

DBS & SAFE EMPLOYMENT POLICY & PROCEDURES

1. **General Statement:**

This Policy describes the Guidance for safe and appropriate appointments.

It should be read in conjunction with the following:

- a. Safeguarding and Child Protection Policy and Procedures PP12
- b. Recruitment of Ex-Offenders PP04

2. **Policy**

- 2.1. 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.
- 2.2. 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 - this is **not** a replacement for the *enhanced DBS disclosure*).
- 2.3. The Disclosure and Barring Service (DBS) provides criminal record disclosures for those working with young people.
- 2.4. 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.
- 2.5. 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.
- 2.6. 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.

3. Procedures

3.1. DBS procedure for employees, trustees, volunteers working with the Let's Play Project:

- 3.1.1. The Activities Manager (or another senior appointed person) will ask if the new candidate is already signed up to the DBS update service.
- 3.1.2. 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, after viewing the original DBS Certificate and record necessary information as stated in 2.3.
- 3.1.3. 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 enhanced 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).
- 3.1.4. 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 guidelines.
- 3.1.5. 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 Activity Manager must carry out a risk assessment (as above). If the employee refuses to bring in their DBS form, we cannot employ them.
- 3.1.6. **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.**

3.2. DBS Procedure for placement students:

- 3.2.1. The Activities Manager (or other senior appointed person) will contact the College 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.

3.2.2. The Work Placement Officer will then have to provide a letter to Let's Play detailing:

- a. Full Name of Placement Student
- b. Date of Issue on DBS form
- c. DBS Number

3.3. Recording procedure and tracking

3.3.1. The date the DBS application is sent will be recorded.

3.3.2. A follow-up online tracking of the application may be required if there is a delay in its return.

3.3.3. The Let's Play Project's in-house tracking form will record details of all enhanced DBS Disclosures, including:

- a. Full Name
- b. Date of Issue
- c. DBS number
- d. Disclosures – 'convictions' or 'other matters'
- e. Expiry date – 3 years from date of issue to be noted (renewal).

3.3.4. These will be held in a secure file in the office.

3.3.5. The Let's Play Project will renew all enhanced DBS disclosures every 3 years.

3.3.6. Further information about DBS checks is available at:

<https://www.gov.uk/disclosure-barring-service-check/overview>



Date of Policy - 1st May 2020

Signed Chair of Trustees

Signed Operations Manager

Signed Activities Manager

Review Date - 1st May 2021