



Disclosure and Barring Policy Statement

1. Introduction (the following information comes from www.homeoffice.gov.uk publications).

In 2012 the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) merged into a new non-departmental public body called Disclosure and Barring Service (DBS).

Adults at risk replaces the previously used term 'vulnerable adult' as set out in the government's 'no secrets' guidance in 2000. It is a term used to identify a person who, due to their needs for care and support, is unable to protect themselves from either the risk of, or the experience of abuse or neglect. These needs may be temporary or permanent and may or may not be supported by the local authority.

There are four types of DBS check which can be carried out on volunteers:

1. **Basic disclosure** contains details of "unspent" convictions and cautions under the Rehabilitation of Offenders Act 1974 that are held on the Police National Computer.
2. **Standard disclosure** will reveal spent and unspent convictions, warnings, remands and cautions.
3. **Enhanced disclosure** is relevant for those working with adults who may, because of their skills, be at risk of manipulation or abuse, but does not include the bar list. This check will reveal disclosure, as above, as well as any other police information that "might" be relevant.
4. **Enhanced disclosure for regulated activity** is used for individuals who work with children and adults who are elderly, disabled or sick. This check will disclose whether that particular person is on the adults and children barred list.

2. Application

FRED has examined the DBS requirements and is of the opinion that, as its learners do not generally fall into the following categories, it has no need for its volunteers or contracted members to have a disclosure certificate.

The 6 "regulated activities" that people fall into are:

- Provision of health care
- Provision of personal care
- Providing social work
- Assistance with cash, bills and/or shopping
- Assistance in managing personal affairs
- Conveying a person between places where they receive personal care (this excludes family, friends and taxi drivers)

(Taken from the Safeguarding Vulnerable Groups Act 2006. www.legislation.gov.uk)

However, if on enrolment, the Coordinator believes that the Learner may require safeguarding, then the Management Team should consider carrying out a Risk Assessment to identify whether the Volunteer who would be working with said Learner, should undergo a DBS Check.

The reason(s) for the decision should be recorded by the Coordinator on the enrolment form for future reference. It will then be up to the Coordinator to select an appropriate Volunteer for the Learner. The Coordinator should inform the Volunteer why a DBS check is to be carried out and ask the Volunteer whether they agree to the Management Team arranging for a DBS enhanced check.

Any decision to undertake a DBS check should be signed by the Coordinator and countersigned by a member of the Management Team.

It is up to the judgement of the Coordinator and the said Management Team member as to whether it is acceptable for the Coach and new Learner to start working together before the disclosure is received, but there is no legal reason why they should not with strict adherence to the Venue and Lone Worker Policy.

All information made from voluntary disclosure and DBS checks will be kept in strict adherence to the Data Protection Policy.

It is recommended that Enhanced DBS checks are renewed every three years.

As of March 2013, DBS checks are free for volunteers. An administrative fee would be paid by the Management Team

FRED has in place policies and practices for safeguarding, lone working, working in public places and working with ex-offenders. The FRED recruitment process is carefully considered and requires disclosure of convictions not deemed spent under the Rehabilitation of Offenders Act. Interviews are face-to-face and references are sought and retained. The minimum age for FRED members is 18. All FRED policies and practices are regularly reviewed.

FRED Coaches are required to undergo ongoing training where reminders of and updates to FRED policies are highlighted. Coaches and Learners are monitored by the Coach Coordinator.

3. Further Information

Other FRED policies, procedures and practice support our commitment to good practice and are therefore relevant to this policy. For further information see, www.forestreadeasydeal.org.uk or contact:

FRED Administrator – John Izzard
mobile: 07503 770537
e-mail: jiivensey@aol.com

Date Implemented: July 2010
Date last revised: January 2025
Next revision due: January 2028