



Birmingham Child Contact Centre

Disclosure & Barring Service (DBS) Policy

(Including Rehabilitation of Offenders Policy)

for Volunteers, Coordinators, Management Committee, Trustees & Contractors.

1. General Principles

- 1.1 As part of the National Standards of the National Association of Child Contact Centres (NACCC) of which Birmingham Child Contact Centre is an accredited member, it is required that all new volunteers/staff will require a disclosure report through the Disclosure & Barring Service (DBS) at the enhanced level. For the purpose of this policy 'applicant' will refer to either volunteers, coordinators, management committee members, trustees or contractors.
- 1.2 All volunteers, coordinators, management committee members, trustees and contractors will have a DBS disclosure undertaken every 3 years.
- 1.3 NACCC is a registered umbrella body processing DBS disclosures for its member centres.

2. Recruitment

- 2.1 All advertisements for positions within Birmingham Child Contact Centre whether for volunteers or paid staff will contain the statement, 'A DBS disclosure will be requested in the event of a successful application'.
- 2.2 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'.
- 2.3 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. Volunteers, Coordinators, Management Committee, Contractors.

- 3.1 Birmingham Child Contact Centre recognises that an offence listed in a disclosure, is not necessarily a bar to being accepted as a volunteer or contractor.
- 3.2 Birmingham 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 relevant matters, and
 - e. The circumstances surrounding the offence and the explanation(s) offered by the applicant.
- 3.3 The Management Committee or person with legal responsibility will have the final decision as to the suitability of appointing 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 made after discussion with the individual applicant.

3.4 Each applicant will be made aware that upon request, a copy of the DBS Code of Conduct and this policy can be provided. This statement is included in the application form.

4. Security & Retention of Disclosure Information

4.1 Birmingham Child Contact Centre takes confidentiality seriously and ensures that all information relating to disclosures are kept in a secure place. See our policies encompassing and relating to the GDP Regulations.

4.2 Only relevant volunteers who have been assigned responsibility for disclosure information have access to this information

4.3 Disclosures must be shown to the Contact Centre's relevant volunteer or contractor who is responsible for this aspect. They will update the Contact Centre's records including the DBS number and date for contact centre records (to enable three yearly DBS checks to be carried out) and also address any issues with the relevant personnel

5. Levels of Disclosure

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

6. Payment of DBS Disclosures

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

6.2 There is a charge for paid contractors and this cost is paid by Birmingham 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.