

Version No:	1
Report Title	Volunteer DBS Policy
Date of Equality Impact Assessment	22/12/15
Date approved by HWWB Board	07/03/16
Author	Jo Karasinski
Date Implemented	07/03/16
Last revised	
Next revision due	07/03/18
Staff Training delivered	
<p>The policy on the HWWB website is the only policy that is updated. Please note that it is the individual HWWB staff, board member or volunteer to ensure that they are reading the most current version of this policy. This can be done by checking the version number shown above against the version number of the policy filed here: www.healthwatchwestberks.org.uk</p> <p>If required this policy can be supplied in different formats Tel: 01635 886 210 or email: contact@healthwatchwestberks.org.uk</p>	

Responsibilities

1 HWWB Board

Have overall responsibility for volunteers within HWWB

2 HWWB Chief Officer (CO)

HWWB Board have delegated to the HWWB CO the responsibility for developing policies and procedures for volunteering at HWWB and to ensure these are implemented effectively.

3 HWWB Staff and volunteers

All HWWB staff and volunteers are required to read and implement the volunteer policies and procedures.

Volunteers - DBS Policy

1. Introduction

For some volunteer roles within HWWB, volunteers will be required to undergo an enhanced or Standard DBS check. This is important to ensure that we are compliant with our safeguarding procedures for children and vulnerable adults. We will, wherever possible, try to find alternative roles for people who are unable or do not want to provide a clear DBS certificate.

The criminal record of a Healthwatch West Berkshire (HWWB) Board Member or Volunteer will be taken into account only when the conviction is relevant. Unless the nature of the work demands it, an individual will not be asked to disclose convictions that are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar an individual from being a board member or volunteer. This will depend on the circumstances and background to an offence(s).

If an individual volunteer will be carrying out such activities as those listed below, they **must** disclose any conviction(s) - spent or unspent (including bind over's, cautions or charges that have not yet been disposed of):

- Activities that bring an individual into contact with vulnerable groups such as the infirm, elderly, mentally ill and young people under the age of 18.
- Enter and View activities, which are concerned with the provision of health and social care services, and which is of such a kind as to enable access to people in receipt of such services in the course of carrying out these activities.
- Where a conviction has been disclosed in an application, a discussion will take place regarding the offence and its relevance to the participant.

HWWB uses the Disclosure and Barring Service (DBS) to obtain information to enable HWWB to assess the suitability of members or participants in positions of trust.

HWWB complies fully with the DBS Code of Practice and does not discriminate unfairly against any subject of a DBS Disclosure on the basis of conviction or other information revealed.

HWWB complies with the DBS code regarding the secure storage, handling, use, retention and disposal of DBS Disclosures and disclosure information and with its obligations under the Data Protection Act 1998.

2. DBS Forms and Checks

- the DBS forms will be given/sent to the volunteer for completion. Guidance on the type of evidence that is required is given on the form and also on the Disclosure and Barring Service (DBS) website
- the completed form and originals of the evidence being provided e.g. actual passport not photocopy of passport, should be brought into the HWWB Office for checking
- this check will be carried out by the Volunteer lead or another member of the team in her absence. The original documents will then be returned to the volunteer.
- the completed DBS form is forwarded to the provider
- the DBS certificate, once issued by the DBS, will be sent solely to the Volunteer. **It is therefore the responsibility of the Volunteer to either bring the certificate into the HWWB office or to send a photocopy of the full document.**
- the volunteer lead will check the certificate and add the DBS certificate number to the volunteer database as evidence of the DBS check having been successfully completed, a copy will be taken.
- if there are any issues noted from the DBS check these will be discussed with the volunteer by the CO/Volunteer lead
- if there is not a resolution to these issues then the application cannot proceed

3. Volunteers with previous Enhanced DBS Checks

- volunteers who have had a satisfactory enhanced DBS check within the previous 3 years **may not** require another disclosure check
- the volunteer in this instance will be required to bring or send a copy of the DBS certificate to the HWWB office
- we will also need to see evidence of proof of identity and proof of residency to ensure that the volunteer is the person named on the certificate
- the volunteer will also be asked to complete a statement in respect of any convictions or cautions since the date that DBS check was made

- the volunteer lead will undertake an individual risk assessment with the volunteer and may apply for a new check or check for up to date information about the individual using the DBS Update service in order that we can check whether the individual is on the list of people barred from taking part in regulated activity (the Barred list)
- once all checks have been carried out the DBS certificate number will then be entered onto our Volunteer Database.

4. Changes that may affect DBS status

it is the responsibility of the volunteer to inform HWWB if, at any time during their period of volunteering with HWWB, they are subject to any criminal record, cautions, warnings or bind over's, or any changes to their existing DBS or clearance status, including any police investigations which may make the continuation of their present volunteering role unsuitable.

From 1 September 2015 all candidates when recruited are given information stating if they make a false statement about convictions during the recruitment process this will be considered gross misconduct and could justify termination of the volunteering relationship.

