

## **Disclosure and Barring Service (DBS)**

### **Information:**

The Disclosure and Barring Service helps employers make safer recruitment decisions by offering a level of assurance that the person employed is suitable for the job applied for.

Saltash Town Council come under the umbrella of Cornwall Council the Registered Body.

STC apply for an Enhanced DBS on behalf of an employee/ volunteer upon a person/s contractual employment start date for any role undertaken for the Town Council which would require the employee to work alongside young adults and children. This includes the library team, volunteers of the library and the Service Delivery team and Councillors such as Team for Youth representatives.

### **Research:**

Once a DBS Check has been processed, the information included on that check is accurate to the date that the check was completed, therefore any criminal activity performed after that date would not be recorded on the check.

For this reason, many employers renew DBS Checks regularly from every six months to 3 years.

It is often recommended that DBS checks are renewed every 3 years, however ultimately it is the employer's decision.

Other employers such as schools and those employed in the care industry have implemented a Disclaimer Form.

This is completed once per year following receipt of a DBS Certificate in which the employer requests the employee to provide details of all spent and unspent convictions, cautions, reprimands, or warnings since receipt of their current DBS certificate held on record.

Further research identified that you can no longer simply ask for information about 'any criminal convictions, formal warnings or cautions' through the organisation's self-declaration form. Therefore, included is a template disclosure form, found and available for use from the NSPCC, which can be adopted should the Personnel Committee approve.

Finance:

**Budget Code:** 6657 ST SNB Staff Recruitment Advertising

**Available Budget 2021/2022:** £1,751.00

**Available Budget 2022/2023:** £6,150.00

**Current Cost of an Enhanced DBS Application:** £40.00

**Cornwall Council Administration Fee:** £10.00

*Please note if STC apply for more than one application in a one-month period the administration fee is capped at £10.*

Recommendation:

1. To adopt the self-declaration form which employees, volunteers and Councillors who hold an Enhanced DBS certificate will be required to complete every 6 months and kept on record for the period of employment / service to Saltash Town Council.
2. To apply every 3 years for Enhanced DBS Certificates for all employees, volunteers or Councillors who are required to work alongside children or young adults.
3. If a person/s holds an Enhanced DBS certificate (dated within the past 3 years) a self-declaration form be required to be completed until the certificate is classified as out of date upon which the Town Council will reapply to the DBS Service.

**END OF REPORT**