Trainee Recruitment/Helper registration policy - DBS

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For a new Trainee or paid Peer Supporter

Before registering as a Helper (Peer Supporter), a trainee needs to have:

- Two satisfactory references
- Signed the Code of Conduct on the website
- An enhanced DBS/PVG cleared to work with children and adults

The role of a BfN Registered volunteer/paid peer supporter is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

Please make sure the letter, or website link, explaining this is given to all trainees/new employees before they complete their DBS form: https://breastfeedingnetwork.org.uk/wp-content/pdfs/governance/DBS%20exempt.pdf

Further information on the filtering rules for criminal record check certificates is available at this link https://www.gov.uk/government/collections/dbs-filtering-guidance

Completion of the DBS form: a reminder that it is very important that the Evidence Checker sees the original documents, not photocopies or pictures. The person countersigning the form is relying on this step to be carried out correctly.

It is also vital that if the person being checked is employed by BfN in any capacity (paid for ANY work) that the correct box is ticked and they are not put through as volunteers. This could result in an allegation of fraud with serious implications for BfN.

Checking the certificate when it is returned: again it is VITAL that the tutor or Project Lead sees the original certificate and checks it for any disclosures, making sure all pages are included. Record the disclosure date and certificate number and check it covers child and adult workforce and at enhanced level.

It is not acceptable for the volunteer to simply send you a note or picture of the certificate number and date. You have to see the physical certificate before asking for the volunteer to be registered. This is because the DBS system in England has changed so now only the person applying for the certificate is sent a copy.

If there are any convictions, warnings or other activity on the certificate do not investigate but ask

the learner to post the disclosure by special delivery to the BfN office in Paisley.

For insurance reasons the decision about whether this affects the trainees/new employees ability to be a registered Helper/paid peer supporter must be taken centrally.

Trainees/employees should be encouraged to register online with the DBS Update service which means that we can check their DBS certificates online for future checks.

DBS Applicant information for Update service

This sheet is kept in shared files and should be emailed to the trainees.
It should also be included in the Helpers pack

Accepting DBS certificates from other organisations

If a new Helper or member of staff has a DBS certificate from another organisation and is at the correct level, "Enhanced Child and Adult Workforce" this can be accepted as long as the organisation that carried out the check supplies one of the two references. If the person has signed up to the Update Service we would ask for the details and permission to be able to check the details online.

Do check the original disclosure certificate as you would if it was newly issued within BfN. Ensure it has been issued at an enhanced level and for child and adult workforce. If any of these three elements is missing them it cannot be accepted.

Three forms of ID should be provided including proof of address and two others such as a passport, birth certificate, marriage certificate or driving licence. Check the ID as thoroughly as you would do for a new DBS.

Current volunteers/members of staff - it has been agreed that if an existing volunteer/staff member has had a DBS check carried out by another organisation within the last three years and it is at the correct level "Enhanced Child and Adult Workforce" this can be accepted in place of completing a new check. The certificate should be checked in the normal way and a note of the certificate number and date should be passed to the Registrations Administrator/HR. A re-check will be required 3 years from this date. If the volunteer/staff member has signed up for the Update Service then details and consent should be provided to enable us to check online.

Annex 1: Signing up for the Update service

When you apply for a criminal record check and have completed the application form.

Form no: .....

Go to the Update Service via

https://secure.crbonline.gov.uk/crsc/apply

Enter the following details:

- application form reference number (the 'F01' (zero, one) number of the front page of the form)
- surname
- date of birth
- email address
- gender
- volunteer Status
- and the optional field of mobile phone.

As a volunteer this is free – DO NOT PAY a subscription fee. However, if you are employed by BfN in ANY capacity you must pay the subscription fee. Please refer to the Expenses Policy for details about how to claim this back.

This needs to be done before the disclosure form is received (within 28 days) or if you forget, you can register using your DBS Certificate number within 19 days of receiving your certificate.

