



Basildon Borough Heritage Society

DISCLOSURE AND BARRING SERVICE POLICY

April 2017

MEMBERS AND VOLUNTEERS

Disclosure and Barring Service Policy

Policy statement

It is Basildon Borough Heritage Society's intention that all members or volunteers that come into contact with children on a regular basis and all others that have access to information are the subject of an enhanced check through the Disclosure and Barring Service (formerly the Criminal Records Bureau (CRB) upon appointment.

We use the Disclosure and Barring Service to help assess the suitability of applicants for such positions of trust and to fully comply with the Code of Practice with regard the handling, use, storage, retention and disposal of disclosures and also to comply fully with our obligations under the Data Protection Act 1998 and other relevant legislation.

These rules for applicants or existing staff include:

- Having an enhanced check completed before being allowed to work unsupervised with children temporarily in our care.
- Allowing an individual who has an existing CRB check by another similar organisation and this check is less than twelve months old, this can be considered to allow supervised work and access pending our own Disclosure and Barring Service check being completed.
- Those who have completed checks should be rechecked approximately every three years.
- As a condition of being accepted as a volunteer, a clause written into an acceptance contract or letter that they have a contractual duty to inform Basildon Borough Heritage Society of any offence or other matter that would otherwise be revealed by a disclosure.

Our commitment includes:

- Not to unfairly discriminate against the subject of disclosure information on the basis of any conviction or other details revealed or whether it is relevant to the position being sought including the time lapse.
- Ensuring that relevant application forms making it clear an Enhanced disclosure may be requested from a volunteer.
- That all applications are supplied with a statement that a criminal record will not necessarily be a bar to obtaining a position as a volunteer.
- Report any suspected malpractice in relation to the Disclosure and Barring Service Code of Practice or any suspected offences in relation to the misuse of disclosures.

This Policy was adopted at a meeting of The Basildon Borough Heritage Society Committee held on

Signed: _____ (Chairman)

Review Date: _____