



# Good Volunteer Management Practice

## Guidance Overview & Checklist

### SAFEGUARDING

A **Disclosure & Barring Service (DBS)** check is the new term for **Criminal Record Bureau (CRB)** check.

DBS checks are an important part of **safe recruitment** and should be carried out for all **eligible roles**<sup>11</sup> unless a **risk assessment** clearly demonstrates that this is unnecessary.

If the role includes **regulated activity** then a DBS check is a legal prerequisite, as it is currently the only way of carrying out a check against the list of those barred from working with children and/or adults.

However, **it is also important that your organisation only applies for DBS checks if the role is eligible for one**. You **MUST** tell the applicant **why they are being checked, and where they can get independent advice**.

Therefore your organisation has to demonstrate that the role/job is **eligible** for a CRB check and the guidance states that you **have a LEGAL RESPONSIBILITY**:

*"...Before an organisation considers asking a person to make an application for a Disclosure and Barring Service (DBS) check, they are legally responsible for ensuring that they are entitled to ask that person to reveal their conviction history."*

Organisations have **statutory duties** relevant to the rehabilitation of offenders, data protection and human rights legislation. Please also check the info here: <https://www.gov.uk/disclosure-barring-service-check>

If your organisation carries out criminal records checks, you **MUST** have a policy on employing ex-offenders<sup>12</sup>.

**A DBS check should be only requested after a thorough RISK ASSESSMENT has indicated that one is both proportionate and relevant to the position concerned.**

For those positions where a DBS check is required, all application forms, adverts and recruitment briefs should contain a statement that a DBS check will be requested in the event of the individual being offered the position.

An organisation requesting a DBS/CRB check should make every subject of a DBS check aware of the existence of the **DBS Code of Practice**<sup>13</sup> and make a copy available on request.

Link to the **flowcharts** (within a booklet) which show what process you must follow (as part of your **RISK ASSESSMENT** process) in order to determine whether roles need to be subject to a DBS/CRB check<sup>14</sup>: [www.enfieldva.org.uk/EVON](http://www.enfieldva.org.uk/EVON) (**this link is in the process of being updated –March 2017**). These flowcharts are also printed on the next page in this booklet. Note that there are two different flowcharts: one applies to the process for regulated activity with children and young people and the other applies to regulated activity with vulnerable adults.

#### SO, IN BRIEF, THE QUESTIONS THE VOLUNTEER IS ENTITLED TO ASK ARE:

- How does this role qualify for a DBS/CRB check within the guidelines around Regulated Activity and/or Supervised Status?
- Can I see your Ex-Offenders Policy, Equality Policy, Safeguarding Policy?
- Can I see the DBS Code of Practice?

#### From 17 June 2013:

**PORTABILITY** - persons who are asked to apply for a DBS check for the role they intend to volunteer in, can opt to go onto a register of persons with DBS clearance and then future organisations and employers only need to check the register to see if the person has a DBS clearance certificate and what the status is.

**DBS CERTIFICATE** - the DBS certificate is sent to the individual at their UK home address and then the volunteer has to show the original to the organisation they wish to volunteer with if they intend to progress their volunteering. The organisation asking for the DBS certificate does not receive a copy of the certificate and can only use the Update Service (ie look at the register if you've chosen to register for it), with the volunteer's permission. A volunteer can choose to NOT show you the certificate in which case you can choose to not involve them but you **MUST NOT** assume it is because they have a criminal record. This is all as a result of the Protection of Freedoms Act 2012.

<sup>11</sup> See the guidance document: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/338090/DBS\\_guide\\_to\\_eligibility\\_v5.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/338090/DBS_guide_to_eligibility_v5.pdf)

<sup>12</sup> You must show it to any applicant who asks for it. You don't have to be an ex-offender to ask to see the policy! The policy may be part of an Equality Policy aka Equal Opportunities Policy or statement or an Equality & Diversity Policy or statement.

