



DBS CHECKING POLICY

Introduction

Creative Active Lives CIC is committed to ensuring the health, safety and wellbeing of:

- Our participants
- Our staff
- Our volunteers
- Our Self Employed Subcontractors
- The general public that we come in contact with

Policy Statement

When recruiting employed staff and volunteers to service our projects, we carry out the following checks:

All Employed staff and volunteers:

- Are required to complete the CREATIVE ACTIVE LIVES CIC Application Form, which includes a self-disclosure declaration of any criminal offenses, cautions or pending cases.
- Must attend a face-to-face interview.
- Are required to provide 2 referees including their current or most recent employer.
- Are required to undertake induction, including induction in Safeguarding Policy and Procedures, prior to starting work or volunteering.
- Enhanced Disclosure & Barring check carried out before commencement of activity if the individual will be working or present with vulnerable adults or children and young people.

All Self Employed Contractors & Agency workers:

- Must provide an enhanced DBS check where required by law, once every three years thereafter.
- Must provide a Health & Safety Risk Assessment for any activities being provided
- Must provide an up to date certificate of Public Liability Insurance for their business.
- Must be familiar with the Creative Active Lives Safeguarding and Child Protection Policies and Procedures in Place.

Ongoing supervision of staff and volunteers is given on a regular basis by Project Leaders and Board Members.

.With regard to the re-checking of existing staff and volunteers:

- DBS Checks will be renewed upon expiry
- Concerns are expressed by a Project Leader that may suggest further checks are necessary.
- Activity in relation to a service user that contravenes guidelines on adult protection or child protection.

The DBS re-check would be carried out in conjunction with any other sanctions that would be deemed necessary (e.g. suspension from duty), and in full consultation with the staff member or volunteer.

On-line DBS

There is a facility for DBS checks to be carried out on-line and staff members, volunteers or self employed contractors can sign up for this as soon as they have their application form reference number. This facility is open until 19 days after the certificate has been issued.

The benefit of this on-line registration to the individual is that this ensures the DBS is totally portable and can be used in other employment. There is a cost of £13.00 per year for this service and we would expect the employee/contractor to bear the cost of this themselves. There is no cost to the volunteer.

Where a CAL CIC employee has signed up for this service, they will be issued with a letter of permission. This letter of permission allows CAL CIC the right to access their DBS details. However, whenever this is actioned, CAL CIC will notify the individual that this is being done, and this will be logged. Because CAL CIC as the employer no longer receives a duplicate copy of the disclosure, staff and volunteers are therefore required to bring in their disclosures, once received, to the CAL CIC office, in order for the details to be logged securely.