



Disclosure and Barring Service (DBS) Policy

Joint Parish Youth Club

Approved by: JPYC

Date: November 2025

Review Date: November 2026

1. Policy Statement

The Joint Parish Youth Service is committed to safeguarding and promoting the welfare of children and young people. We recognise our duty of care to ensure that all staff, volunteers, and contractors who have contact with children and young people are suitable to work with them.

To support this, we require appropriate Disclosure and Barring Service (DBS) checks to be carried out in accordance with current legislation, statutory guidance, and best practice.

2. Scope

This policy applies to:

- All paid staff, sessional workers and volunteers.

3. Legal and Regulatory Framework

This policy aligns with:

- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- Working Together to Safeguard Children (2023)
- Charity Commission Safeguarding Guidance

4. Roles and Responsibilities

- Lead Youth Worker will identify the need for initial checks to be undertaken and liaise with the JPYC Clerk to ensure the procedure is promptly instigated. JPYC Clerk will ensure DBS checks are completed and records maintained.
- Staff and Volunteers: Must provide accurate information and disclose any relevant convictions or cautions.
- JPYC: Review this policy regularly.



5. Types of DBS Check

All staff, volunteers, and helpers are required to undergo an Enhanced DBS check with children's barred list check before undertaking any work or volunteering with the JPYC.

Role	Level of Check	Additional Information
Staff or volunteers working directly with children or supervising youth activities	Enhanced with children's barred list check	Required before starting work
Occasional helpers under direct supervision	Enhanced with children's barred list check	Required before participating in sessions
Contractors working with or around young people	Enhanced with children's barred list check	Required before engagement. Anyone involved in the session and not covered with an Enhanced DBS, would be required to be under full supervision by a member of JPYC staff at all times.

6. Frequency of Checks

- DBS checks are completed before any work or volunteering begins.
- Checks are renewed every 3 years, or sooner if:
 - There is a change of role,
 - A safeguarding concern is raised, or
 - There is a break in service of more than 6 months.
- Staff and volunteers will be registered with the DBS Update Service to allow ongoing status checks.

7. Annual Update Service Checks

The JPYC Clerk will carry out an annual check of all staff and volunteer DBS certificates registered with the DBS Update Service.

This check will confirm that each individual's DBS status remains current and valid.

If the online status check indicates that new information is available, a new enhanced DBS check will be undertaken immediately.

Records of annual checks will be securely logged and retained by the JPYC Clerk.



8. Recruitment Process

All recruitment involving roles with children and young people must include:

- Clear reference to DBS requirements in job and volunteer adverts.
- Completion of an application form and self-declaration of criminal history.
- Verification of identity prior to submitting a DBS application.
- Confirmation that no unsupervised contact with children will occur until clearance is received.

9. Handling and Storage of DBS Information

- DBS certificates are confidential and only handled by authorised staff.
- Information is kept secure and not retained longer than necessary (for the duration of the employment).
- A record of the DBS certificate number, issue date, and check type will be kept securely.
- Processing follows the Data Protection Act 2018 and UK GDPR.

10. Positive Disclosures

- A risk assessment will be carried out for any applicant with a positive DBS disclosure.
- Consideration will be given to the nature, seriousness, and timing of any offence in relation to the role.
- The decision will be made by the Lead Youth Worker and Safeguarding Lead, and recorded confidentially.

11. Portability and Update Service

- The JPYC will accept DBS certificates from other organisations before employment commences only if:
 - They are at the same enhanced level, and
 - The person is registered on the DBS Update Service, and
 - An online status check confirms the certificate is current and valid.
- JPYC will complete a new DBS check for all staff and volunteers, regardless of any existing DBS in place.

12. Training and Awareness

All staff and volunteers will be informed of the DBS process and their safeguarding responsibilities during induction. The Lead Youth Worker will ensure everyone understands when and why DBS checks are required.



13. Breaches of Policy

Failure to comply with this policy, including failure to disclose relevant information or misuse of DBS information, may result in disciplinary action or termination of engagement.

14. Review and Monitoring

This policy will be reviewed annually, or sooner if legislation or best practice changes.