



## DBS & SAFE EMPLOYMENT POLICY & PROCEDURES

### Principles:

- a. This Policy describes the Guidance for safe and appropriate appointments.
- b. It has been included as an appendix in:-
  - 1) Safeguarding and Child Protection Policy and Procedures PP12
  - 2) Recruitment of Ex-Offenders PP04

### **1. Policy:**

- a. In line with local authority guidelines, the Let's Play Project will follow new statutory legislation introduced to ensure that safe recruitment practice is carried out.
- b. As a first step, all persons showing an interest in working or volunteering at the Let's Play Project will be required to sign an in-house Declaration form in advance, (attached Appendix 1) - this is **not** a replacement for the *enhanced DBS disclosure*).
- c. The Disclosure and Barring Service (DBS) provides criminal record disclosures for those working with young people.
- d. The Let's Play Project requires that applications be made to the DBS for all employees, trustees and volunteers for an *enhanced DBS disclosure* who are aged 16 and over.
- e. All applicants for volunteer and Playworker vacancies will be given a Staff Suitability form (Disqualification by Association) to fill out prior to the interview – any issues raised on the form will be discussed at the interview and necessary advice from external agencies will be taken.
- f. It is essential that safe recruitment practice is in place to ensure that unsuitable persons do not gain access to work with young people either on a paid or voluntary basis.

Let's Play Project. Orchards View, Twyford Road, Twyford, Banbury, OX17 3JL.



## 2. **Procedures:**

### 2.1 **DBS procedure for employees, trustees, volunteers working with the Let's Play Project:**

- a. The Project Manager (or other senior appointed person) will ask if the new candidate is already signed up to the DBS update service.
- b. If they are signed up to the DBS update service, a member of the Core Staff team will carry out a Status check at [www.gov.uk/dbs](http://www.gov.uk/dbs), after viewing the original DBS Certificate and record necessary information as stated in 2.3.
- c. If the person is thought to be suitable to join the Let's Play Project, then at the second interview stage they will be asked to bring along documents that are needed for our own *new enhance DBS disclosure*, this will apply to all persons aged 16 or above who wish to be involved in the Let's Play Project even if a person has an existing *enhanced DBS disclosure* elsewhere (unless they have signed up to the DBS update service).
- d. If the existing disclosure highlights 'convictions' or 'other matters,' then a risk assessment is required and a record kept. In this case refer to the Let's Play Project's own policy regarding the employment of ex-offenders (**PP04**) and as a safeguard, seek advice from the Local Authority for guide lines.
- e. Upon return of the DBS form to the new employee, Let's Play will ask for the employee to bring their DBS form into the office, if the new disclosure has 'convictions' or 'other matters' revealed, then the Let's Play Project Manager must carry out a risk assessment (as above). If the employee refuses to bring in their DBS form we cannot employ them.
- f. **No one may work directly with young people without a current and satisfactory enhanced DBS disclosure which has been applied for through the Let's Play Project unless they are signed up to the online update service.**

### 2.2 **DBS Procedure for placement students:**

- a. The Project Manager (or other senior appointed person) will contact the College's Work Placement Officer before the placement student starts their placement at Let's Play to confirm they have a current up to date enhanced DBS.
- b. The Work Placement Officer will then have to provide a letter to Let's Play detailing :
  - i. Full Name of Placement Student
  - ii. Date of Issue on DBS form
  - iii. DBS Number

Let's Play Project. Orchards View, Twyford Road, Twyford, Banbury, OX17 3JL.



### **2.3 Recording procedure and tracking:**

- a. The date the DBS application is sent will be recorded.
- b. A follow up on-line tracking of the application may be required if there is a delay in its return.
- c. The Let's Play Project's in-house tracking form will record details of all *enhanced DBS disclosures*, including:-
  - i. Full name
  - ii. Date of issue
  - iii. DBS number
  - iv. Disclosures - 'convictions' or 'other matters'
  - v. Expiry date - 3 years from date of issue to be noted (for renewal).
- d. These will be held in a secure file in the office.
- e. The Let's Play Project will renew all *enhanced DBS disclosures* every 3 years.
- f. Further information about DBS checks is available at  
*<https://www.gov.uk/disclosure-barring-service-check/overview>*



**Appendix 1:**

Let's Play Project Confidentiality Agreement

In your work with the Let's Play Project you may have access to confidential information about young people or employees. Access to this information may be through records and reports (either paper or on computer), client or employee contact or conversations. This information may or may not be connected with your specific duties. It is vital that you treat all information about young people or employees as strictly confidential. Our clients and employees must be able to have confidence that personal information is never released unless:

- There is a legal requirement on statutory agencies e.g. Child (or adult) protection.
- There is a need to alert those at risk as well as other relevant workers /agencies, when an assessment is made that as individual poses a risk to the physical safety of the following:
  - Family (especially children)
  - Carers
  - Members of the public
  - Staff or statutory and voluntary agencies

In these cases the matter should be referred to the Coordinators and their line manager for a decision. We expect all employees, whether employed on a permanent, temporary or casual basis to maintain the confidentiality and security of information and to take all necessary steps to ensure this. You may be personally liable for any breach of confidentiality.

Please sign this agreement to confirm that you accept your responsibilities to maintain the confidentiality of client and/or employee information.

Name:.....

Signature:.....

Dated:.....

Let's Play Project. Orchards View, Twyford Road, Twyford, Banbury, OX17 3JL.



## **Appendix 2:**

# **PP04 RECRUITMENT OF EX-OFFENDERS POLICY & PROCEDURES**

## **Principles:**

- a. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust the Let's Play Project complies fully with the DBS Code of Practice, and undertakes to treat all applicants for positions fairly.
- b. It should be included as an appendix in:-
  - 1) DBS & Safe Employment Policy & Procedure PP06

## **1. Policy:**

### **1.1 The Let's Play Project:**

- a. Undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- b. Is committed to the fair treatment of its staff, potential staff, volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- c. Actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- d. Selects all candidates for interview based on their skills, qualifications and experience.

## **2. Procedures:**

### **2.1 Disclosure:**

- a. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.
- b. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- c. Where a Disclosure is to form part of the recruitment process, all applicants called for interview are encouraged to provide details of their criminal record at an early stage in the application process.

Let's Play Project. Orchards View, Twyford Road, Twyford, Banbury, OX17 3JL.



- d. The applicant is requested to send this information under separate, confidential cover, to a designated person within the Let's Play Project and is guaranteed that this information will only be seen by those who need to see it as part of the recruitment process.
- e. Unless the nature of the position allows the Let's Play Project to ask questions about an applicant's entire criminal record the Let's Play Project only asks about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- f. The Let's Play Project ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- g. The Let's Play Project also ensures that staff have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- h. At interview, or in a separate discussion, the Let's Play Project ensures that an open and measured discussion takes place on the subject of any offences, or other matter, that might be relevant to the position.
- i. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- j. The Let's Play Project makes every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and makes a copy available on request.
- k. The Let's Play Project undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- l. If the applicant is successful a full risk assessment is carried to identify any potential risks alongside the Playworker job description to determine their suitability for the role.

### 1.3 **Note:**

Having a criminal record will not necessarily bar an applicant from working with the Let's Play Project.

This will depend on the nature of the position and the circumstances and background of the offences.