<sup>13</sup> <https://www.gov.uk/government/publications/dbs-code-of-practice>

<sup>14</sup> Another flowchart that is useful: <http://www.englishchess.org.uk/wp-content/uploads/2009/10/Regulated-Activity-Flow-Chart.pdf>



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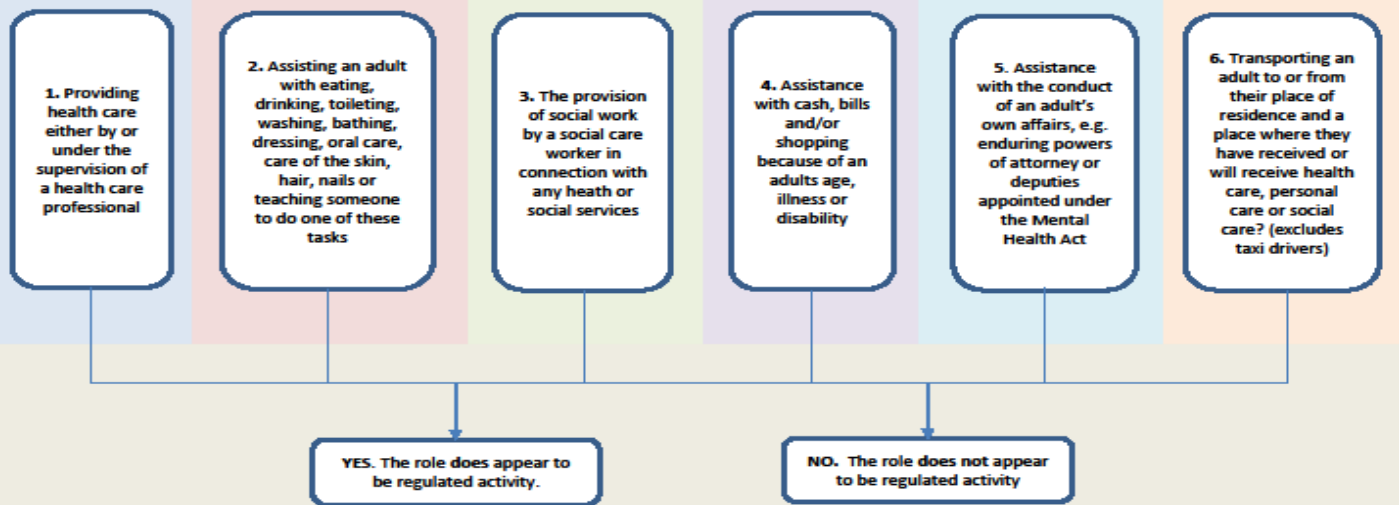
**WILL YOUR VOLUNTEERS BE INVOLVED IN A REGULATED ACTIVITY?** *These tables will help you to identify whether they are or not:*

**PLEASE NOTE:** VCE personnel have tried to determine in Jan 2017 that these helpful flowcharts are still current and accurate. The Links referred to in these reproduced documents are not currently 'live' but we understand the flowcharts are still accurate. We will update them as we find more info. However we advise that **IF IN DOUBT** you contact the DBS helpline at 03000 200 190

### Regulated Activity relating to adults

**Important** - this chart does not apply to family arrangements and personal non-commercial arrangements (these are not covered by the CRB system) and should be read in conjunction with the full guidance from the Department for Health, available via [www.dh.gov.uk/health/files/2012/08/Regulated-Activity-adults-v2.pdf](http://www.dh.gov.uk/health/files/2012/08/Regulated-Activity-adults-v2.pdf)

