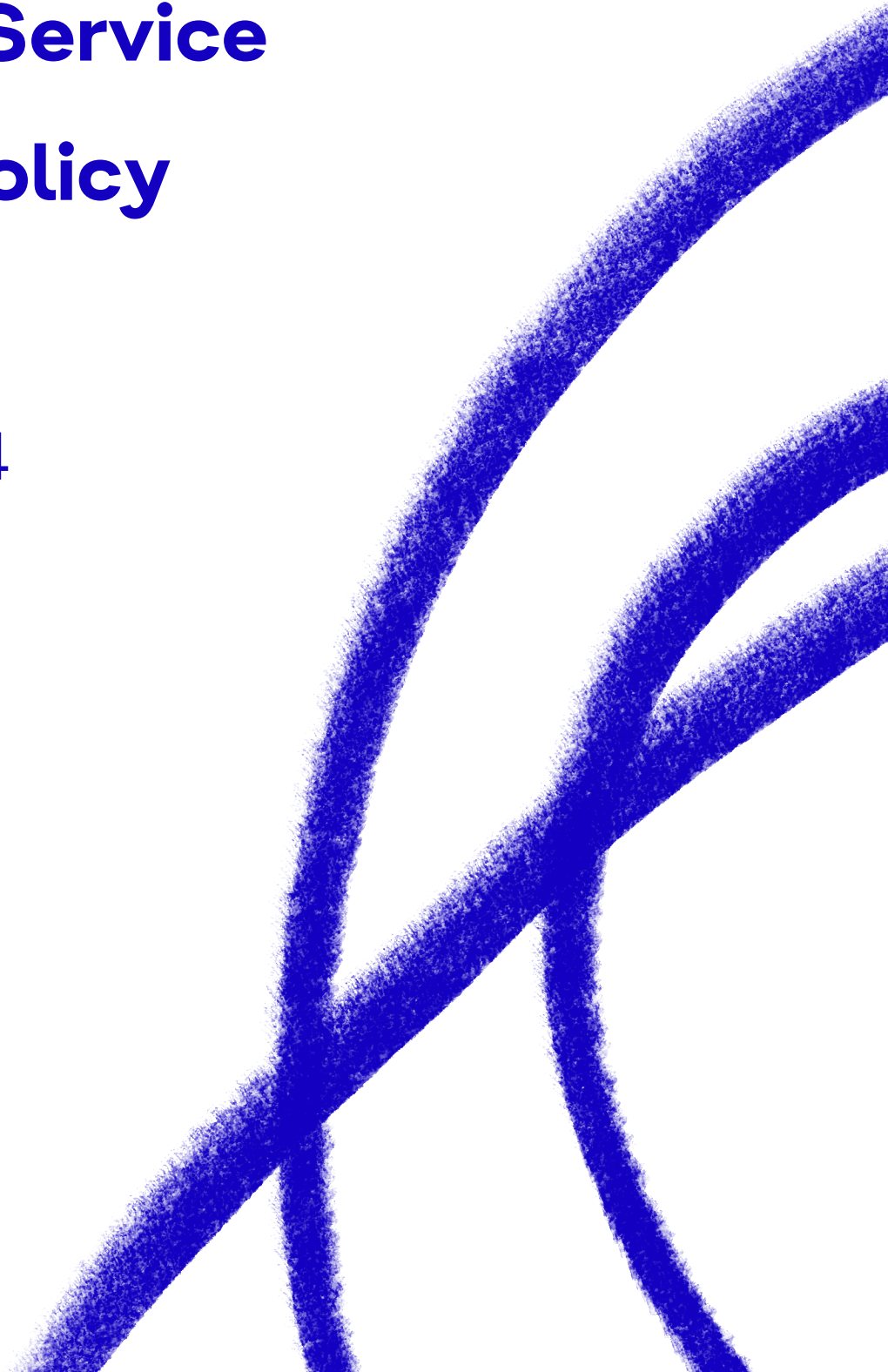


Disclosure and Barring Service (DBS) Policy

Version 1.1
April 2024



Name of the Policy

Title	Disclosure and Barring Service (DBS) Policy
Version	1
Author	Francesca Hill
Date first published	
Previous review dates	None
Next review date	April 2027
Review schedule	This policy will be reviewed every 3 YEARS, or in line with organisational or legislative changes
Responsibility	Executive Leadership Team
Responsibility for development, review and implementation	Head of People and Culture
Target audience	All staff including volunteers
Accessibility	Staff: OneDrive – Shared Staff Folder – Policies & Procedures Volunteers: People HR Clients and others: Mind in Bradford website If you would like this policy in another format, such as large print or audio, please contact us on 01274 730815 or at email admin@mindinbradford.org.uk or speak to a member of staff
Associated policies	Safeguarding Policy Risk Management Policy Volunteer Policy Staff Handbook Trustee Recruitment, Selection, Induction, Training and Retirement Policy

1. Purpose, Background and Scope

1.1 Purpose

The purpose of this policy is to ensure that all staff and volunteers have the appropriate level of DBS checks ensuring the safety of all people associated with Mind in Bradford including people who use the service, staff and volunteers.

