



Woodlarks Camp Site Trust

DBS policy

2016

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1 Foreword

This is the 2016 version of the policy. It is based on a Home Office template <https://www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders/sample-policy-on-the-recruitment-of-ex-offenders>). This template was updated on 8 January 2014.

It covers the requirements for certain people to obtain DBS checks and the handling of any offences detected during the DBS process.

While the Trust tries to keep this document up to date, users should check the Disclosure and Barring Services website for the latest information, <https://www.gov.uk/government/organisations/disclosure-and-barring-service> .

2 Why we have this policy

Anyone who wants to apply for a position that involves working with children or vulnerable adults, or both, is required to reveal all convictions, both spent and unspent.

There are several offence categories that specifically exclude relevant ex-offenders from ever working with vulnerable adults or children. An Enhanced DBS check with checking of the adult and child barred lists will identify candidates who are barred. It is an offence for anyone who has been banned from working with children or vulnerable adults to apply for a position working with children or vulnerable adults. Information on crimes which exclude ex-offenders from working with children are outlined [here](#).

At Woodlarks, we work with disabled children, young people and vulnerable adults. We therefore require all Trustees, members of the Management Committee and those who regularly visit the site on behalf of the Trust during the camping season to undergo a Disclosure and Barring Services (DBS) check.

The Trust expects each group using the site to DBS check its volunteers. They are welcome to use this policy as a basis for their own policy on obtaining DBS checks and recruitment of ex-offenders.

The Code of Practice of the Criminal Records Bureau in England and Wales requires us to:



“Have a written policy on the suitability of ex-offenders for employment in relevant positions.”

The code of practice may be found at [https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code of Practice for Disclosure and Barring Service Nov 15.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf)

The Trustees appoint a Trustee to supervise the DBS process. In this policy, we call this Trustee the ‘DBS supervisor’. This role is currently fulfilled by Mark Greenwood who maintains a register of DBS checks for anyone who has a role with the Trust. Brian Drew and Sarah Lane will manage applications to the Disclosure and Barring Service using Disclosure Services Limited.

Brian and Sarah will be responsible for maintaining all records securely.

3 Principles of the policy

As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Woodlarks Camp Site Trust complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

Woodlarks Camp Site Trust undertakes not to discriminate unfairly against any person who is the subject of a criminal record check based on a conviction or other information revealed.

Woodlarks Camp Site Trust can only ask an individual to provide details of convictions and cautions that Woodlarks Camp Site Trust are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

Woodlarks Camp Site Trust can only ask an individual about convictions and cautions that are not protected.

Woodlarks Camp Site Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion,



sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

The review process for the recruitment of ex-offenders, which is available to all DBS applicants at the start of the recruitment process is outlined on page 6.

Woodlarks Camp Site Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Woodlarks Camp Site Trust select all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

Woodlarks Camp Site Trust ensures that all those in Woodlarks Camp Site Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

Woodlarks Camp Site Trust also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 at interview, or in a separate discussion, Woodlarks Camp Site Trust ensures that an open and measured discussion takes place about any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Woodlarks Camp Site Trust makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.

Woodlarks Camp Site Trust undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.



Anyone who wants to apply for a position that involves working with children or vulnerable adults, or both, is required to reveal all convictions, both spent and unspent.

4 Our policy

We treat all information requested, received or discussed relating to criminal records confidentially, in line with the Data Protection Act 1998. Only those people directly involved in the process will have access to the information.

We will never accept volunteers whose offences fall into these banned categories:

- Anyone prohibited from working with children
- Anyone prohibited from working with vulnerable adults
- Anyone who has committed an offence which involved putting other people in danger

We reserve the right to alter or add to the list of banned categories at any time.

Having a criminal record will not necessarily bar a volunteer from Woodlarks; it will depend on the nature of the volunteer work, and the circumstances and background of the offence(s).

If a volunteer has a spent or unspent conviction other than from the banned categories, then we will review their suitability for a role at Woodlarks.

If their background makes them unsuitable, we will refuse them.

If their background makes them unsuitable for some roles, we may accept them but put limitations on what they can do. For example, if a volunteer had a conviction for theft, we might not allow them to volunteer in a role that involved handling money.

If a volunteer has not declared an offence on his/her application form which the DBS check discovers we will discuss the matter with the volunteer.



5 Process

5.1 Role of the DBS supervisor

The DBS supervisor keeps a register of all persons who need to undergo a DBS check, and ensures that they have done so. We call these people 'volunteers'.

The DBS supervisor reviews the register periodically to ensure that no DBS check is more than three years old.

The DBS supervisor also helps volunteers to understand the DBS process and helps them to comply with it.

5.2 Doing a DBS check

When the DBS supervisor asks a volunteer to undergo a DBS check, they will:

- Inform the volunteer of the existence of the Home Office "DBS Code of Practice" and make a copy available on request.
- Inform the volunteer of the existence of this policy and make a copy available on request.
- Ask the volunteer to accept the process in writing and to declare in writing any spent or unspent convictions.

5.3 Review process

If the volunteer or the DBS check makes us aware of a criminal record, the DBS supervisor will ask the Trustees to appoint a committee of three Trustees to review the situation.

If the offence is one that is not acceptable then the volunteer will be excluded from Woodlarks.

For all other offences, the situation will be reviewed on a case by case basis, based on:

- The nature, severity, timing and circumstances related to the offence



- Our duty to provide a safe environment for our volunteers and other contacts, such as children or vulnerable adults
- The rights of the individual concerned

If an interview or discussion is required, we will ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to a position. Failure to reveal information that is directly relevant to the position sought could lead to exclusion from Woodlarks. The candidate may bring a witness/chaperone to assist the process if they wish.

The committee of three Trustees will decide, and will agree how that decision should best be communicated.

The committee will keep notes to record the process, the discussion, the outcome and the feedback. These records will be kept securely by Sarah.

This policy will be reviewed after three years, or more frequently if legislation requires a change.

Signed: _____ Date _____

Print name: Alexine Crawford

Position held: Chairman

Implemented: November 2016

Next review: November 2019

Person responsible: Mark Greenwood