

DBS Check Policy



Purpose

The purpose of this policy is to outline the requirements and procedures for obtaining Disclosure and Barring Service (DBS) checks for all staff, volunteers, and contractors at Rye Youth Zone, in order to ensure the safety and wellbeing of the children and young people who attend our youth club.

This policy ensures that Rye Youth Zone complies with safeguarding best practices while creating a safe environment for all young people.

Scope

This policy applies to all employees, volunteers, and contractors who have direct or indirect contact with children and young people at Rye Youth Zone. It includes individuals who may be engaged in regular or unsupervised activities with minors.

DBS Check Requirements

1. Eligibility for DBS Checks:

All staff, volunteers, and contractors whose roles involve working with children or vulnerable adults will be required to undergo an **Enhanced DBS check for Child Workforce**. This includes ALL youth workers, staff, volunteers, and contractors involved in the delivery of our programme of activities.

2. Types of DBS Checks:

- **Enhanced DBS Check:** This will be required for all roles working with children or vulnerable adults, providing a higher level of scrutiny. An Enhanced DBS Check does cover the **Barred List Check**, which ensures that the individual is not on the barred list for working with children.

3. DBS Check Process:

- All candidates will be informed that a DBS check is required as part of their application process.
- Candidates will be asked to complete a DBS application and to provide necessary identification documents. We use an umbrella organisation called SELCS (South East Language and Culture Services).
- The application will then be submitted to the DBS for processing.
- The individual must not start working with young people until the DBS check has been completed and returned, and the outcome is deemed satisfactory by the organisation.
- Rye Youth Zone will keep a **DBS register** of all staff, contractors and volunteers.

4. DBS Update Service:

We do accept the use of the update service and ask all volunteers and staff to complete an Enhanced DBS check for child workforce for Rye Youth Zone CIC.

5. **Disclosure of Criminal Convictions:**

All applicants must disclose any criminal convictions, cautions, or pending charges that may affect their suitability to work with children and young people. Rye Youth Zone will assess the relevance of these disclosures on a case-by-case basis, in line with safeguarding protocols.

Ongoing Checks and Reassessments

DBS checks will be renewed every 5 years, or sooner if there is a reason to believe that the individual's circumstances may have changed (e.g., new convictions or safeguarding concerns). Any individual whose DBS check is not renewed or who fails to meet the safeguarding criteria will be suspended from duties until the issue is resolved.

Confidentiality

All DBS checks and related information will be treated with the utmost confidentiality and stored securely in compliance with data protection laws. Only individuals with a legitimate need to know, such as managers and safeguarding officers, will have access to DBS information. We will only keep a record of the DBS for up to three months, after which we will only store the DBS reference number and date of issue.

Non-Compliance

Failure to comply with this DBS check policy may result in disciplinary action, including suspension or termination of employment or volunteering role, depending on the circumstances.

Review

This policy will be reviewed annually or in response to any changes in legislation or government guidelines.

Approved by Sophie Thorpe and Caroline Drummond (RYZ Directors)

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Last review: 8th of January 2025

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Approved by Sophie Thorpe and Mike Boyd (RYZ Directors)

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