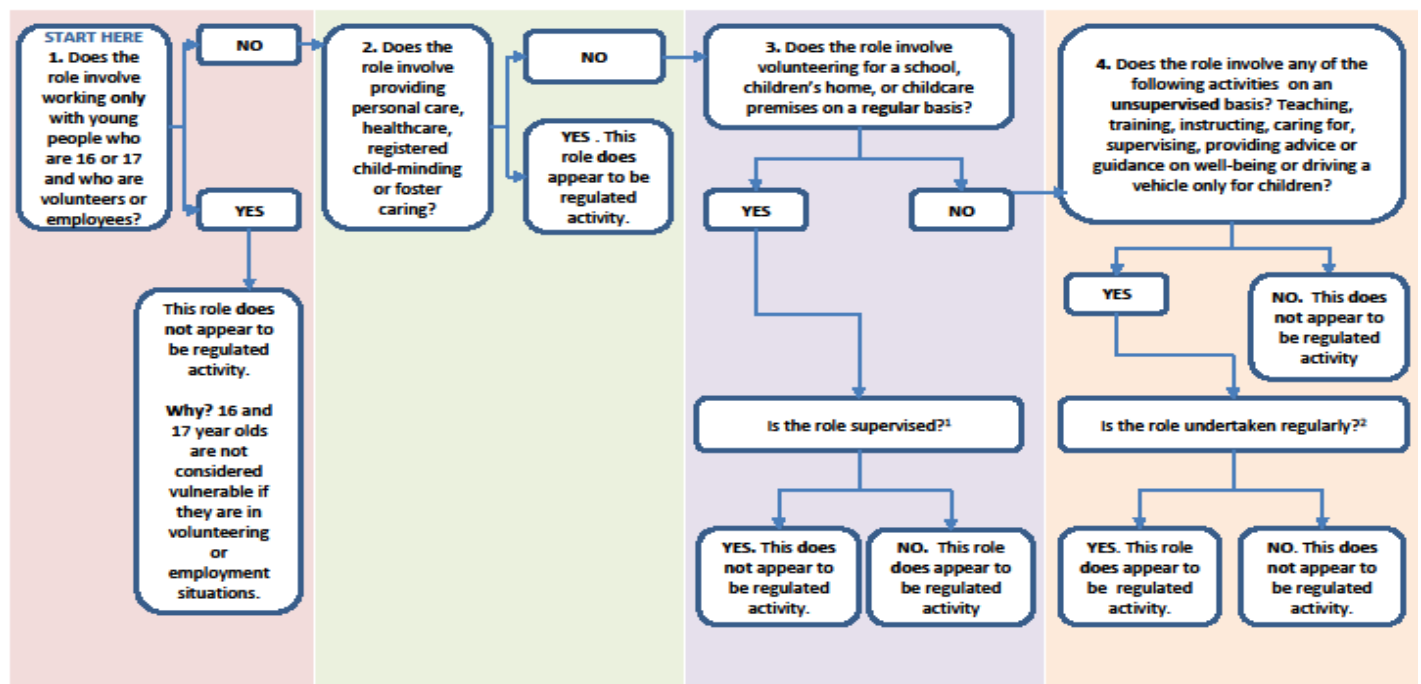
Does the role involve any of the following activities?:



**Note** – Anyone who provides day-to-day management or supervision of persons involved in these activities are in Regulated Activity

### Regulated Activity relating to children and young people

**Important** - this chart does not apply to family arrangements and personal non-commercial arrangements (these are not covered by the DBS system) and should be read in conjunction with the full guidance from the Department for Education, available via [www.education.gov.uk/childrenandyoungpeople/safeguardingchildren/a00209802/disclosure-barring](http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren/a00209802/disclosure-barring)



<sup>1</sup> Supervised means regular supervision by someone who themselves is in Regulated Activity. See the Department for Education's guidance on supervision, available via [www.education.gov.uk/childrenandyoungpeople/safeguardingchildren/a00209802/disclosure-barring](http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren/a00209802/disclosure-barring)

<sup>2</sup> Regular means carried out by the same person frequently (once a week or more) or on four or more days in a 30-day period (or in some cases overnight).