5. Monitoring and Review

This policy will be reviewed annually or earlier if legislation or processes change

DBS Check - Risk Assessment Form

Part 1 - For the applicant to complete

Your DBS certificate has been returned with information contained on the certificate, which may be relevant to your volunteer role. This will not necessarily bar you from volunteering with Healthwatch West Berkshire. It will depend on the nature of the volunteer role that you are applying for and your circumstances at the time of the incidents or offences. We would therefore like to give you the opportunity to provide an explanation for these incidents or offences, as well as the circumstances around you at the time. We need to know who was involved, when it occurred, what occurred, where the incident or offence was committed and why it was committed.

Please complete the following information. Where more than one incident is involved continue on a separate sheet. Please be aware that to withhold information or to give false information will be regarded as an attempt to falsify records

Name:	Date of Birth:
Volunteer Role applied for:	

Offence or Incident:
Date of Offence or Incident:
We need to know who was involved, when it occurred, what occurred, where the incident or offence was committed and why it was committed. It is also necessary to explain how you, the applicant, now feel about the incident or offence.

Declaration by Applicant

I certify that the information I have provided on this document is true and complete. I understand that to knowingly make a false statement or omit information will result in my job or volunteering application being unsuccessful or, if employed, in my facing possible dismissal or other disciplinary action.

Signature:	Print:
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Assessment of the risk

Question	Applicable (Please delete as appropriate)	Comments
Did the applicant declare the matters on the DBS form and/or the HWN Application form?	Yes / No If 'No' state reason	
Does the individual agree that the information detailed on the DBS Certificate is correct?	Yes/ No If 'No' what do they think is incorrect and why?	
Were any offences work-related or committed within the context of a work setting?	Yes/No If 'Yes' give details	
Were any offences committed within the last 2 years?	Yes / No If 'Yes' explain context in which each offence occurred e.g. where, how, why and details of any victims. (Continue overleaf if necessary)	
What is the individual's attitude to the offence/s now?	e.g. regret/remorse/ justified/denial	
Would they do anything differently now?	Yes / No If 'Yes' specify what	

Question	Applicable (Please delete as appropriate)	Comments
Are there any mitigating circumstances? e.g. immaturity, traumatic life event	Yes / No If 'Yes' specify what	
Do the matters disclosed form any pattern e.g. repeat offences or repeat motivation (anger/financial/drugs/alcohol)	Yes / No If 'Yes' specify	
Can the applicant demonstrate any efforts not to re-offend? e.g. Rehabilitation course, Anger Management course, help for alcohol/drug abuse.	Yes / No If 'Yes' specify (NB - completing Community Service is a punishment not a rehabilitation programme)	
Does the post have any direct contact with the public and if so how vulnerable are they?	Yes / No If 'Yes' give details	
Can safeguards be implemented to reduce/remove any risk e.g. no unsupervised contact?	Yes / No If 'Yes' specify what	

Any further information

Is there any other information relevant to this Risk Assessment regarding the candidate, the work itself or the location/environment where the activities will take place?

Level of Risk:

Please complete the level of risk posed by appointing/employing the individual in this job. Give reasons.

High Risk	
Medium Risk	
Low Risk	

Can protective measures be put in place to render the risk low? Yes / No

Outline of the protective measures **Risk Management Plan** e.g. curtailment of access to children/information; additional supervision; temporary changes of work location; temporary diversion of low risk tasks or training.

Risk Assessment completed by:

Signed

Date:

Print Name

Authorised by CO or Chair of HWWB

Is this person suitable to start work before the DBS is returned or to continue working under the conditions proposed above? Yes/No

Comments: (Reasons for decision)

Is this person given permission to work as an authorised representative for HWWB?

Yes

No

Comments: (Reasons for decision)

Equality Impact Assessment Form

Screening determines whether the policy has any relevance for equality, i.e. is there any impact on one or more of the protected characteristics as defined by the Equality Act 2010. These are:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or belief (including lack of belief)
- Sex
- Sexual Orientation

1 Name of policy/procedure being assessed:	Volunteers - DBS Policy
2. Is this a new or existing policy/procedure?	New
3. What is the function of the policy/procedure?	To set out HWWB approach to safeguarding children and vulnerable adults
4. What is it trying to achieve and why?	To ensure a consistent, best practice approach to recruitment and selection of volunteers and protection of vulnerable people
5. Who is intended to benefit and how?	Volunteers via a consistent and best practice approach HWWB reputation as an organisation Vulnerable individuals
6. Is there any potential for differential impact (negative or positive) on any of the protected characteristics	No
7. Is there any possibility of discriminating unlawfully, directly or indirectly, against people from any protected characteristic?	No
8. Could there be an effect on relations between certain groups?	No
9. Does the policy explicitly involve or focus on a particular equalities group i.e. because they have particular needs?	No
If the answers are no from 6-9 then there is no need to proceed to a full equality impact assessment and this form should be signed off as appropriate. If Yes then a full impact assessment must be completed.	
Signed - Signature: Jo Karasinski Name: JO KARASINSKI Position: Development Officer Date: 22/12/15	

