

Enfield Family Contact Centre

Policy on Disclosure and Barring Service information for volunteers

1. General Principles

- 1.1 As part of the National Standards of the National Association of Child Contact Centres (NACCC) of which Enfield Family Contact Centre is a member it is required that all new volunteers will have a criminal records check through the Disclosure and Barring Service (DBS).
- 1.2 All volunteers will have a DBS check undertaken every three years.
- 1.3 Enfield Family Contact Centre is part of Enfield Baptist Church [EBC]. EBC's DBS checks are completed by Due Diligence Checking and Enfield Family Contact Centre processes all its DBS disclosures via EBC.

2. Recruitment

- 2.1 All recruitment literature for volunteers will contain the information that a Disclosure and Barring Service check will be required before any applicant is accepted as a volunteer.
- 2.2 Committee members dealing with volunteer applications will observe the requirement of the Rehabilitation of Offenders Act 1974 that "a criminal record will not necessarily be a bar to obtaining a position". If a person who has a criminal record is being considered for a volunteer position, however, then the agreement of the Chair must be sought. In reaching a decision the following will be considered:
 1. Whether the conviction or other matter revealed is relevant to the role of volunteer;
 2. The seriousness of any offence or other matter revealed;
 3. The length of time since the offence or other matter occurred;
 4. Whether the applicant has a pattern of offending behaviour or other relevant matters; and
 5. The circumstances surrounding the offence and explanation(s) offered by the convicted person.
- 2.3 The final decision as to the suitability of the person as a volunteer will rest with the Chair. This decision will be taken in accordance with the Rehabilitation of Offenders Act 1974 and will be made after discussion with the individual applicant.
- 2.4 At the time of requesting a potential volunteer to complete a DBS disclosure form, the applicant will be made aware that upon request a copy of the DBS Code of Conduct and this Centre's policy can be made available to them.

3. Security and Retention of Disclosure Information

- 3.1 Enfield Family Contact Centre takes confidentiality seriously and ensures that all information relating to disclosures is kept in a safe place, under lock and key.
- 3.2 Only Committee Members with assigned responsibility for disclosure information have access.
- 3.3 DBS sends a copy of each disclosure to the applicant named in the disclosure.
- 3.4 The applicant will be asked to provide the number and date of issue of the disclosure, which will be retained by the Member of the Committee responsible for disclosure information until the volunteer record is destroyed in accordance with the Centre's Privacy policy.

4. Level of Disclosure checks

- 4.1 This Contact Centre processes all checks at the level of "enhanced" as defined by the DBS and required by the NACCC.

This policy will be reviewed and, if necessary, updated every two years.

Policy implemented: March 2005

Reviewed: Jan 2012

Revised: April 2014, January 2016

Reviewed: September 2017

Revised: January 2019, January 2020, September 2021

Reviewed: September 2023, October 2025

Enfield Family Contact Centre

Policy on Secure Storage, Use, Retention and Disposal of Disclosures and Disclosure Information

General Principles

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of volunteers, Enfield Family Contact Centre complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure Information. It also complies fully with its obligations under the General Data Protection Regulations 2018 and other relevant legislation pertaining to the safe handling, storage, retention and disposal of Disclosure Information.

Storage and Access

Disclosure information is kept securely, in lockable, non-portable storage containers with access strictly controlled and limited to committee members. Day-to-day access is limited to the Co-ordinator responsible for DBS checks only.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those on the committee who have actual need to receive it. This may be the Chair and a Co-ordinator, and exceptionally other members of the committee. It is a criminal offence to pass Disclosure information to anyone who is not entitled to receive it.

Usage

Disclosure information is used only for the specific purpose of assessing a potential volunteer's suitability, and when the volunteer's full consent has been given.

Retention

Once the decision to appoint a volunteer has been made, only the number and issue date of the disclosure will be retained.

Disposal

Disclosure information will be destroyed by secure means in accordance with the Centre's Privacy policy.

This policy will be reviewed and, if necessary, updated every two years.

Policy implemented: July 2007

Reviewed: Jan 2008, July 2009, October 2010

Revised: July 2011, April 2013

Reviewed: February 2014, January 2016, September 2017

Revised: January 2019, January 2020, September 2021

Reviewed: September 2023, October 2025