

DISCLOSURE AND BARRING SERVICE (DBS)

AIM

Alyth is committed to promoting the welfare of our members, staff, volunteers and visitors. Ensuring the safety of our community is of paramount importance and, as a result, this policy has been created in order to establish a safe environment where members, staff, volunteers and visitors are cared for appropriately and are free from harm.

DBS checks allow Alyth to ascertain an individual's suitability to work or volunteer with children and adults. This policy will ensure that all members, staff, volunteers and visitors are aware of the measures taken by Alyth to promote the welfare of the community.

WHO NEEDS A DBS

The DBS helps employers make safer recruitment decisions regarding paid employees and volunteers. It helps prevent unsuitable people from working with vulnerable groups, including children.

The DBS replaces the Criminal Records Bureau and Independent Safeguarding Authority

In line with adult and children safeguarding practice it is deemed necessary that all those who may come into regular contact with vulnerable adults or children should be registered with the DBS.

This includes:

- All persons employed by Alyth Synagogue
- All volunteers coming into regular contact with adults and children
- Alyth Trustees
- Teachers and madrichim
- Anyone else where it is deemed good practice to register a person with the DBS prior to their involvement in an Alyth activity/event

Our preference is to carry out the DBS check ourselves, however, if a volunteer has a recent certificate from another organisation then in some cases this might be deemed sufficient. Clarification on who requires registering with DBS can be sought from www.gov.uk/government/collections/dbs-checking-guidelines

TYPES OF CHECKS

Though there is no time limit on DBS Certificates, best practice is to re-registering employees and volunteers for a DBS certificate **every three years**. Alyth will follow this best practice.

There are three types of DBS Certificate - Basic, Standard and Enhanced. Alyth will register its employees and volunteers for an enhanced DBS which gives full details of criminal and other pertinent information. This will ensure the highest level of safeguarding for its vulnerable adults and children.

RESPONSIBILITIES AND THE APPLICATION PROCESS

Alyth registers people on their behalf through an appointed disclosure checking organisation and will cover the cost at the relevant amount. Registering for volunteers is highly discounted.



DBS certificates are sent directly to the applicant and a copy will be required by Alyth in order for a decision to be made about employment and volunteering.

The Community Director is responsible for:

- Ensuring that current and prospective employees and volunteers do not commence or continue their role without a satisfactory DBS check and an appropriate risk assessment on their suitability.
- Maintaining an up-to-date single central record.

In the event of a disclosure containing criminal information the Community Director will discuss the disclosed information with the Rabbinic Partners and Trustees immediately to agree a course of action regarding any prospective or existing employee or volunteer.

All certificates will be stored in accordance with Alyth's Data Protection Policy. They will be stored securely and kept for 6 months. After this period of time they will be disposed of securely by shredding.

Although Alyth will not keep any copy of the certificate, a record will be kept of the following:

- The date of issue of the certificate
- The name of the subject
- The type of certificate requested
- The position for which it applied to
- The unique reference number

MONITORING AND REVIEW

This policy will be reviewed on an annual basis by the Community Director and Trustees.

Any changes made to the policy will be amended by the Community Director and will be communicated to all members of staff and volunteers.