



DISCLOSURE AND BARRING SERVICE (DBS) POLICY

Version	Edited by	Date	Review Date
1	Zena Hardy	September 2025	September 2026

1. Introduction

We Believe You Achieve is committed to safeguarding and promoting the welfare of children and young people. We aim to ensure that all staff, volunteers and contractors are suitable to work with children by maintaining robust safer recruitment and vetting procedures.

Under the Protection of Freedoms Act 2012, the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) merged to form the Disclosure and Barring Service (DBS). This policy reflects the DBS processes currently in place.

Key points:

- It is a criminal offence for a barred person to work, or volunteer, in regulated activity.
- It is a criminal offence for an employer to knowingly employ a barred person in regulated activity.
- It is a criminal offence to allow someone to work in regulated activity without carrying out the required checks.
- If a person is removed from regulated activity because they have caused harm to a child or vulnerable adult, the DBS must be notified.

This policy applies to all job applicants, employees, volunteers and contractors at We Believe You Achieve.

2. Framework for DBS Checks

- This policy provides a consistent and robust framework for all DBS checks to help protect children and young people.
- Any person engaged in regulated activity will be subject to a DBS barred list check and an enhanced DBS disclosure. Enhanced disclosures include spent and unspent convictions, cautions, reprimands, warnings and relevant police intelligence.

All staff working directly with young people including coaching, mentoring, vocational delivery and transport roles are required to hold a current enhanced DBS certificate.

Under the Police Act 1997, it is unlawful to carry out a DBS check if the post is not eligible.

3. Recruitment Procedure

3.1 Advertising and Offer

- All job adverts and job descriptions will clearly state that the post is subject to an enhanced DBS check.

- Offers of employment are conditional upon the satisfactory return of a DBS certificate and other safer recruitment checks.

3.2 Processing Applications

- Successful applicants must complete a DBS application and provide original ID for verification.
- The DBS certificate is issued to the applicant, who must bring it in for verification.
- If the applicant subscribes to the DBS Update Service, a status check will be carried out. If new information is revealed, a new DBS application will be required.

4. Automatic Exclusion

Enhanced DBS disclosures indicate whether a person is listed on:

- The Children's Barred List
- The Adults' Barred List

Anyone named on these lists is considered unsuitable to work with children or vulnerable adults and will not be employed or engaged by We Believe You Achieve. There is no discretion in these cases.

5. Decision-Making on Disclosures

Where a disclosure reveals convictions, cautions or other relevant information, the DSL team and Directors will assess the information on a case-by-case basis.

Failure to disclose relevant information will normally result in withdrawal of a job offer or termination of employment.

Factors considered include:

- Nature and seriousness of the offence
- Circumstances surrounding it
- Time elapsed since the offence
- Relevance to the role
- Evidence of rehabilitation
- Level of supervision and nature of the work

Having a criminal record will not automatically bar someone from working with We Believe You Achieve. Each case will be considered individually and fairly.

6. Supervision of Employees Awaiting DBS Results

As a rule, no one should start work in a regulated activity without a DBS certificate.

In exceptional cases where there is an urgent need, and risk assessments are in place, an individual may begin work in a non-regulated capacity, under full supervision and with no unsupervised contact with children until their DBS is returned.

7. Volunteers and Work Experience

- Volunteers who are unsupervised and engaged in regulated activity must hold an enhanced DBS check.
- Volunteers who are supervised to the statutory level can receive an enhanced DBS check without a barred list check.
- Volunteers supporting one-off events who do not have unsupervised access to children will not normally require a DBS check.

8. Rechecking

- DBS certificates are valid at the point of issue only.
- We Believe You Achieve requires all relevant staff to renew their DBS check every 2 years or maintain active subscription to the DBS Update Service.
- Staff are reminded in advance of expiry and must complete the recheck promptly.

9. Storage, Retention and Disposal

- DBS information is stored securely, with access limited to authorised personnel.
- Disclosure information is only retained for up to **six months** after a recruitment decision has been made, unless there is a valid reason to retain longer (e.g., dispute resolution).
- Disclosure certificates are shredded after the retention period.
- Only the disclosure number, issue date and type are recorded for monitoring purposes.

10. Further Information

For queries about this procedure, please contact:

info@webelieveyouachieve.org.uk

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