



CCCC – Disclosure & Barring Service (DBS) Policy

1. Purpose

This policy sets out the steps that the Chichester Child Contact Centre (CCCC) takes to ensure that all volunteers, staff and management committee members are suitable to work with children and meet the standards required by the National Association of Child Contact Centres (NACCC).

2. Aim

This policy will assist the Coordinator and Team Leaders to:

- Follow the correct procedures for obtaining DBS checks for all applicants, including potential volunteers, existing volunteers, committee members, and paid staff
- Ensure DBS checks are renewed every three years, in line with NACCC guidance
- Outline the process used by NACCC to complete DBS checks on behalf of CCCC
- Ensure all information obtained during the DBS process is handled confidentially
- Maintain a rigorous and fair risk-assessment process for applicants whose DBS check discloses a conviction, including determining their suitability for a role

3. Introduction

CCCC is committed to safeguarding the children and families who use the Centre. Ensuring that all individuals involved in service delivery are appropriately vetted is a key part of maintaining a safe environment and reducing risk.

4. Responsibilities

Responsibilities of Managers (Coordinator and Team Leaders) – Safer Recruitment:

- All advertisements for volunteer or paid positions include the statement: ‘A criminal record DBS disclosure will be requested in the event of a successful application’
- Application forms request disclosure of any convictions
- A DBS check is completed and received before an applicant begins their role
- Any convictions disclosed are risk-assessed and considered carefully before a decision is made regarding suitability

Responsibilities of Managers – Ongoing Requirements:

- DBS checks are renewed every three years, in accordance with NACCC guidance
- Risk assessments relating to DBS disclosures are reviewed regularly

Responsibilities of all Staff and Volunteers:

- Inform the Coordinator of any convictions, cautions, or relevant changes in circumstances
- Agree to complete a new DBS check every three years

5. Level of Disclosure

CCCC requires all applicants to complete an ‘enhanced’ check as defined by the DBS standards.



All applicants must obtain a new DBS check through CCCC when joining the charity and must agree to a renewal every three years. CCCC does **not** accept DBS certificates obtained through other organisations or the DBS Update Service.

Any volunteer, staff member, or committee member who refuses to complete a DBS renewal every three years will not be able to continue in their role.

6. Offences disclosed on the DBS check

CCCC recognises that a disclosed offence does not automatically prevent an individual from volunteering or working with the charity. When assessing suitability, the Coordinator will consider:

- The nature and relevance of the offence to the role
- The seriousness of the offence
- The length of time since the offence occurred
- Whether there is a pattern of offending behaviour
- The circumstances surrounding the offence and the explanation provided by the applicant

7. Payment for DBS checks

DBS checks for volunteers are free of charge. NACCC processes these applications on behalf of CCCC at no cost to the applicant or the charity.

8. Security and Retention of Disclosure Information

CCCC takes confidentiality and data protection seriously. All DBS-related information will be stored securely in a locked cupboard accessible only to the Coordinator or Team Leaders.

CCCC does not retain paper copies of DBS certificates. Applicants must present their certificate for verification before starting their role and provide their DBS certificate number. This number will be stored securely in the volunteer file, in accordance with the Centre's Data Privacy Policy.

Note: The Coordinator and Chair have the right to refuse any applicant if, in their professional judgement, the individual presents a risk to the children and families who use the Centre.