

POLICY AND PROCEDURE



Solo
Life
Opportunities

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Charity No. 1102297
England Company No.
5025939

Internal guidance of the handling of DBS documentation

Category: staff and volunteers

Policy Statement

SoLO Life Opportunities (SoLO) is committed to ensuring the health, safety and wellbeing of:

- Our service users
- Our staff
- Our volunteers
- The general public that we come in contact with.

Introduction

When recruiting staff and volunteers to service our leisure projects, we carry out Disclosure & Barring Service checks.

The following is guidance of the handling of the documentation necessary to carry out these checks:

1. DBS application forms

Once the form has been completed (or partially completed) with personal details it must be treated as a confidential document. It must not be left in a public place and, when it is required off the premises (when being completed by a volunteer for instance) it must be kept, where possible, in a secure place and returned to the office as soon as possible. Under no circumstances must it be shown to another person.

Policy Name: Internal guidance of handling of DBS documentation
Organisation: SoLO Life Opportunities
Last Reviewed: 9.9.2015
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If there is a delay in processing the DBS form (if for instance the countersignatory is not in the office), the form must be put into the locked DBS drawer in the file (DBS forms awaiting processing).

2. Disclosure forms

Because completed disclosures are the personal property of the individual, and, under the new DBS procedure, only one copy is issued to that individual, SoLO as a countersignatory organisation does not now receive individual copies of disclosures.

Staff and volunteers are therefore required to bring in their disclosures, once received, to the SoLO office in order for the details to be logged securely. They are also encouraged to sign up to the online registration with DBS in order for their disclosure record to be updated.

3. If a DBS form or a disclosure form goes missing

Every effort must be made to ensure that these documents are accounted for and do not get mislaid or stolen. In the event that a document is missing the following steps must be taken:

- Inform CEO immediately
- If, in the event that a break in has occurred, or there is a suspicion that the form has been stolen, the police must be notified
- The DBS central office must be notified with the details of what is missing and how it has gone missing. The DBS will then give advice on how a replacement can be obtained.

4. General guidelines

Any information regarding DBS which contains personal information is sensitive data and must be treated as such. Wherever possible it must be locked away in the DBS drawer.