

BATTLE SCARS CIO DBS POLICY

Policy information	
Organisation	Battle Scars
Scope of policy	Applies to volunteers, trustees and employees.
Policy operational date (original)	29/12/18
Policy prepared by	Jenny Groves – CEO
Date approved by Board	15/01/24
Reviewed on Reviewed by	06/01/24 Jenny Groves – CEO
Amended	No
Policy review date	By 31/01/26 Every 2 years.
Distributing	This policy will be available on the Battle Scars website. It will be a requirement for all trustees and staff to read the policy after appointment or after its review. A summary of all relevant policies will be included in the volunteer handbook with clear signposting to the full text. Volunteers will be kept up to date with any changes that might affect their role.
Policy	
General	In certain cases, and for volunteers only, Battle Scars will accept recently done DBS checks following a request by other organisations provided disclosures are at the appropriate level for the role.
Eligibility criteria linking to working with vulnerable adults or children	We will carry out DBS checks if within the volunteer or staff role there is an opportunity to build a relationship with a vulnerable adult or child. This could be the case if the role: <ul style="list-style-type: none"> • is unsupervised • is working directly with the vulnerable adults or children • involves regular (weekly) contact with vulnerable adults or children. In order to check this we will check the Home Office eligibility guidance https://www.gov.uk/government/collections/dbs-eligibility-guidance#eligibility-guide
Volunteers, trustees and staff	DBS checks will be carried out if the above eligibility criteria are fulfilled and at the appropriate level for the role.
Payment of DBS disclosures	All DBS checks costs are covered by Battle Scars.
Battle Scars responsibilities	Battle Scars will ensure that there are safeguards in place to protect anybody in the organisation and the service users from abuse and protect the organisation from fraud.
Offence listed in disclosures	Battle Scars recognise that an offence listed in a disclosure is not necessarily a bar to employment or volunteering. Battle Scars will review any information listed in a disclosure considering:

	<ul style="list-style-type: none"> • whether the conviction or other matter revealed is relevant to the position in question; • the seriousness of any offence or other matter revealed; • the length of time since the offence or other matter occurred; • whether the applicant has a pattern of offending behaviour or other relevant matters; • the circumstances surrounding the offence and the explanation(s) offered by the convicted person. <p>The board of trustees and the CEO will have the final decision as to the suitability of an appointment of a person whose application is subject to disclosure information. The decision will be taken after discussion with the individual applicant.</p> <p>It is the responsibility of the volunteer, trustee or employee to inform the CEO or volunteer manager/leader (or the board of trustees in the CEO's case) should any incident(s) occur that would show on the DBS check following their DBS certificate issue. The above process will be followed to determine whether continuity of service would be inappropriate.</p>
Security	Only relevant employees or trustees who have been assigned responsibility for DBS information have access to this.
Policy review	
Responsibility	It is the responsibility of the CEO to review this policy unless the task has been delegated to an appropriate volunteer or employee before the policy review date.
Procedure	All volunteers and employees can have input in this policy's review via their supervision.
Timing	The review must be completed within a month of the review date.