

Disclosure & Barring Service (DBS) Policy

(for Staff, Volunteers & Management Committee)

General Principles

1. As part of the National Standards of the National Association of Child Contact Centres (NACCC) of which Littlehampton Child Contact Centre is a member it is required that all new volunteers will have a disclosure through the Disclosure and Barring Service (DBS). For the purpose of the policy 'applicant' will refer to volunteers or Management Committee.
2. All volunteers/management committee will have a DBS disclosure undertaken every 3 years.
3. NACCC is a registered umbrella body processing DBS disclosures for its Member Centres.

Recruitment

1. All advertisements for positions within this Child Contact Centre will contain the statement: "a DBS disclosure will be requested in the event of a successful application".
2. In accordance with the Rehabilitation of Offenders Act 1974 all application forms will contain the statement: "a criminal record will not necessarily be a bar to obtaining a position".
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.

Volunteers/Management Committee

1. This Child Contact Centre recognises that an offence listed in a disclosure is not necessarily a bar to recruitment.
2. This 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 convicted person.
3. The Management Committee, or person with delegated responsibility, will have the final decision as to the suitability of an appointment of 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 after discussion with the individual applicant.
 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 will be included in the application form.

Security & Retention of Disclosure Information

1. This Child Contact Centre takes confidentiality seriously and ensures that all information relating to disclosures is kept in a secure place, under lock and key.
2. Only relevant volunteers who have been assigned responsibility for disclosure of information have access to this.
3. DBS only send out the disclosure to the applicant. It is therefore important that you see the disclosure and make a note of the disclosure number and date for your records to enable three yearly DBS checks to be carried out.

Levels of Disclosure

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

Payment of DBS Disclosures

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

Reviewed and approved: August 2026

Due for review on or before: August 2027