**INTRODUCTION**

SNAPS ensures all staff, contractors volunteers and Trustees who have contact with children in our services have to complete an enhanced Disclosure and Barring Service document (DBS).

SNAPS does accept external DBS checks for external contractors, but for all employees and volunteers, a SNAPS DBS check is required.

Once individuals have visited and committed to SNAPS, a DBS form will be completed and sent to be checked.

We do not prevent individuals from working for or volunteering with SNAPS during the application process as no one should have 1:1 contact with children at SNAPS sessions.

Once the DBS certificate is returned, the relevant Manager must check the certificate and record the Certificate Number and Issue Date. They must also check that there are no areas for concern documented on the certificate. If any concerns do arise they must be discussed with the individual and raised to SNAPS Chief Executive and Board of Trustees to assess if any action should be taken.

Although there is no legislation to say that DBS checks must be renewed, SNAPS has a policy in place to renew all checks every 3 years to give us extra reassurance that we are doing our best to protect the children and families in our care (unless an individual is registered for the annual update service).

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, contractors, volunteers and trustees have undergone a check. No other information is recorded. This information is monitored by the Chief Executive 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 18th November 2021 / TRUSTEE REVIEW 30th November 2021 / NEXT REVIEW November 2022