



Woodlarks Camp Site Trust

DBS policy

2022

1	Foreword.....	2
2	Why we have this policy	2
3	Principles of the policy	3
4	Our policy.....	3
5	Process.....	4
	5.1 Role of the DBS Team.....	4
	5.2 Doing a DBS check	4
	5.3 Review process	5

1 Foreword

This is the 2022 version of the policy. It is based on a [Home Office template](#)).

There are no major changes in this version.

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

The [Code of Practice of the Disclosure and Barring Service](#) requires us to:

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

While the Trust tries to keep this document up to date, users should check the [Disclosure and Barring Services website](#) for the latest information.

2 Why we have this policy

Unless their work is wholly outside the camping season and Santa’s Grotto, anyone working at Woodlarks must have an Enhanced DBS check. This requires disclosure of all convictions, both spent and unspent.

There are some offences that specifically exclude ex-offenders from ever working with vulnerable adults or children. There is more information on these offences relating to children and vulnerable adults [here](#).

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.

The Trust expects each Camp Leader to DBS check their camp’s volunteers. They are welcome to use this policy as a basis for their own policy on obtaining DBS checks and recruitment of ex-offenders.

All Camp Leaders must present a current Enhanced DBS check to Sarah. They are themselves responsible for checking that their own volunteers have been DBS checked. The Trust is responsible for checking all relevant volunteers who are working directly for the Trust.

The Trustees appoint a Trustee to supervise the DBS process, this role is currently fulfilled by Mark Greenwood. The DBS team, comprising Mark Greenwood, Brian Drew and Sarah Lane, will manage applications to the Disclosure and Barring Service using Disclosure Services Limited. Disclosure Services keep the relevant records on their website which is password protected. Access to confidential data is restricted to these people (the ‘DBS team’) unless the review process is invoked.

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 fairly.

Woodlarks Camp Site Trust undertakes not to discriminate unfairly against anyone 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 those details of convictions and cautions that Woodlarks Camp Site Trust is legally entitled to know about. This is determined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

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 volunteers and 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.

Woodlarks Camp Site Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records.

The DBS team will be trained in the use of Disclosure Services procedures. Any DBS check requiring a review will be required as outlined in section 5.3.

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.

4 Our policy

Our [Data Protection Policy](#) requires that we treat confidentially all information requested, received or discussed relating to criminal records, in line with the Data Protection Act 1998. Only the DBS team has access to information stored online by our service provider, Disclosure Services. In the event of a review (see section 5.3) the information will be disclosed to three Trustees. The DBS team will provide the information to the Trustee, they will not have online access.

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, we will review their suitability for a role at Woodlarks. This process is explained in section 5.3.

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 allow them to work for the Trust but 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 Team

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

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

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

5.2 Doing a DBS check

When the DBS team 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 give written confirmation to the DBS team of their acceptance of the process 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 team will ask the Trustees to appoint a committee of three Trustees to review the situation.

This may involve an interview with the candidate.

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 agree how to communicate their decision.

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: Catherine Crawford Position held: Chair

Implemented: July 2022

Next review: July 2025

Person responsible: Mark Greenwood