

## **DISCLOSURE AND BARRING SERVICE POLICY**

### **INTRODUCTION**

SNAPS asks all staff, volunteers and Trustees to complete an enhanced Disclosure and Barring Service document (DBS).

Once volunteers have visited and committed to volunteering and have completed a Volunteer Form, a DBS form will be completed, although a current DBS document can be transferred from an alternative organisation.

We do not prevent volunteers from volunteering during the application process as the volunteers are supervised at all times and are not working alone with children.

Once the DBS has been completed and recorded as seen the volunteers continue to work alongside the staff. If anything is returned on the DBS we discuss this individually with the volunteer.

SNAPS uses an umbrella service to process its DBS applications:

Gail Clark  
Learning Partnerships  
The Burton Business Park  
Hudson Rd  
Leeds  
LS9 7DN

0113 380 6642

The following details are recorded:

Name  
Position  
Application number  
Type of disclosure requested  
Date sent umbrella organisation  
Date Received back/Seen  
Disclosure Number  
Anything recorded - outcome

We keep these details as a record of evidence that staff, volunteers and Trustees have undergone a check. No other information is recorded. This information is monitored by a named Trustee only and if disclosure returns information recorded this is assessed on an individual basis in line with the Safeguarding policy and in line with government requirements for spent/unspent convictions.

REVIEW PROGRAMME: DRAFTED 23 January 2017 / TRUSTEE REVIEW 30 January 2017 / NEXT REVIEW 30 January 2018
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