**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 6533

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 the Project Manager and a Trustee, 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 February 2018 / TRUSTEE REVIEW 7 March 2018 / NEXT REVIEW March 2019