1.2 Background and scope

The policy was developed using guidance from National Mind and Government publications. This policy applies to all staff, volunteers and trustees who undertake work for Mind in Bradford.

2. Responsibilities

2.1 Head of People and Culture

Responsible for the updating and implementation of the policy and its additional procedures. Ensure that the DBS requirement is clear on all job adverts.

2.2 Recruiting Manager(s)

Ensure that the appropriate level of DBS has been requested according to the role. This may be done on advisement from the People and Culture team.

<https://www.gov.uk/find-out-dbs-check>

2.3 All Staff and Volunteers

Follow the guidance provided by the People and Culture Team within this policy to ensure an appropriate level of DBS certificate for each individual role.

Ensure this initial DBS certificate is registered on the Update Service within 28 days of being issued and is kept up to date on an annual basis by paying the associated fee (currently circa £13 per annum, and recoverable as an expense

from Mind in Bradford via the regular personal expenses process on PeopleHR). Individuals must inform their line manager or lead contact at the earliest opportunity of any anticipated or actual changes or to their DBS status so that they can be supported as appropriate, and that any potential risk can be assessed and any reasonable adjustments to their employment be made. This is to ensure the safety of people who use services and staff.

3. DBS eligibility

Consider if any visitors to Mind in Bradford require confirmation of their DBS status. Work with contractors, the building landlord and any other stakeholder to risk assess this requirement.

It may be appropriate, if recruiting to obtain checks for people who have lived abroad. This may include checking via embassies and obtaining certificates of good conduct.

4. Storage and Retention

Copies of DBS certificates are not held by Mind in Bradford. The People and Culture team will perform periodic checks of all individual DBS records based on the information provided by the Update Service.

To assist with this process a confidential spreadsheet is kept identifying;

- The name and date of birth of the individual and issue date of the certificate
- The level of certificate held
- The individual's unique DBS reference number relating to the Update Service registration.
- Information such as any conviction information including the date of the conviction.
- Date when the DBS status was last checked by the People & Culture team.

It is the responsibility of individuals to carry a paper copy of their most recent DBS should it be required for their service. For example, staff who work within schools who may ask for proof of DBS.

Appendix A

DBS Check Process

All new roles are assessed for the appropriate level of DBS check. This will be done collaboratively with the recruiting manager and their Director and will be noted on the recruitment approval form for the People and Culture team prior to advertising.

A list of standard roles and the level of DBS is held within Appendix D of this document. If it is a new role, the recruiting manager and director check government website to recommend level of DBS is required for any new roles and included in the recruitment requisition.

Appendix B

Certificates from Previous Roles

If a certificate is available from a previous role within the last 12 months this must be checked.

- Cross check the applicant's identity documents with the DBS certificate
- Is the DBS the right level for the new role?
- Is the DBS less than 12 months old?
- Confirm and sign that nothing has changed since the certificate was issued
- Ensure that the applicant is registered for the update service

Appendix C

Managing a Positive DBS

Occasionally a candidate may be offered a role who has a positive DBS. A positive DBS would not automatically rule a candidate out of working at Mind in Bradford. It is dependent on understanding the circumstances and type of conviction. As an inclusive employer it is important to understand, support and explore without judgment how a person has come to be convicted of wrongdoing.

If a positive DBS has been identified, a risk assessment should be completed, taking a variety of considerations into account. This is not an exhaustive list.

- Was the conviction declared on application?
- If not, why not? Speak to the candidate, explore why not disclosed.
- When was the conviction?
- The age of the applicant at the time of the conviction
- What was the conviction for?
- Is there a clear risk to clients?
- What is the risk to clients?
- Is there an organisational risk?
- Does the DBS create a safeguarding concern?

To ensure that a fair consideration for the candidate is made it is appropriate for the recruiting manager to discuss the positive DBS with the Directors and the Head of People and Culture. Document key information from the decision to employ/not employ as a record of the discussion to be kept either on People HR if decision is to employ or within HR files for 6 months with the interview paperwork.

The recommendation will be shared with the Safeguarding lead to have final sign off. Communicate the final decision with the candidate compassionately and supportively with an explanation.

Appendix D

Table of Roles and required DBS

This table will be reviewed every 12 months by the Mind in Bradford Safeguarding Lead and Head of People and Culture

Role/Activity	Level of DBS
<p>All people who directly work with children for 3 or more days within a 30 day period and their manager</p> <p><i>Giving advice about physical, emotional or educational wellbeing, for example as a therapist</i></p>	<p>Enhanced with children's barred checklist</p>
<p>All people who work with adults receiving care for more than 3 days in 30 and their manager</p> <p><i>Teaching, advising or guiding adults, for example giving therapy</i></p>	<p>Enhanced check without barred checklist</p>
<p>All other staff</p>	<p>Basic DBS check</p>



Your local mental health charity in Bradford, Airedale, Wharfedale and Craven