



# Policy on Disclosure and Barring Service Disclosure Information for Staff and Volunteers at Child Contact Centres

## 1. General Principles

As part of the National Standards of the National Association of Child Contact Centres (NACCC) of which Horsham Child Contact Centre is a member it is required that all new staff/volunteers will have a criminal records disclosure through the Disclosure and Barring Service (DBS). For the purpose of the policy 'applicant' will refer to either paid staff or volunteer.

All staff/volunteers will have a DBS disclosure undertaken every 3 years.

NACCC is a registered umbrella body processing DBS disclosures for its Member Centres.

## 2. Recruitment

All advertisements for positions within this Child Contact Centre whether for volunteers or paid staff will contain the statement, 'A Disclosure and Barring Service check will be requested in the event of a successful application.'

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'.

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

This Child Contact Centre recognises that an offence listed in a disclosure is not necessarily a bar to employment.

This Child 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 matters, and
- e. The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

The Management Committee, where necessary in liaison with the Kingdom Faith Trustees, will have the final decision as to the suitability of an appointment of a person whose application is subject to disclosure information. This decision will be taken in accordance with the Rehabilitation of Offenders Act 1974 and will be after discussion with the individual applicant.

Each applicant will be made aware that upon request a copy of the DBS Code of Conduct and the Policy on Disclosure Barring Service Information can be provided. This statement will be included in the application form.

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

This Child Contact Centre takes confidentiality seriously and ensures that all information relating to disclosures is kept in a secure place, under lock and key.

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

DBS send out one copy per applicant. The applicant named in the disclosure is to make their copy available to the Centre Co-ordinator for the purpose of checking it and making a note of the date and disclosure number on it.

Disclosure information is destroyed using a confidential method (i.e. shredding).

#### **5. Levels of Disclosure**

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

In the interest of the safety of the children using this Child Contact Centre it is required that a new disclosure to be undertaken for all staff and volunteers upon their commencement of employment, regardless of disclosures currently held.

## **6. Payment of DBS Disclosures**

Currently the DBS do not charge for disclosures on volunteers and whilst this continues the NACCC will continue to process volunteer applications without charge.

There is a charge for paid staff and this cost is paid by this Child Contact Centre unless NACCC is able to secure funds to cover this cost in which case the cost will be met from said funds.

This policy will be reviewed annually and updated if necessary.