



DISCLOSURE AND BARRING SERVICE POLICY

SNAPS YORKSHIRE CIO

June 2026

Introduction

SNAPS ensures that all employees, volunteers, contractors and trustees who have regular contact with children in our services are required 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 unless they are on the annual update service.

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

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 with the 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



When a DBS is returned, the following details are recorded:

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

We keep these details as a record of evidence that employees, volunteers, contractors 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.

Drafted: 5 th May 2025 Approved By Board: 15 th July 2026 Next Review Date: July 2027
