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| 1. | NAME <i>Whose policy</i> | Byfield Good Neighbour Scheme , hereafter called “the Scheme” |
| 2. | INTENTION <i>Why</i> | The Scheme has been set up to aid, include and involve all in our community. The members need to trust the volunteers to allow them into their homes, to help them with financial and other confidential matters. |
| 3. | STATEMENT <i>What we will do</i> | <p>To keep our members safe, the Scheme will validate the identity of the volunteers before accepting them as members of the Scheme.</p> <p>The Scheme will also use the screening tool provided by the DBS to decide who will need to be screened before they can become a volunteer for the Scheme.</p> <p>The Scheme has two types of volunteers : Green & Purple. Green Volunteers will have an Enhanced DBS check done. Purple Volunteers may have the Enhanced DBS check done, with exceptions for certain assignments.</p> <p>The Scheme will fund the administrative cost of the DBS Check, donations welcome.</p> |
| 4. | SCREENING AUTHORITY <i>Who checks what</i> | The Disclosure and Barring Service (DBS) was established in 2012 and carries out the functions previously undertaken by the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA). Its purpose is to screen people who are applying to work or volunteer with what are called ‘vulnerable’ people. This can include working with children or elderly people in certain circumstances, but not all volunteers will need to be screened. |

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| | | <p>As the scheme is not large enough to apply for its own DBS checks we will need to arrange with a suitable provider to carry these out on our behalf.</p> |
| 5 | <p>ACTIONS</p> <p><i>How we will do this</i></p> | <p>The Volunteers’ Representative will confidentially handle all the identity check and DBS check process on behalf of the Scheme, in accordance with the Data Protection Policy.</p> <p>All volunteers are required to provide documents for an identity check, three documents are required to show the person’s identity and address.</p> <p>If a volunteer changes address, they must advise the Scheme and validate with documents as soon as is practicable.</p> <p>If a DBS Check is required, further documents may be required.</p> <p>We recommend that volunteers keep their DBS record updated, which saves them time and effort when renewing or registering for another organisation.</p> |
| 6. | <p>DBS RESULTS</p> <p><i>What if the check highlights an issue</i></p> | <p>The primary aim of carrying out DBS checks is to protect vulnerable people in the village but neither should we discriminate against anyone with a spent conviction which is not relevant to a volunteer role.</p> <p>Under the Rehabilitation of Offenders legislation certain convictions are considered to be “spent” after a certain length of time and should not affect an individual’s future work.</p> |

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| | | <p>An enhanced DBS check and/or additional information may indicate that a person may not be suitable for volunteering in certain roles or in all roles. When such a report is received the DBS coordinator will discuss the report with the Chair of the Committee to decide if the conviction or report is recent enough or serious enough to prevent the person acting as a volunteer for the scheme. The volunteer may be asked to provide more context in order for a decision to be made. The Scheme may consult with advisors in the local authority and other supporting organisations.</p> <p>If the Volunteer is unhappy with the result, they may use the Complaints Policy to have the decision reviewed.</p> <p>Whether or not the volunteer becomes part of the Scheme after this decision, all matters will remain confidential, as per our Confidentiality Policy.</p> |
| 7. | <p>FEEDBACK</p> <p><i>If you notice some way we can improve...</i></p> | <p>The Scheme is continuously open to feedback from volunteers, users and the village community. If you notice an obstacle, please help us by letting us know. If you have a recommendation for action, again, please pass it on:</p> <p style="text-align: right;">ByfieldGNS@gmail.com</p> |
| 8. | <p>REVIEW</p> <p><i>When we will look at this policy again</i></p> | <p>The policy will be reviewed annually, or as necessary from feedback received, by the Management Committee.</p> |

We certify that this is the DBS Policy of the Byfield Good Neighbour Scheme which was adopted at a meeting held on:

Date:

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Chairperson:

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Secretary:

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