy and procedure on Recruitment of Ex-offenders'.

14. What happens if I have a criminal conviction during employment?

It is important, if you have a criminal conviction or anything else that maybe relevant to your continued work with HWW, that you disclose this information either to the Managing Director or the Chairman as soon as possible (If in doubt please discuss with your Line Manager). You will be asked to attend an interview to explain the background and circumstances regarding the conviction. Failure to reveal information directly relevant your role may lead to disciplinary.

DOCUMENT DETAILS:

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LEAD DIRECTOR: John Taylor

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Version Control

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