

Disclosure and Barring Service (DBS) Policy

stABILITY Stavordale House, 6 Stavordale Road, Weymouth, Dorset, DT4 0AB

Date of Issue: 19/6/2025 Review Date: June 2026

Policy Statement

stABILITY is committed to safeguarding and promoting the welfare of adults with learning difficulties. As part of this commitment, we require appropriate DBS checks for all staff, volunteers, and others working with or around service users (members). This policy outlines our approach to obtaining, managing, and updating DBS checks in line with legal requirements and best practice.

Purpose of DBS Checks

DBS checks help us assess an individual's suitability to work with vulnerable adults and ensure that no one poses a known risk. We follow Safer Recruitment principles and ensure all employment decisions are informed by these checks.

Who Needs a DBS Check?

All the following roles require a Standard or Enhanced DBS check with Adult Barred List check depending on the responsibilities involved:- Permanent and temporary staff- Volunteers- Agency workers- Contractors (where work involves unsupervised access to members)

Types of DBS Checks

- Basic DBS Check – Unspent convictions – for non-regulated support staff (if needed)
- Standard DBS Check – Spent and unspent convictions, cautions – for staff not in regulated activity
- Enhanced DBS Check – Includes police information – for most direct care staff
- Enhanced with Barred List – Includes Adults' Barred List – for those in regulated activity

Frequency of Checks

All DBS checks must be renewed every 3 years, or earlier if there is a break in service of 3 months or more. We recommend all staff register with the DBS Update Service, and we may carry out online status checks with the individual's consent.

Risk Assessment for Existing Convictions

If a DBS check reveals a criminal record, a risk assessment will be conducted by the manager and safeguarding lead to assess suitability for the role, considering the nature of the offence, relevance to the role, time since the offence, and evidence of rehabilitation.

Secure Handling of DBS Data

All DBS certificates and related data will be handled in line with the Data Protection Act 2018, stored securely, accessible only to authorised personnel, and retained for no longer than necessary (typically no more than 6 months).

Portability

We do not accept DBS certificates from other employers unless they are registered on the Update Service and meet our criteria.

Referrals to the DBS

We have a legal duty to refer to the DBS if a person is removed from regulated activity (or would have been if not left voluntarily) because they harmed or posed a risk of harm to a vulnerable adult.

Responsibilities

- Management: Ensuring all staff undergo the appropriate DBS checks
- HR/Administration: Keeping records and ensuring renewals
- Staff: Reporting any new cautions, convictions, or relevant information

Review of Policy

This policy will be reviewed annually or in line with any changes to DBS legislation or guidance.

Policy Approval

Signed: _____

Name: Vicky Gordge / Angie Lambert / Connor Doherty

Position: Partners

Date: 20/6/25