

# **Service Six**

## **ENHANCED DISCLOSURE AND BARRING SERVICE POLICY**



**Date:** April 2017

**Review Due By:** April 2018

**Lead Role/Manager:** Chief Executive

**Others involved in implementing:** Executive Team, Managers and Personnel

### **What this policy covers**

Service Six is committed to taking all measures possible to prevent harm to and protect children, young people and adults at risk. As such, Service Six takes appropriate measures in communicating with relevant agencies to ascertain the history of any personnel applicants and practice safer recruitment.

In order to adhere to this commitment we take the following measures and action;

All Service Six Personnel (Paid Staff, Volunteers, Board of Trustees Members and Self Employed / Sessional or Practitioners) have to undertake an Enhanced Disclosure and Barring Service Check (EDBS) as part of their initial recruitment process.

All initial recruitment processes are ordinarily undertaken by Service Six Manager and authorized by the Chief Executive.

- All applicants are asked within their application form to disclose any convictions and provide details.
- All offers of employment are conditional on a satisfactory completed EDBS process.
- Service Six uses the Charity, Northamptonshire Association of Youth Clubs (NAYC) - to undertake this service for us and NAYC provide the appropriate documentation to complete safer recruitment processes and storage within personnel files.
- EDBS application forms are provided by NAYC and completed by pending personnel. Once completed the form and associated evidence of identity are checked and recorded by a designated Service Six Manager or member of the Executive team.
- NAYC's Disclosure and Barring Service Registered Body Number is 20112600005.
- Available EDBS completed forms are kept in the personnel files within a locked cupboard at Service Six's HQ otherwise the record check number is listed by the Chief Executive and kept securely.
- EDBS checks are updated at least every two years.
- Any EDBS checks that have any recorded information will be referred to the Board of Trustees at a full meeting for discussion and recommendations. The Boards decision is final.

- In the interests of Child Protection and the protection of Adults at Risk and all Service Six personnel, as a basic risk management principle – Service Six will not continue with any recruitment process where an individual discloses or their EDBS has recorded information of **any** crimes which are either: aggressive; violent; abusive; or sexual.

