

Libra Children Services



Disclosure and Barring Service (DBS) Policy Including Rehabilitation of Offenders Guidance 2025 Version

1. Purpose

Libra Children Services (LCS) is committed to creating a safe, trusted environment for children, families, and professionals. This policy outlines our approach to DBS checks for all individuals undertaking voluntary or paid roles within the organisation, and sets out how information from disclosures is handled.

The policy applies to

- volunteers
 - coordinators and sessional staff
 - members of the management oversight group
 - trustees
 - contractors working directly with families or children
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2. Core Principles

2.1 Commitment to Safe Recruitment

LCS requires all new volunteers and staff to complete an **enhanced DBS check** before taking up their role. This reflects best practice within supervised contact services and aligns with sector standards.

2.2 Ongoing Checking

All individuals in regulated roles must be on the update service and LCS will make checks on the update service quarterly.

2.3 Umbrella Body

Where appropriate, LCS may work with a registered umbrella body to process DBS applications in line with statutory requirements.

3. Recruitment and Fair Practice

3.1 Advertising Roles

All recruitment materials will clearly state that a DBS check is required for successful applicants.

3.2 Rehabilitation of Offenders

Application forms will confirm that

- previous criminal convictions do not automatically prevent someone from volunteering or working with LCS
- applicants must consent to an enhanced DBS check as part of the recruitment process

This reflects the principles of the Rehabilitation of Offenders Act 1974.

3.3 Assessing Disclosures

A criminal record is not in itself a barrier to volunteering or employment. When disclosures contain information, LCS will consider:

- the relevance of the offence to the role
- the nature and seriousness of the matter disclosed
- the time elapsed since the event
- whether there is a pattern of behaviour
- any context or explanation provided by the applicant

Decisions are made by a senior manager or trustee with delegated safeguarding authority.

The final decision always focuses on risk, safeguarding responsibilities, and fairness.

4. Handling Disclosure Information

4.1 Confidentiality

All DBS information is treated as confidential and managed in accordance with data protection laws. Only staff with specific permission may access disclosure information.

4.2 Secure Storage

Disclosure results are recorded securely. LCS retains

- DBS certificate number
- issue date
- outcome decision

Full DBS certificates are not stored unless there is a specific legal reason to do so.

4.3 Using Disclosure Information

Designated staff members review the disclosure and record renewal dates to ensure that repeat checks occur every three years.

Contractors working directly with children must present their DBS certificate to the appropriate LCS manager before commencing any work.

5. Levels of Disclosure

LCS requires **enhanced** DBS checks for all roles involving contact with children or access to sensitive case information. This is the highest level of check available and includes searches of barred lists where appropriate.

6. Payment of DBS Checks

- DBS checks for volunteers are currently free under DBS guidance.
- Paid staff and contractors may be subject to a DBS fee, which will normally be covered by staff members unless alternative funding is available.

Fee arrangements will be confirmed at the point of recruitment.

7. Review of Policy

This policy is reviewed annually or sooner if legislation or safeguarding guidance changes. Version control is maintained for audit purposes.
