



Ykids Internal Document

DBS Checks Policy

Version 4 Date: September 2025

This statement was last reviewed in Sept 2025 and will be reviewed bi-annually. The next review date is Sept 2027

Signed CEO: *Claire Morgans*

Date: *3/9/2025*

Signed Chair of the Board: Dr Jaime Craig

A handwritten signature in black ink, appearing to be "Dr Jaime Craig", written over a horizontal line.

Date: 11.09.2025

General Principles

When a disclosure is deemed both proportionate and relevant to the position concerned, all application forms, job advertisements and recruitment briefs will contain a statement that a disclosure will be conducted in the event of the candidate being offered the position.

Ykids will undertake DBS checks after appointment but before commencing employment. If a new employee or volunteer is in receipt of a current DBS or is on the DBS update service they may be able to start immediately. A new DBS will be required if the candidate is not on the update service. Ykids can only ask an individual to provide details of convictions and cautions that Ykids are legally entitled to know about. Anyone working or volunteering in a face to face role with children, young people or families will be required to undergo an enhanced DBS check with children's and/or adults' barred list.

Other positions in Ykids that don't directly have contact with children, young people and families may be subject to a basic or enhanced check following the checklist outlined on <https://www.gov.uk/find-out-dbs-check>. It is assumed as a children's charity and the fluid nature of our work, that all staff and volunteers will come into direct contact with children and young people as a result of their work, even if they are office based, and will therefore need a DBS. The level of this whether basic or enhanced will depend upon the nature of the post held.

Ykids complies fully with the DBS Code of Practice <https://www.gov.uk/government/publications/dbs-code-of-practice> and will treat all applicants fairly. Ykids will not discriminate unfairly against any subject of a criminal record check based on a conviction or other information revealed. Ykids is committed to the fair treatment of its staff, potential staff, volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

Storage, Access, Handling and Retention

Ykids complies fully with the General Data Protection Regulations (GDPR) 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information.

Ykids will not keep any photocopy or other image of your disclosure information. However, Ykids does keep a record of the date of issue of a DBS certificate, the name of the individual, the type of disclosure requested, the position in relation to which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision or any other action taken.

In the event of an individual being declined an offer of employment on the basis of the contents of a DBS certificate, the information above will be retained with the information revealed for 6 months in case of dispute, as per <https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers#storing-information-for-dbs-certificate-information>

The code of practice requires that the information revealed is considered only for the purpose for which it was obtained and should be destroyed after a suitable period has passed. Once the retention period has elapsed, Ykids will ensure that the disclosure information is immediately destroyed by secure means.

Disclosure information above is stored securely electronically on Ykids' server, with only the CEO, Deputy CEO, Administrator, Volunteer Co-ordinator, and Operations Manager having access. Ykids recognises that it is a criminal offence to pass disclosure information on to anyone who is not entitled to receive it.

Use of disclosure information

Disclosure information is only used for the specific purpose for which it was requested and for which your full consent has been given.

At interview, or in a separate conversation, Ykids will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. Ykids will discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Disclosure process

Disclosure and Barring Service checks are carried out on all members of staff and volunteers aged 18 years or over.

Electronic DBS checks are carried out by Neil Hayes – Operations Manager, Beth Armstrong - Administrator, and Shaunagh Rentell – Volunteer Co-ordinator.

Documentation checks are authorised to be carried out by Claire Morgans – Ykids CEO, Neil Hayes – Operations Manager, Beth Armstrong – Administrator, and Shaunagh Rentell – Volunteer Co-ordinator.

Organisations employing Ykids to work with them and supplying volunteers are required to ensure that their volunteers have current DBS checks. Volunteers in this instance remain the responsibility of the client.

DBS Update Service:

Ykids requires all staff to register for the online DBS update Service as this is an easy and efficient for an individual to manage their own DBS certificate. Ykids will reimburse staff for the annual cost to use this service (at time of writing £16) upon production of an email from DBS saying the fee is due / or has been paid. Authorised Ykids staff (at time of writing Neil Hayes – Operations Manager, Liz Jones – Kingsley & Co Manager, Beth Armstrong – Administrator, Shaunagh Rentell – Volunteer Co-ordinator) will log in and check staff DBSs to ensure no change at time of renewal.

In addition, paper based DBS certificates are renewed when:-

- Staff/volunteers have a change of name
- Staff/volunteers have a change of address

For individuals on the update service, a change of name still requires a new DBS certificate. A change of address can be updated by the individual by logging into their update service account and does not therefore require a new DBS certificate.

If new staff member or volunteer already has a DBS registered with the update service which is the correct type and level, they can give Ykids permission to do a status check online. They must show their original DBS certificate in order to confirm it is the right type and level and ID to prove their identity. The status check will be done by the Operations Manager and will require the individual's date of birth, DBS number and surname.

Your responsibilities

You are required to inform Ykids immediately if at any time during your employment you are questioned with, charged with or convicted of any criminal offence or if you are in receipt of any notice of prosecution or police caution. Failure to notify Ykids may result in disciplinary action against you, up to dismissal without notice for gross misconduct.