Subscribers will receive a unique ID number, usually beginning with C which they must keep safe and not share with anyone, as they will use this to access their Update Service account online. Subscription starts from the date the certificate is issued (or joining date, if this was later) and lasts for 12 months. Individuals can add more DBS Certificates if needed.

Annex 2: Checking ID - three routes

This guidance is to help you to establish the true identity of the applicant by checking and validating the information provided on the application form/ continuation sheet including the applicant's current address.

Can the applicant produce any document from Group 1?

Yes

Route 1: this option must be considered first and is the only route for Non-EEA Nationals

3 documents must be seen

1 from group 1 plus any 2 from group 1, 2a or 2b – one must verify current address

Check website for non-UK EEA nationals who have been in the UK for less than 5 years: https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications

No

Route 2: if there is a valid reason for not using route 1.

3 documents must be seen.

1 document from Group 2a
2 further documents from either Group 2a or 2b of which 1 must verify current address AND external id verification made (contact Central Support Manager)

Route 3: if there is a valid reason for not using route 2.
A birth certificate issued after the time of birth (UK and Channel Islands)
Plus 4 further documents:
one from Group 2a, 3 further documents from Group 2a or 2b of which 1 must verify current address

NB Only original documents can be used
Documents must not be photocopies

If it has not been possible to validate the applicant's identity contact Central Support Manager. The procedure is to indicate this on the application form at Box W59 and return the form to:

DBS applications, PO Box 3961, Royal Wootton Bassett, SN4 4HF

This step involves fingerprinting by the police

DBS categorise documentation into three groups:

https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide-

List of Valid Identity Documents	
Group 1 Primary identity documents	
Passport – any current and valid	**Biometric Residence Permit - UK**
Driving Licence current (full or provisional) UK, Isle of Man, Channel Islands and EU Photo card must be valid Check the old style paper licence is printed on both sides and has a watermark (more detail online)	**UK Birth Certificate** - issued within 12 months of birth; UK, Isle of Man & Channel Islands - including those issued by UK authorities overseas, such as Embassies, High Commissions & HM Forces.
Adoption certificate – UK and Channel Islands	
Group 2a Trusted government documents	
Current valid driving licence photocard - (full or provisional) **All countries outside the EU (excluding Isle of Man and Channel Islands)**	**Current valid driving licence (full or provisional) - paper version (if issued before 1998)** **UK, Isle of Man, Channel Islands and EU**
Birth Certificate - (issued after the time of birth in UK, Isle of Man and Channel Islands	**Marriage /Civil Partnership Certificate (UK & Channel Islands)**
HM Forces ID Card UK	**UK Firearms Licence:** UK, Channel Islands & Isle of Man
Group 2b Financial and social history documents ****Issued in last 12 months, *should be issued in last 3 months**	
Mortgage Statement (UK or EEA)** (Non-EEA statements must not be accepted)	**Bank/Building Society Statement (UK & Channel Islands or EEA)*** (Non-EEA statements must not be accepted)
Bank/Building Society Account Opening Confirmation Letter (UK)**	**Credit Card Statement (UK or EEA)*** (Non-EEA statements must not be accepted)
Financial Statement** - e.g. pension, endowment, ISA (UK)	**P45/P60 Statement****
Council Tax Statement (UK & Channel Islands)**	**Benefit Statement *** - e.g. Child Allowance, Pension
Utility Bill* - electricity, gas, water, telephone – **not** including mobile phone contract/bill	**Work Permit/Visa (UK) (UK Residence Permit)** (valid up to expiry date)
Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application) (must be still valid)	**A document from UK Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands)***:- e.g. the Dept for Work & Pensions, Employment Service, HMRC
EU National ID Card (must be still valid)	**Cards carrying PASS accreditation logo (UK, Isle of Man & Channel Islands)** (must be still valid)
Letter from Head Teacher or College Principal (16-19 yr olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted) (UK) (must be still valid)	*documentation should be less than three months old **issued within past 12 months If not denoted – can be older than 12 months

https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications