

## **SAFEGUARDING AND DISCLOSURE & BARRING SERVICE POLICIES**

Presented by Head of Sport and Leisure

### **EXECUTIVE SUMMARY**

This report sets out proposed changes to the Authority's Safeguarding and Disclosure and Barring Service policies.

The Authority recognises that all organisations that provide services to children and vulnerable adults share a commitment to safeguarding and promoting their welfare.

The Authority aims to comply with the Government's guidance and intends to comply with the recommendations of the Working Together to Safeguard Children (2015) guidance and implement the 10 mandatory arrangements to be in place in any organisation that provides services for, or works with children, in order to minimise potential risks whilst children and vulnerable groups visit and use Authority facilities.

In parallel, and to comply with changes to legislation, the current Criminal Records Bureau policy has been updated and revised to become the Disclosure and Barring Service policy.

The revised policies and procedures have been developed as a means to ensure best practice throughout the Authority and to provide a framework for management and staff to follow. The procedures have already been fully implemented in accordance with the Working Together to Safeguard Children (2015) guidance.

The policy documents now need formal approval from the Executive Committee for submission to full Authority in accordance with Standing Orders.

### **RECOMMENDATIONS**

- Members recommend to Authority:
- (1) changes and additions to the Safeguarding Policy as set out at Appendix A to this report and Disclosure and Barring Service Policy as set out at Appendix B to this report;
  - (2) delegation to the Head of Sport and Leisure in conjunction with the Chief Executive to approve minor changes to the policies from time to time to reflect minor changes to current legislation;

- Members Note:
- (3) that any future significant changes will be brought back to Members for approval; and
  - (4) officers will provide Members with a full update of any changes made to the Safeguarding and Disclosure and Barring Service policies every three years.

## **BACKGROUND**

- 1 The current Safeguarding Policy (the policy) was created in 2011 and was approved by Members on 21 April 2011 (Paper A/4118/11).
- 2 The policy applies to all staff, with those working directly with children and vulnerable groups, having had the requisite Disclosure and Barring Service (DBS) checks applied. Lee Valley Leisure Trust Ltd (the Trust) has adopted the Authority's policy.
- 3 The Children and Young Persons Act 1933 is the oldest piece of child protection legislation, parts of which are still in force today; and together with other acts of parliament (for example the Children's Acts of 1989 and 2004) it underpins how local authorities manage child protection matters.
- 4 Although Lee Valley Regional Park Authority is not a local authority, the welfare and safety of all customers is paramount to its mission to become a world class visitor destination. It recognises that all organisations that provide services to children share a commitment to safeguarding and promoting their welfare. Therefore the Authority has implemented the mandatory arrangements that are required to be in place within local authorities and organisations that provide services to, or work with children. These arrangements are detailed within the Working Together to Safeguard Children (2015) guidance document (of which the Authority has a copy on file).
- 5 Additionally, due to changes in legislation, the Authority has revised and updated its Criminal Records Bureau (CRB) Policy to become the DBS Policy to ensure the recruitment of staff complies with current best practice in order to safeguard both the Authority and customers. This is attached as Appendix B to this report.
- 6 The procedures that have been developed and aligned to these policies have also been revised and updated to match current legislation which aims to ensure that adequate provisions are in place for staff recruitment, training and monitoring of these policies and are attached at Appendices C and D to this report.

## **AIM OF THE POLICY**

- 7 The updated Safeguarding Policy is attached at Appendix A to this report for Members consideration and approval. The revision of this policy is to update the framework set out under the Working Together to Safeguard Children guidance (2015) which ensures that children and vulnerable groups who use the facilities, venues and services of this Authority are protected as far as is practicable, thus ensuring the safety of all customers and the reputation of the Authority is maintained, along with legislative changes.
- 8 The main variation to legislation is concerned with the change from CRB checks

to DBS checks. The DBS helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the CRB and Independent Safeguarding Authority (ISA). The updated DBS Policy is attached at Appendix B to this report for Members consideration and approval.

### **FINANCIAL IMPLICATIONS**

- 9 There are no financial implications arising directly from the recommendations in this report other than for the provision of staff training for which sufficient funds from existing budgets have been identified.

### **HUMAN RESOURCE IMPLICATIONS**

- 10 Updating of staff training will be carried out once the Safeguarding Policy is implemented by means of both eLearning and face to face training sessions where required. DBS checks on staff will replace CRB checks and will follow the updated protocols set under this process.

### **LEGAL IMPLICATIONS**

- 11 Whilst there is no statutory duty on the Authority to follow the Working Together to Safeguard Children guidance (2015) doing so as a matter of best practice will mitigate the risk associated with the Authority's common law duty owed to children and vulnerable groups using its facilities and will help manage the commercial, reputational and legal risks to the Authority and its staff arising from and legal action or accusation.

### **ENVIRONMENTAL IMPLICATIONS**

- 12 There are no environmental implications arising directly from the recommendations in this report.

### **RISK MANAGEMENT IMPLICATIONS**

- 13 The risk factor in which the policies and procedures aim to address relate to potential physical or mental abuse of children and vulnerable groups who use Authority facilities and venues. The policies implementation and ongoing management forms part of the Authority's Human Resources Risk Register (HR1).

### **EQUALITY IMPLICATIONS**

- 14 There are no equality implications arising directly from the recommendations in this report.

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### **PREVIOUS COMMITTEE REPORTS**

Authority	A/4118/11	Safeguarding Policy	21 April 2011
Executive	E/121/11	Safeguarding Policy	24 March 2011

**APPENDICES ATTACHED**

Appendix A	Safeguarding Policy
Appendix B	DBS Policy
Appendix C	Safeguarding Procedure
Appendix D	DBS Procedure

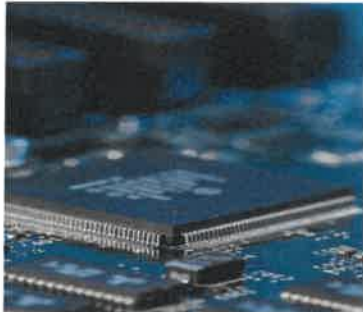
**LIST OF ABBREVIATIONS**

CRB	Criminal Records Bureau
DBS	Disclosure and Barring Service
ISA	Independent Safeguarding Authority
the Trust	Lee Valley Leisure Trust Ltd (trading as Vibrant Partnerships)

# Safeguarding Policy

July 2017

Reference: [Version 2]



**Title:** Safeguarding Policy

**Status:** Draft

**Current Version:** v2.3 (July 2017)

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<b>Consultation:</b>	Senior Management Team, Exchange, Policy/Procedure Review Group
<b>Approved</b>	<b>Approved by:</b> Authority <b>Approval Date:</b> XXX 2017  <b>Review Frequency:</b> Every 5 Years <b>Next Review:</b> XXX 2022

Version History		
Version	Date	Description
0.1	26 Jan 2010	Initial draft, circulated to Performance Team
0.2		
1	21 April 2011	Authority meeting approved. Paper A/4118/11
0.3	27 Jul 2015	New Draft circulated to Policy & Procedure Review Group
2	24 Sept 2015	New Draft circulated to Policy & Procedure Review Group
2.1	09 June 2016	New Draft circulated to Policy & Procedure Review Group
2.2	March 2017	New draft circulated to Policy & Procedure Review Group
2.3	13 July 2017	Final Draft circulated to Policy & Procedure Review Group

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## 1. Context

- 1.1 Although the Lee Valley Regional Park Authority is not a Local Authority for the purposes of the Children Act 1989 and 2004, it recognises that all organisations that work with children share a commitment to safeguarding and promoting their welfare. Therefore, the Authority aims to comply with the recommendations of the Working Together 2015 guidance and implement the 10 mandatory arrangements to be in place in any organisation that provides services for, or works with children (as set out in this Policy). This will also apply to Lee Valley Leisure Trust (contractor appointed by LVRPA to manage its facilities under a Leisure Service Contract).
- 1.2 The Authority shall also apply these arrangements to vulnerable adults by way of ensuring best practice.
- 1.3 The welfare of children and members of vulnerable groups is paramount.

## 2. Policy Aims

- 2.1 The Lee Valley Regional Park Authority have systems in place to ensure:
- That it has regard to the need to safeguard children and members of vulnerable groups when carrying out its services and functions.
  - Employees are adequately supported to achieve this.

- That the good name and integrity of the Authority and the services they provide are maintained.

### **3. Safeguarding Children and Vulnerable Groups**

#### **3.1 Introduction**

- 3.1.1 All children and members of vulnerable groups whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.
- 3.1.2 The Authority is committed to providing a safe environment in which children, families and members of vulnerable groups can use and enjoy its services and facilities.
- 3.1.3 All suspicions and allegations or suspicions of inappropriate behaviour will be taken seriously and responded to promptly and appropriately.
- 3.1.4 Abuse can and does occur outside the family setting. As such the Authority recognises that appropriate safeguarding is not just about preventing abuse but providing the best environment for children to enjoy themselves and the Authority's facilities.

#### **3.2 Designated Officers**

- 3.2.1 The Authority and Lee Valley Leisure Trust will appoint at least one Senior Safeguarding Officer with responsibility for implementing the above points and for the application of this policy and procedures relating to Safeguarding Children & Vulnerable Adults.
- 3.2.2 There will be a Designated Safeguarding Officer and Deputy Designated Safeguarding Officer at all Authority and Lee Valley Leisure Trust sites responsible for supporting the delivery of this policy.

#### **3.3 Disclosure and Barring Service**

- 3.3.1 The Authority undertake to treat all applicants for positions fairly. They undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed, but reserves the right not to recruit on disclosures not exempt under the Rehabilitation of Offenders Act 1974 (as amended).
- 3.3.2 For further information please see the Disclosure and Barring Service Policy.

[link to DBS Policy to go here]



### **3.4 Accusations against employees and partners associated with Lee Valley Regional Park**

3.4.1 Accusations of inappropriate behaviour involving children or members of vulnerable groups are very serious and the Authority will deal with any accusations promptly and involve other organisations, for example the police, as appropriate.

3.4.2 The process for this is detailed within the Safeguarding Procedure in the Lee Valley Quality Management System.

<https://leevalley.interactgo.com/Interact/Pages/Content/Document.aspx?id=7244>

## **4. Responsibilities**

### **4.1 Who is responsible for Safeguarding?**

4.1.1 "Working Together 2015" states "Safeguarding and promoting the welfare of children is the responsibility of the local authority (LA), working in partnership with other public organisations, the voluntary sector, children and young people, parents and carers, and the wider community".

4.1.2 Clear priorities for safeguarding and promoting the welfare of children and members of vulnerable groups, which are to be explicitly, stated in strategic policy documents;

### **4.2 Management Responsibilities**

4.2.1 The Authority's Senior Management Team are accountable for the policy's implementation across the Authority and ensuring it is communicated, translated into practice and enforcing its content.

4.2.2 It is the responsibility of the Authority to ensure that all employees working with children and vulnerable adults have the appropriate level of Disclosure and Barring Service Disclosure (DBS) check.

4.2.3 The Authority and Line managers will be responsible to ensure that all employees working directly with or who may come in to contact with children and members of vulnerable groups have the appropriate knowledge/skills and are managed and supported.

4.2.4 It is the responsibility of all managers whose employees work with or around children or members of vulnerable groups to ensure they know whom to contact to express concern regarding a child's or a members of vulnerable groups' welfare.

4.2.5 Line managers should seek specialist advice in liaison with Human Resources and the Senior Safeguarding Officer (SSO).

### **4.3 Employee Responsibilities**

4.3.1 It is the responsibility of all Authority employees working with or around children or vulnerable groups to ensure they are familiar with the Authority's procedures and know whom to contact to express concern about a child's, or member(s) of vulnerable groups, welfare.

4.3.2 Employees who work directly or come into contact with children or member(s) of a vulnerable group have a specific role to play in relation to protection and will be briefed and trained accordingly.

### **4.4 Role of Human Resources**

4.4.1 Human Resources (HR) will provide clear safeguarding policies and procedures, ensuring they are effectively communicated and implemented. Training to designated officers will also be arranged by HR.

4.4.2 HR will provide regular monitoring information to the Senior Management Team (as necessary).

4.4.3 HR will assist managers by providing appropriate recruitment and people management procedures that reinforce the safeguarding policy; providing letter templates; attending as the organisation's witness during formal meetings (as necessary) and providing advice on the procedures, especially if the Authority are contemplating dismissing or relevant formal action against an employee.

4.4.4 HR will maintain personnel and up-to-date DBS records to ensure appropriate vetting has taken place.

### **4.5 Role of Senior Safeguarding Officer (SSO)**

4.5.1 To act as the point of contact for all Safeguarding issues raised by Designated Safeguarding Officers at Authority Venues and Open Spaces and to be available for Trust Officers in the event they cannot contact their Senior Safeguarding Officer or Deputy.

4.5.2 To ensure the necessary internal and external bodies are informed of any Safeguarding issues within the timescales set by the relevant legislation.

4.5.3 To co-chair the Safeguarding working group meetings.

4.5.4 The Deputy Senior Safeguarding Officer has the same level of responsibility as the Senior Safeguarding Officer in their absence.

## **5. Legal Considerations**

5.1 This policy is written considering the following legislation and or guidance:

- The Children Act 1989
- The Children Act 2004
- The Sex Offenders Act 1997
- The Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- The Rehabilitation of Offenders Act 1974
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004.
- Working Together 2015
- Making Arrangements to Safeguard and Promote the Welfare of Children
- ISA Vetting and Barring Scheme 2009
- DBS Code of Practice 2015

5.2 If there is any conflict between the supporting procedures and statutory provisions, the latter will prevail.

## **6. Relevant Policy & Procedures**

6.1 This policy is under-pinned by the Safeguarding Procedure.

6.2 This policy operates in conjunction with the following policies procedures:

- Safeguarding Procedure
- Disclosure and Barring Service Policy
- Disclosure and Barring Service Procedure
- Recruitment Policy
- Recruitment Procedure
- Training & Development Policy
- Equal Opportunity and Harassment Policy
- Whistleblowing Policy
- Anti-Fraud, Bribery and Corruption Policy

## **7. Monitoring & Evaluation**

7.1 The implementation of this policy will be monitored through the HR team's regular reporting to the Senior Management Team highlighting areas that have not been fully implemented or issues preventing implementation and providing recommendations to remedy.

## 8. Review

- 8.1 This policy will be reviewed in light of significant experience or new legislation, every five years or whichever is the earlier.

## 9. Glossary of Terms

- 9.1 The key definitions and concepts shown below are taken from the “Working Together to Safeguard Children 2015” government guidance on inter-agency working to safeguard and promote the welfare of children.

Term	Definition
Child	A child is anyone under the age of 18 years
Safeguarding and promoting the welfare of children	The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.
Child Protection	Child protection is a part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm as a result of abuse or neglect. Effective child protection is essential as part of wider work to safeguard and promote the welfare of children. However, all agencies and individuals should proactively aim to safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced
Worker	Permanent and temporary employee, agency worker, casual worker, volunteers and members.
Vulnerable groups	Include those who are likely to have additional needs and experience poorer outcomes if these are needs are not met

## 10. Appendices

Appendix A – Safeguarding Procedure

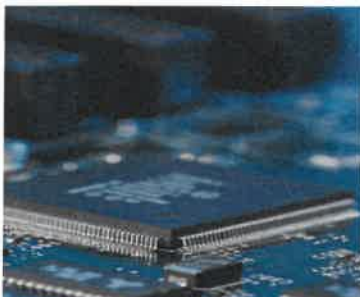
Appendix B – List of Designated Safeguarding Officers



# Disclosure and Barring Service (DBS) Policy

March 2017

Reference: [Version 2]



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**i Document Information**

**Title:** Disclosure and Barring Service (DBS) Policy

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<b>Version History</b>		
<b>Version</b>	<b>Date</b>	<b>Description</b>
V2.00	March 2017	Changes made due to change in name from CRB to DBS and updating of Safeguarding Policy

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## **1. Context**

- 1.1 The Disclosure and Barring Service (DBS) replaced the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) in December 2012.
- 1.2 As an organisation using the Disclosure and Barring service (DBS) to assess applicant's suitability for positions of authority, through the use of an Umbrella Body the Authority undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- 1.3 This policy also applies to employees, people undertaking volunteer work for the Authority and casual workers.

## **2. Policy Aims**

- 2.1 The aim of this policy is to ensure that the Authority are undertaking DBS checks in line with the DBS code of Practice in terms of the recruitment of ex-offenders, correct handling of data, safe keeping of disclosure information and re-checks.

## **3. Protocols**

### **3.1 Recruitment**

- 3.1.1 A Disclosure is only requested after an assessment of the duties of the post has indicated that one is both proportionate and relevant to the position concerned. There are two types of DBS check that could be carried out; standard and enhanced:

- A Standard DBS Check
- An Enhanced DBS Check
  - with a children's barred list check
  - without a children's barred list check

A further assessment takes place to indicate the type of check required e.g. standard or enhanced.

- 3.1.2 Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process.
- 3.1.3 Unless the nature of the position allows the Authority to ask questions about an applicant's entire criminal record we only ask about "unspent"

convictions on our application form as defined in the Rehabilitation of Offenders Act 1974.

3.1.4 Once a DBS check has been completed we undertake to discuss any matter revealed in a Disclosure with the person seeking the position before offering or withdrawing a conditional offer of employment. **Having a criminal record will not necessarily exclude an individual from working with us.** This will depend on the nature of the position and the circumstances and background of the offences. We reserve the right to make a decision on an individual basis.

### **3.2 Frequency of Re-checks**

3.2.1 All positions that require Disclosure will be subject to re-checks every three years or sooner if required. In the event that a Disclosure with content is obtained for an employee we will discuss any matter revealed with the employee before taking any action. The action taken may be disciplinary and will depend on the nature of the position and the circumstances and background of the offences.

3.2.2 If a DBS re-check does not take place within one month of the re-check date due to forms and documents not being completed by an employee, the Authority may, dependant on the circumstances, take disciplinary action.

### **3.3 Storage and Access**

3.3.1 Once a DBS check is obtained through the Authority's Umbrella Body, the date, type of disclosure and reference number only will be input onto the HR database.

### **3.4 Handling**

3.4.1 In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **3.5 Usage**

3.5.1 Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **3.6 Retention**

3.6.1 Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely

necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six-months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

### **3.7 Disposal**

3.7.1 Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure.

3.7.2 However, notwithstanding the above, we will keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken on our HR system

### **3.8 Breaches of Policy**

3.8.1 Anyone found to have breached any aspect of this entire policy will be subject to disciplinary action, which may result in dismissal.

## **4. Responsibilities**

### **4.1 Employee Responsibilities**

It is the responsibility of all Authority employees working with or around children or vulnerable groups to ensure they complete their DBS check application forms in a timely manner for re-checks as stated in 3.2.2.

### **4.3 Management Responsibilities**

4.3.1 The Senior Management Team are accountable for the policy's implementation across the Authority and ensuring it is communicated, translated into practice and enforcing its content.

4.3.2 It is the responsibility of the Authority, line managers and the Senior Designated Safeguarding Officers (SSO) to ensure that all employees working with children and vulnerable groups have the appropriate level of Disclosure and Barring Service Disclosure.

4.3.3 The line manager will be responsible to ensure that all employees working directly with or who may come in to contact with children and vulnerable groups have the appropriate knowledge/skills and are managed and supported.

#### **4.4 Role of Human Resources**

4.4.1 Human Resources (HR) or the Volunteers Section will apply for all necessary DBS checks during the recruitment process and for re-checks.

4.4.2 HR will provide regular monitoring information to the Senior Management Team and Designated Safeguarding Officers and line managers (as necessary).

4.4.3 HR will maintain personnel and up-to-date DBS records to ensure appropriate vetting has taken place.

### **5. Legal Considerations**

5.1 This policy is written considering the following legislation and or guidance:

- The Children Act 1989
- The Children Act 2004
- Police Act 1997
- The Sex Offenders Act 1997
- The Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- The Rehabilitation of Offenders Act 1974
- Working Together 2015
- ISA Vetting and Barring Scheme 2009
- DBS Code of Practice 2016

### **6. Relevant Policy & Procedures**

6.1 This policy operates in conjunction with the following policies, procedures and statements:

- Safeguarding Policy
- Safeguarding Children and Other Vulnerable Groups Procedure
- Recruitment Policy
- Recruitment Procedure
- Training & Development Policy
- Equal Opportunities and Harassment Policy
- Disciplinary Procedure

## **7. Policy Implementation**

- 7.1 This policy will be available on the intranet (Compass) for all employees to access. Once the policy has been approved HR and line managers will be responsible for ensuring on behalf of the Authority's Senior Management Team that this is carried out.

## **8. Monitoring & Evaluation**

- 8.1 The policy will be monitored and evaluated on effectiveness periodically.

## **9. Review**

- 9.1 This policy will be reviewed in light of any new legislation/regulations, every five years or whichever is the earlier.

## **10. Glossary of Terms**

<b>Term</b>	<b>Definition</b>
DBS	Disclosure and Barring Service
CRB	Criminal Records Bureau
HR	Human Resources
ISA	Independent Safeguarding Authority

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# Safeguarding Children and Other Vulnerable Groups

Issue 10

## Responsibilities:

This document has been produced by the Lee Valley Regional Park Authority (LVRPA) to enable children and other vulnerable groups to enjoy facilities and activities within the Park in a safe environment.

The procedure has been produced as guidance for all staff working for the Authority and should be adopted by staff who deal with children or vulnerable groups including volunteers, non-paid personnel, students and any partners associated with, doing work for or in conjunction with the Authority.

## Detail:

This procedure covers the following points:

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## What is Safeguarding?

Safeguarding is about protecting children and other vulnerable groups from abuse. All child abuse involves the abuse of children's rights and children have equal rights to protection from abuse and exploitation. The welfare of children and other vulnerable groups is paramount and abuse in whatever form is never acceptable.

# Safeguarding Children and Other Vulnerable Groups

Issue 10

## Procedure Scope

This procedure applies to all employees who work directly or come into contact with children and/or vulnerable groups. Contractors who also work directly with children and/or vulnerable groups will have a clause within their contract requiring DBS checks to be carried out on their staff. For the purposes of this procedure and relevant documents, the following terms apply;

- 'Employee' will include those on 'permanent, fixed term and seasonal contracts of employment' for the Authority. Casual workers, volunteers and Members are not deemed employees but will be covered by the procedures'. All procedures for employees are identical with the exception of submitting volunteers for DBS checks which is detailed in the Disclosure and Barring Service procedure. (For the purposes of this procedure the term "staff" is used).
- 'Children' will include anyone under the age of 18 years
- 'Vulnerable groups' shall include those who are likely to have additional needs and experience poorer outcomes if these needs are not met.

## First Responder

The person first approached or first noticing something of concern will be the first responder. The three most important things for the first responder are:

**Listen** – where there are concerns about a child's welfare or where abuse is alleged or suspected, let them speak and listen carefully to what s/he says so as to:

- Clarify the issues in question e.g. establish how an injury occurred.
- Offer re-assurance about how she/he will be kept safe.
- Explain what action will be taken.
- (Additional measures may be required for a child with communication difficulties e.g. as a result of a disability).
- The child or person from a vulnerable group must not be pressed for information, led, cross-examined, given false assurances of absolute confidentiality or asked to give a written statement. The child or person from a vulnerable group must be allowed to divulge information in their own time and as much as they feel comfortable with.

**Make Notes** – use whatever paper /notebook you have to make notes then:

- complete a Concern Form to give to the Designated Safeguarding Officer (DSO).
- ensure you fill in all sections. If you make any suppositions/opinions, these must be separately recorded.

**Pass it on/Pass it up** – make sure that, once you have listened and made notes you:

- Ensure the completed Concern form is given to the relevant DSO/Deputy DSO
- Where possible, discuss your concern with the DSO face to face
- If neither of the relevant DSO's are available, the form should be emailed to the Senior Safeguarding Officer (SSO) and Deputy SSO within 2 hours of completion.

**Always:**

- Follow the above procedure.
- Remain calm - ensure the child/person from a vulnerable group is safe and feels safe, show and tell the child person from a vulnerable group / that you are taking what s/he says seriously.



## Safeguarding Children and Other Vulnerable Groups

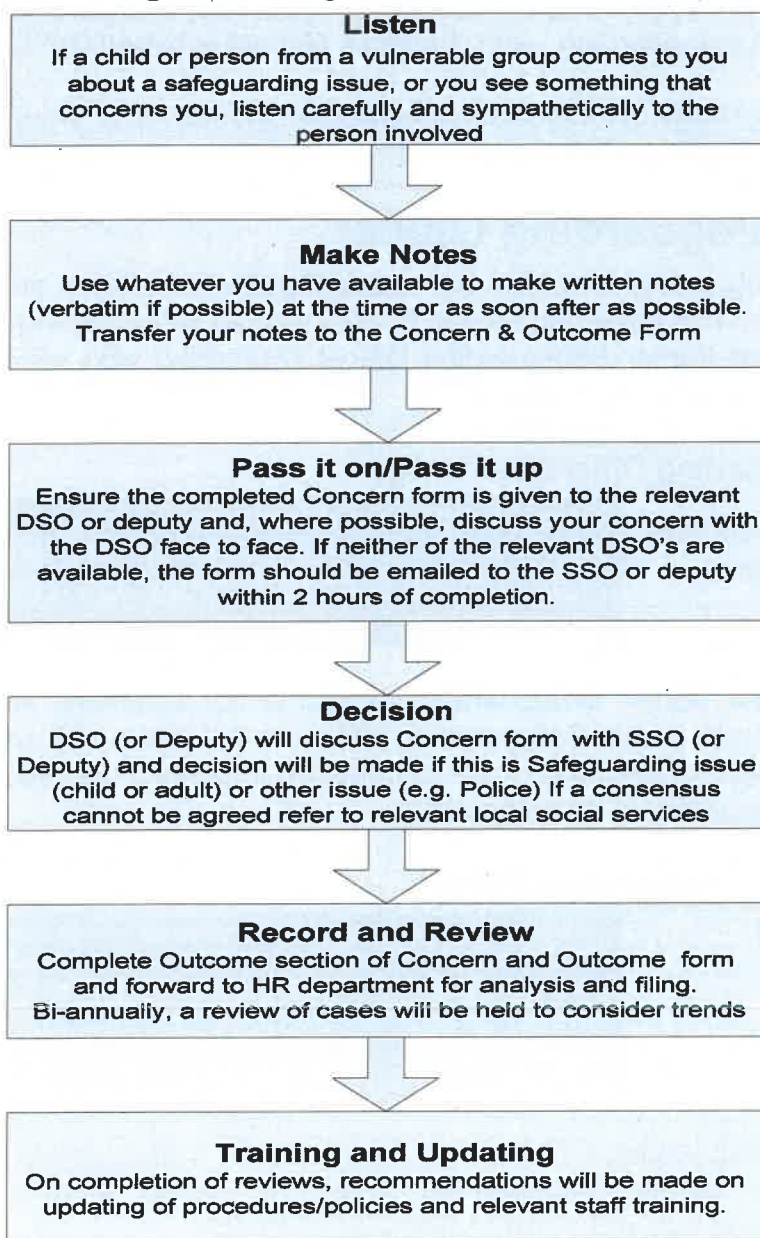
Issue 10

- Reassure the child/person from a vulnerable group.

### Never:

- Take sole responsibility – **always** consult the Designated Safeguarding Officer (or in their absence the SSO) so you can begin to protect the child and gain support for yourself.
- Rush into actions that may be inappropriate.
- Make promises you cannot keep.
- Ask inappropriate questions, which may jeopardise any possible investigation.

### Action to be taken by an individual on site and the Designated Safeguarding Officer



# Safeguarding Children and Other Vulnerable Groups

Issue 10

## Designated Safeguarding Officer

It is the responsibility of each service/venue within the Authority to have two nominated Designated Safeguarding Officers (DSO), one main point of contact and one deputy. These officers will react to the first responders Concern form and will discuss with the first responder the content of the form and the concerns raised.

The DSO will then pass the Concern and Outcome form up to the Senior Safeguarding Officer and discuss what actions/decisions need to be made. In the event that the DSO cannot contact the Authority's Senior Safeguarding Officer or Deputy SSO and they have either sufficient reason that the problem is a safeguarding issue, or that they are not sure that the concern is a safeguarding issue, they should refer the concern to the local authority's safeguarding team. Enfield's contact is hyperlinked below.

[http://www.enfield.gov.uk/enfieldscb/info/8/professionals\\_and\\_volunteers/215/childrens\\_single\\_point\\_of\\_entry\\_spo](http://www.enfield.gov.uk/enfieldscb/info/8/professionals_and_volunteers/215/childrens_single_point_of_entry_spo)

## Senior Safeguarding Officer

It is the Authority's duty to inform the relevant authorities when an allegation of abuse has been made. The person identified to deal with all safeguarding issues should in the first case be the Senior Safeguarding Officer (Authority) who will contact the relevant local authority's safeguarding team;

### Senior Safeguarding Officer (Authority)

<b>Senior Contracts and Quality Manager</b>	<b>Name: Vince Donaldson</b> <b>e-mail: vdonaldson@leevalleypark.org.uk</b> <b>phone: 01992 709 816 or 07920 495390</b>
<b>Postal Address</b>	<b>Myddelton House, Bulls Cross, Enfield, EN2 9HG</b>

In the event the Senior Safeguarding Officer is not available, Authority staff should contact the Deputy Senior Safeguarding Officer and if this is not possible, their relevant Designated Safeguarding Officer will be required to contact the relevant local authority's safeguarding department as noted above.

### Deputy Senior Safeguarding Officer

<b>Volunteer and Community Engagement Manager</b>	<b>Name: Paul Roper</b> <b>e-mail: proper@leevalleypark.org.uk</b> <b>phone: 01992 709 845 or 07917 647552</b>
<b>Postal Address</b>	<b>Myddelton House, Bulls Cross, Enfield, EN2 9HG</b>

The Senior Safeguarding Officer and Deputy Senior Safeguarding Officer will report to the Authority's Senior Management Team to update them as to any ongoing investigations and analysis of any safeguarding trends.

# Safeguarding Children and Other Vulnerable Groups

## Issue 10

The Senior Safeguarding Officers and all site specific Designated Safeguarding Officers will complete a Disclosure and Barring check (DBS). These Designated Officers will receive the full support of the Authority and receive appropriate training.

## Specific Responsibilities

### Line Managers

It is the responsibility of the Authority and line managers to ensure that all employees working with children and vulnerable groups have the appropriate level of Disclosure and Barring Service check.

It is the responsibility of line managers to pursue staff who have not submitted their documents for their DBS check.

The line manager will be responsible to ensure that all employees working directly with or who may come in to contact with children and vulnerable groups have the appropriate knowledge/skills and are managed and supported.

It is the responsibility of all managers whose employees work with or around children or vulnerable groups to ensure they know whom to contact to express concern regarding a child's or member(s) of a vulnerable group's welfare.

### Youth and Schools

Due to the transitory nature of groups using the Youth and Schools Service (Y & S), Y&S staff should inform the teacher or youth group leader with the visiting group in the first instance if they had any safeguarding concerns, as long as the concern does not relate to the school or youth group's staff or Y&S staff/ volunteers.

### Authority Employees

It is the responsibility of all Authority employees working with or around children or vulnerable groups to ensure they are familiar with the Authority's policy and procedures for promoting and safeguarding the welfare of children and vulnerable groups.

### Vibrant Venues

It will be the responsibility of the Authority's Senior Safeguarding Officer to liaise with Vibrant's Senior Safeguarding Officers to ensure that all their staff requiring a DBS check have an up to date check recorded. Any discrepancies are to be immediately reported to the HR department for suitable action to be taken.

In the event of a necessary member of staff being employed prior to a DBS check being completed; Vibrant's Senior Safeguarding Officers should check that the staff member is being adequately supervised meeting Vibrant's protocols for safe working practices.

# Safeguarding Children and Other Vulnerable Groups

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## Coaches/Trainers

It will be the responsibility of Vibrant's Senior Safeguarding Officers to ensure that all coaches or trainers working with children and vulnerable groups, whether self-employed or as part of a club using a venue that require a DBS check, have a relevant up to date check recorded. Any discrepancies are to be immediately reported to the HR department for suitable action to be taken.

## Procurement

During the Procurement process for any contract, the manager tendering for the contract must seek advice from the Senior Safeguarding Officer and take advice from the relevant Designated Safeguarding Officer as to the requirement for DBS checks for any contractors or agency worker. The contract agreement must emphasise the need (if required) for a suitable level of DBS checks to be carried out and obtained disclosure. Proof of the DBS and the relevant DBS number must be provided to Lee Valley Park Regional Park Authority before work commences.

Any contract wording must emphasise that it is the responsibility of the contractor / agency worker to suitably screen their staff and that, in the event of an incident where it can be proved that insufficient care was taken with DBS checks, a contract can be terminated.

## Training

All new employees for both the Authority who work directly with children and other vulnerable groups will be briefed on the Authority's Safeguarding Policy and procedures as part of their induction.

All employees that require a DBS check and employees who come into contact with children or other vulnerable groups will receive safeguarding training within 3 months of starting their employment. As part of the induction process the line manager should identify any training needs, in relation to safeguarding children or other vulnerable groups and arrange with HR for these to be met. HR will appoint a suitably qualified company to carry out this training.

It is the combined responsibility of the relevant manager and employee to ensure safeguarding training does not lapse.

## Recruitment

Please see the Recruitment Policy and Procedure to view our safer recruitment processes.

<https://leevalley.interactgo.com/Interact/Pages/Content/Document.aspx?id=7114&SearchId= Recruitment Procedure>

<https://leevalley.interactgo.com/Interact/Pages/Content/Document.aspx?id=7113&SearchId= Recruitment Policy>

# Safeguarding Children and Other Vulnerable Groups

Issue 10

## Implementation and monitoring

This policy and the associated advice and guidance will be distributed to all facilities and departments where it will be retained in the Lee Valley Quality Management System and on Compass.

Where appropriate it will be shared with partners and stakeholders. Awareness training will be conducted and the policy will be included in all inductions for employees and volunteers.

The Senior Safeguarding Officers and Designated Safeguarding Officers will be sent on training courses prior to implementation of the policy and this procedure. Monitoring will be conducted by the Authority's Senior Safeguarding Officer who will report information regarding allegations of child abuse and any resulting outcomes with their regular reports to the Authority's Senior Management Team.

## Review:

June 2018

## Internal Documents:

Medical Consent Form  
 Photograph Consent Form  
 Concern Form  
 Safeguarding Policy  
 DBS Policy  
 DBS Procedure  
 Recruitment Policy  
 Recruitment Procedure  
 Recruitment Request Form

## Sources of Information:

- Rehabilitation of Offenders Act 1974
- The Children Act 1989 & 2004
- The Sex Offenders Act 1997
- The Sexual Offences Act 2003



## Safeguarding Children and Other Vulnerable Groups

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### Appendix A: - Designated Safeguarding Officers and Deputies (Authority and Trust)

Name	Venue/Section	DSO/ DDSO	Contact Number	Email Address
Vince Donaldson (Senior Safeguarding Officer)	Sport & Leisure	SSO	01992 709816/ 07920 495390	<a href="mailto:vdonaldson@leevalleypark.org.uk">vdonaldson@leevalleypark.org.uk</a>
Paul Roper (Deputy Senior Safeguarding Officer)	Volunteers	DSSO	01992 709845/ 07917 647552	<a href="mailto:proper@leevalleypark.org.uk">proper@leevalleypark.org.uk</a>
Justin Baker (Deputy DSO)	Sport & Leisure	DDSO	01992 709938	<a href="mailto:jbaker@leevalleypark.org.uk">jbaker@leevalleypark.org.uk</a>
James Hall (Lead DSO)	Myddelton House Gardens	DSO	01992 709849	<a href="mailto:jhall@leevalleypark.org.uk">jhall@leevalleypark.org.uk</a>
Karen Wheeler (Lead DSO)	Youth & Schools	DSO	03000 030 618	<a href="mailto:kwheeler@leevalleypark.org.uk">kwheeler@leevalleypark.org.uk</a>
Kelly-Sue Axford (Deputy DSO)	Youth & Schools	DDSO	03000 030618	<a href="mailto:kaxford@leevalleypark.org.uk">kaxford@leevalleypark.org.uk</a>
Lisa Hyde (Deputy DSO)	Rangers	DDSO	07715 449346	<a href="mailto:lhyde@leevalleypark.org.uk">lhyde@leevalleypark.org.uk</a>
Alex Farris (Lead DSO)	Rangers	DSO	01992 709917	<a href="mailto:afarris@leevalleypark.org.uk">afarris@leevalleypark.org.uk</a>

Name	Trust Venue	DSO/ DDSO	Contact Number	Email Address
Alan Seabrook (Senior Safeguarding Officer)	Ice Centre (Also Lead DSO Ice Centre)	SSO	020 8533 3154 07739 591 410	<a href="mailto:aseabrook@vibrantpartnerships.co.uk">aseabrook@vibrantpartnerships.co.uk</a>
Victoria Yates (Deputy Senior Safeguarding Officer)	Human Resources	DSSO	01992 709 915 07739 852 235	<a href="mailto:vyates@vibrantpartnerships.co.uk">vyates@vibrantpartnerships.co.uk</a>
Louise Sanderson (Deputy Senior Safeguarding Officer)	Lee Valley Velopark (Also Lead DSO VeloPark)	DSO	03000 030 613 07876 132 447	<a href="mailto:lsanderson@vibrantpartnerships.co.uk">lsanderson@vibrantpartnerships.co.uk</a>
Michael Bond (Lead DSO)	Lee Valley Athletics Centre	DSO	0208 344 7230	<a href="mailto:mbond@vibrantpartnerships.co.uk">mbond@vibrantpartnerships.co.uk</a>
Domenica Wright (Deputy DSO)	Lee Valley Athletics Centre	DDSO	0208 344 7230	<a href="mailto:dwright@vibrantpartnerships.co.uk">dwright@vibrantpartnerships.co.uk</a>
Graham Ferguson (Deputy DSO)	Lee Valley Athletics Centre	DDSO	0208 344 7230	<a href="mailto:gferguson@vibrantpartnerships.co.uk">gferguson@vibrantpartnerships.co.uk</a>
Rick Garvey (Lead DSO)	Lee Valley Campsite And Golf, Edmonton	DSO	0208 884 1987	<a href="mailto:rgarvey@vibrantpartnerships.co.uk">rgarvey@vibrantpartnerships.co.uk</a>

## Safeguarding Children and Other Vulnerable Groups

### Issue 10

Mark Nicholls (Lead DSO)	Lee Valley Campsite, Sewardstone	DSO	0208 529 5689	<a href="mailto:mnicholls@vibrantpartnerships.co.uk">mnicholls@vibrantpartnerships.co.uk</a>
Keely Bristow (Deputy DSO)	Lee Valley Campsite, Sewardstone	DDSO	0208 529 5689	<a href="mailto:kbristow@vibrantpartnerships.co.uk">kbristow@vibrantpartnerships.co.uk</a>
Julia Pawass (Lead DSO)	Lee Valley Caravan Park, Dobbs Weir	DSO	03000 030 619	<a href="mailto:jpawass@vibrantpartnerships.co.uk">jpawass@vibrantpartnerships.co.uk</a>
Andrew Pawass (Deputy DSO)	Lee Valley Caravan Park, Dobbs Weir	DDSO	03000 030 619	<a href="mailto:apawass@vibrantpartnerships.co.uk">apawass@vibrantpartnerships.co.uk</a>
Bernardo Stewart (Deputy DSO)	Lee Valley Hockey And Tennis Centre	DDSO	03000 030 614	<a href="mailto:bstewart@vibrantpartnerships.co.uk">bstewart@vibrantpartnerships.co.uk</a>
Richard Love (Lead DSO)	Lee Valley Hockey And Tennis Centre	DSO	03000 030 614	<a href="mailto:rlove@vibrantpartnerships.co.uk">rlove@vibrantpartnerships.co.uk</a>
Steven Smith (Deputy DSO)	Lee Valley Ice Centre	DDSO	0208 533 3154	<a href="mailto:stevensmith@vibrantpartnerships.co.uk">stevensmith@vibrantpartnerships.co.uk</a>
Tracey Bean (Deputy DSO)	Lee Valley Marina, Springfield	DDSO	0208 8061 717	<a href="mailto:tbean@vibrantpartnerships.co.uk">tbean@vibrantpartnerships.co.uk</a>
Lesley Scott (Lead DSO)	Lee Valley Marina, Springfield	DSO	0208 8061 717	<a href="mailto:lscott@vibrantpartnerships.co.uk">lscott@vibrantpartnerships.co.uk</a>
Stephen Bragger (Lead DSO)	Lee Valley Marina, Stanstead Abbots	DSO	07920 870 499	<a href="mailto:sbragger@vibrantpartnerships.co.uk">sbragger@vibrantpartnerships.co.uk</a>
Jill Pritchard (Deputy DSO)	Lee Valley Marina, Stanstead Abbots	DDSO	07920 870 499	<a href="mailto:jpritchard@vibrantpartnerships.co.uk">jpritchard@vibrantpartnerships.co.uk</a>
Karen Pitts (Lead DSO)	Lee Valley Park Farm, Hayes Hill	DSO	03000 030 611	<a href="mailto:kpitts@vibrantpartnerships.co.uk">kpitts@vibrantpartnerships.co.uk</a>
Kate Chaplin (Deputy DSO)	Lee Valley Park Farm, Hayes Hill	DDSO	03000 030 611	<a href="mailto:kchaplin@vibrantpartnerships.co.uk">kchaplin@vibrantpartnerships.co.uk</a>
Rachel Seddon (Lead DSO)	Lee Valley Riding Centre	DSO	0208 556 2629	<a href="mailto:rseddon@vibrantpartnerships.co.uk">rseddon@vibrantpartnerships.co.uk</a>
Cassandra Mayer (Deputy DSO)	Lee Valley Riding Centre	DDSO	0208 556 2629	<a href="mailto:cmayer@vibrantpartnerships.co.uk">cmayer@vibrantpartnerships.co.uk</a>
Claire Herrtage- Burns (Deputy DSO)	Lee Valley Riding Centre	DDSO	0208 556 2629	<a href="mailto:cherrtage@vibrantpartnerships.co.uk">cherrtage@vibrantpartnerships.co.uk</a>
Matthew Robinson (Deputy DSO)	Lee Valley Velopark	DDSO	03000 030 613	<a href="mailto:mrobinson@vibrantpartnerships.co.uk">mrobinson@vibrantpartnerships.co.uk</a>
Catherine Honey (Deputy DSO)	Lee Valley Velopark	DDSO	03000 030 613	<a href="mailto:choney@vibrantpartnerships.co.uk">choney@vibrantpartnerships.co.uk</a>
Matthew Edwards (Deputy DSO)	Lee Valley White Water Centre	DDSO	03000 030 616	<a href="mailto:medwards@vibrantpartnerships.co.uk">medwards@vibrantpartnerships.co.uk</a>
Dusan Forrai (Lead DSO)	Lee Valley White Water Centre	DSO	03000 030 616	<a href="mailto:dforrai@vibrantpartnerships.co.uk">dforrai@vibrantpartnerships.co.uk</a>

## Safeguarding Children and Other Vulnerable Groups

Issue 10

### Appendix B: - Volunteer Supervisor Contact Telephone List

Name	Volunteer Roles	Address	Contact Number	Email Address
Cath Patrick	Survey Volunteers	Myddelton House	01992 709 882	<a href="mailto:cpatrick@leevalleypark.org.uk">cpatrick@leevalleypark.org.uk</a>
Dawn Richardson	Survey Volunteers	Myddelton House	01992 709 940	<a href="mailto:drichardson@leevalleypark.org.uk">drichardson@leevalleypark.org.uk</a>
Sophie Cook	Events Volunteers	Myddelton House	01992 709 913	<a href="mailto:scook@leevalleypark.org.uk">scook@leevalleypark.org.uk</a>
North Ranger Team	Conservation Volunteers	Myddelton House	0845 612 9111	Contact one of the North Ranger Team
South Ranger Team	Conservation Volunteers	WaterWorks	0208 988 7565	Contact one of the South Ranger Team
Gary Smith	Fisheries Volunteers	Holyfield Farm	01992 892 291	<a href="mailto:gsmith@leevalleypark.org.uk">gsmith@leevalleypark.org.uk</a>
Rick Garvey	Lee Valley Golf Centre Volunteers	Lee Valley Golf Course	0208 884 1987	<a href="mailto:rgarvey@vibrantpartnerships.co.uk">rgarvey@vibrantpartnerships.co.uk</a>
Chris Evans	Holyfield Farm Volunteers	Holyfield Farm	01992 893 113	<a href="mailto:cevans@leevalleypark.org.uk">cevans@leevalleypark.org.uk</a>
Safir Ahmed	Ice Centre Volunteers	Ice Centre	0208 533 3156	<a href="mailto:sahmed@vibrantpartnerships.co.uk">sahmed@vibrantpartnerships.co.uk</a>
Mick Bond	LVAC Volunteers	LVAC	0208 344 7230	<a href="mailto:mbond@vibrantpartnerships.co.uk">mbond@vibrantpartnerships.co.uk</a>
James Hall	Myddelton House Gardens Volunteers	Myddelton House	01992 709 849	<a href="mailto:jhall@leevalleypark.org.uk">jhall@leevalleypark.org.uk</a>
Rachel Seddon	Riding Centre Volunteers	Riding Centre	0208 556 2629	<a href="mailto:rseddon@vibrantpartnerships.co.uk">rseddon@vibrantpartnerships.co.uk</a>
Kelly Axford	Youth and Schools Volunteers	Abbey Farmhouse	01992 702 227	<a href="mailto:kaxford@leevalleypark.org.uk">kaxford@leevalleypark.org.uk</a>
Jeremy Northrop	LVVP Volunteers	LVVP	08456 770 603	<a href="mailto:jnorthrop@vibrantpartnerships.co.uk">jnorthrop@vibrantpartnerships.co.uk</a>
Richard Love	LVHTC Volunteers	LVHTC	08456 770 604	<a href="mailto:rlove@vibrantpartnerships.co.uk">rlove@vibrantpartnerships.co.uk</a>
Paskell Blackwell	LVWWC Volunteers	LVWWC	08456 770 606	<a href="mailto:pblackwell@vibrantpartnerships.co.uk">pblackwell@vibrantpartnerships.co.uk</a>



# DBS Checking Procedure

Issue 1

## Responsibilities

It is the responsibility of the Human Resources Department to ensure that all staff requiring a DBS check are covered and follow up checks are carried out.

For volunteers requiring DBS checks the Volunteers Team will be responsible for ensuring that the appropriate checks are carried out and renewals are completed in time.

## Detail

This procedure covers the following points:

Responsibilities .....	1
Detail .....	1
Overview .....	1
Disclosure and Barring Service Checks .....	1
Establishment Lists .....	7
Review .....	7
Internal Forms .....	7
Sources of Information .....	7

## Overview

The purpose of this procedure is to provide guidelines for carrying out DBS checks, who is responsible for checking the establishment levels and DBS requirements for every facility and how often this is updated.

## Disclosure and Barring Service Checks

**What is the DBS?** The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

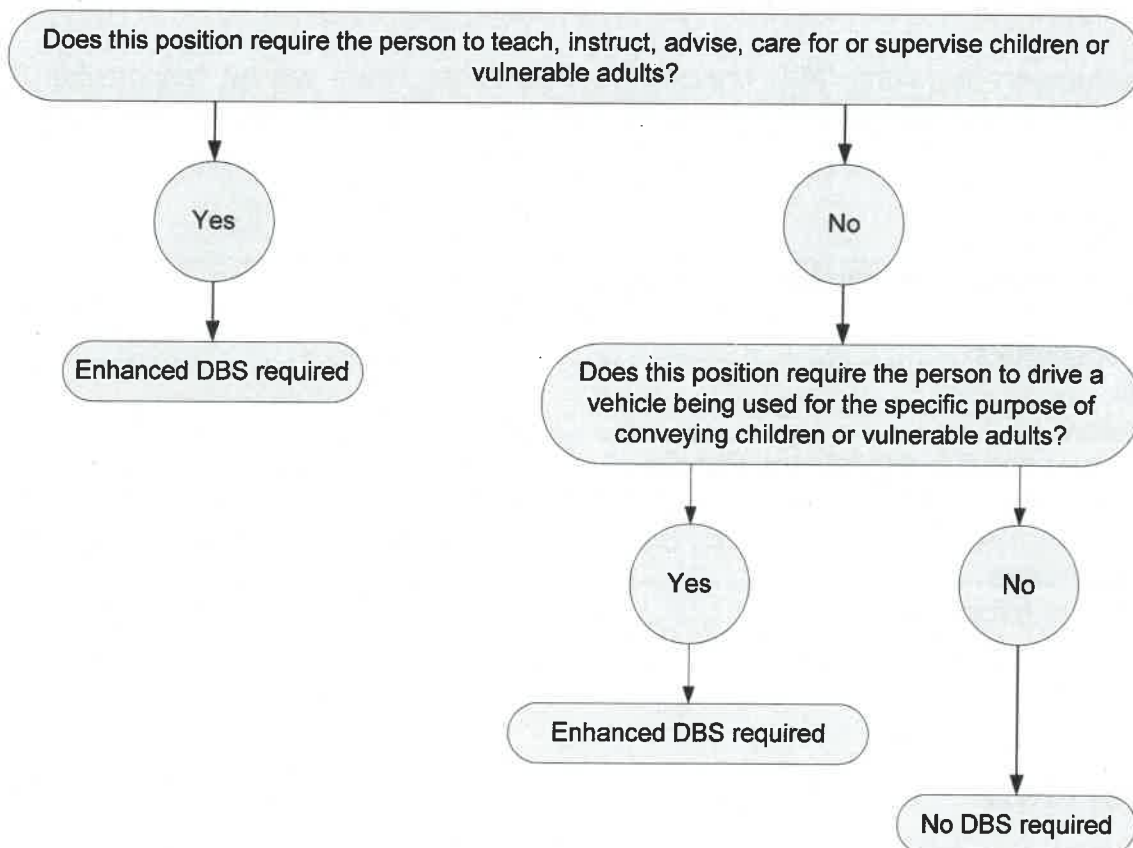
# DBS Checking Procedure

Issue 1

## Staff roles that require DBS checks

All roles that require a DBS check because their role works with Children and Vulnerable Adults are required to have an Enhanced DBS check. The roles that require an Enhanced DBS check are determined through the criteria matrix below.

### DBS Criteria Flow chart



The DBS criteria flow chart is to be referred to for each post on a six monthly basis, or when the post becomes vacant or when there is a job review – any time when there could be a change to the post role. This will be monitored by the HR department with input from the line manager. Positions in the Finance Department are required to have a standard DBS check and any other positions that may not require an enhanced check may require a standard DBS check e.g. posts that would require cash handling.

## Volunteer Roles that require DBS checks

The Volunteers team reviews on an annual basis the roles which require a DBS check. The Volunteers team will decide if the frequency of contact and level of supervision for each volunteer role requires an enhanced or standard DBS check.

# DBS Checking Procedure

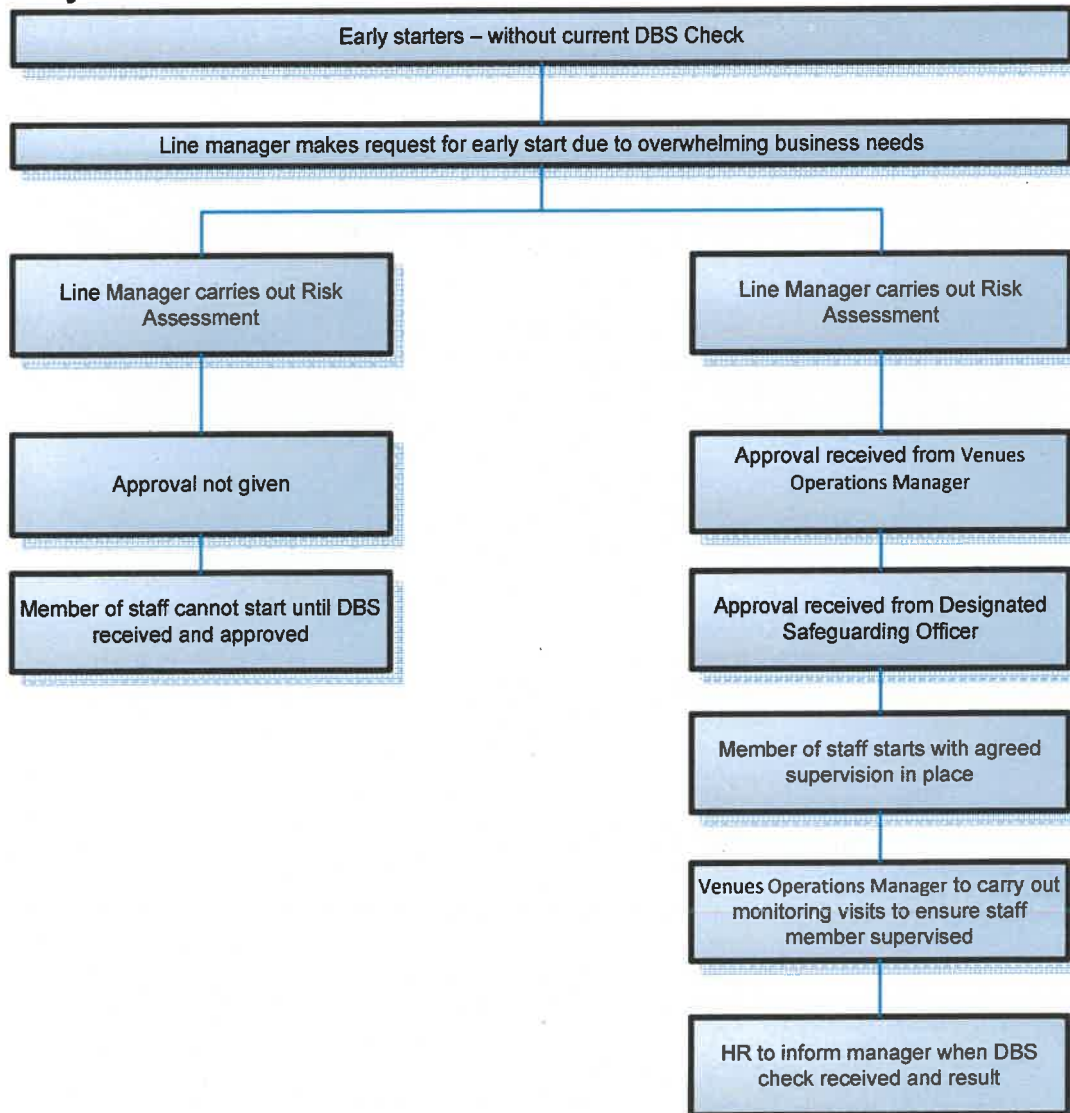
Issue 1

All staff and volunteer roles that require a DBS check must have a DBS Disclosure that is satisfactory to the Authority/Trust before they begin working with LVRPA/Vibrant.

## Early Starting

In special circumstances the Designated Safeguarding Officer from the relevant organisation (Authority/Trust) can decide that a person can start without DBS Clearance but this is only once a risk assessment has been done and the venue manager has shown how they will manage these risks; e.g. the person will not be working with children or will always be supervised by someone else who has DBS clearance.

## Early Starters Flow Chart



# DBS Checking Procedure

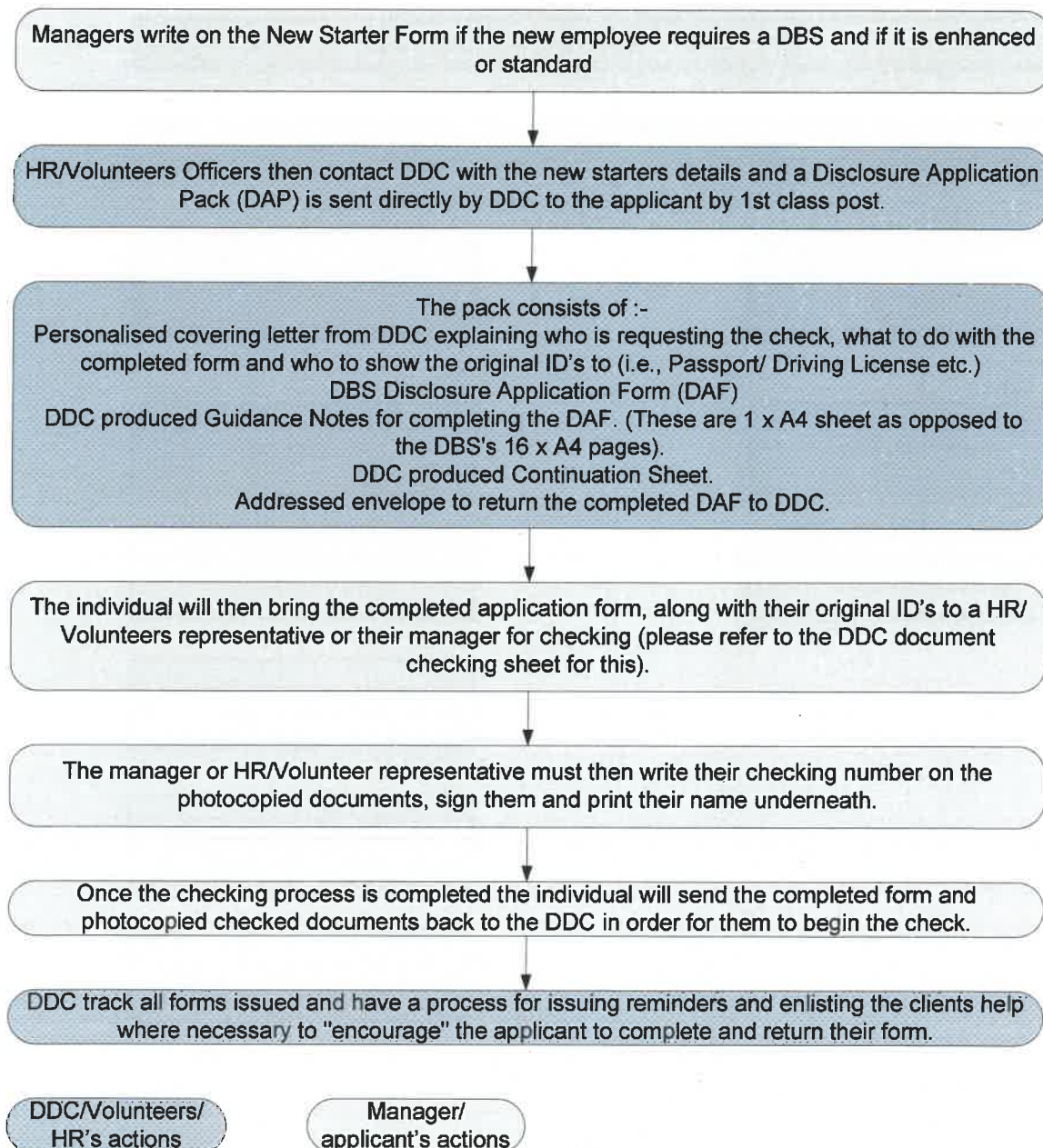
Issue 1

## DBS Checking Procedure

DBS checks take on average 3 – 6 weeks to come through and the Volunteers and HR Department, in conjunction with managers, are responsible for registering all new starters that require a DBS check with our umbrella company Due Diligence Checking (DDC).

Please see below our process for submitting applicants to DDC for DBS checks which also details each person's responsibilities through each stage of the process

### DDC - Submitting Applicants for DBS Checks Flowchart



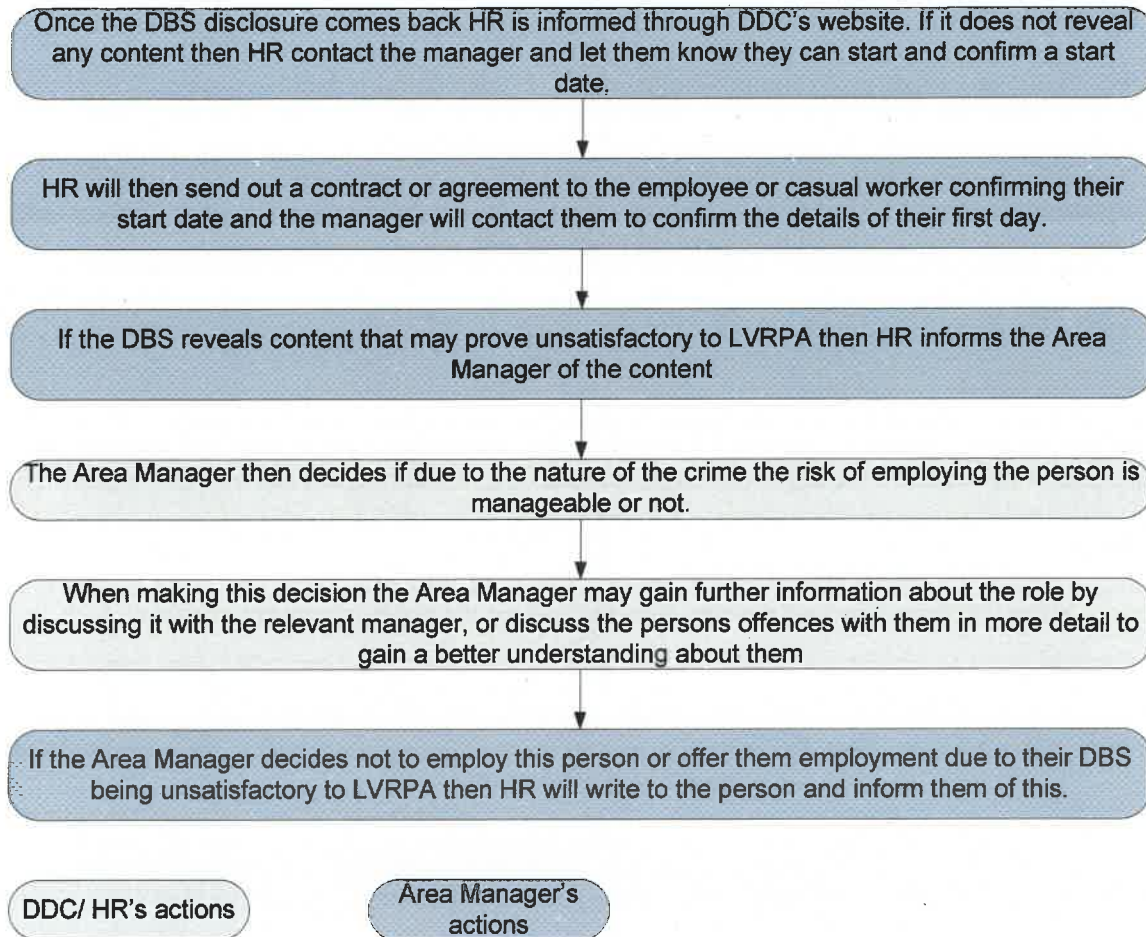




# DBS Checking Procedure

Issue 1

## Procedure once the DBS Disclosure is returned

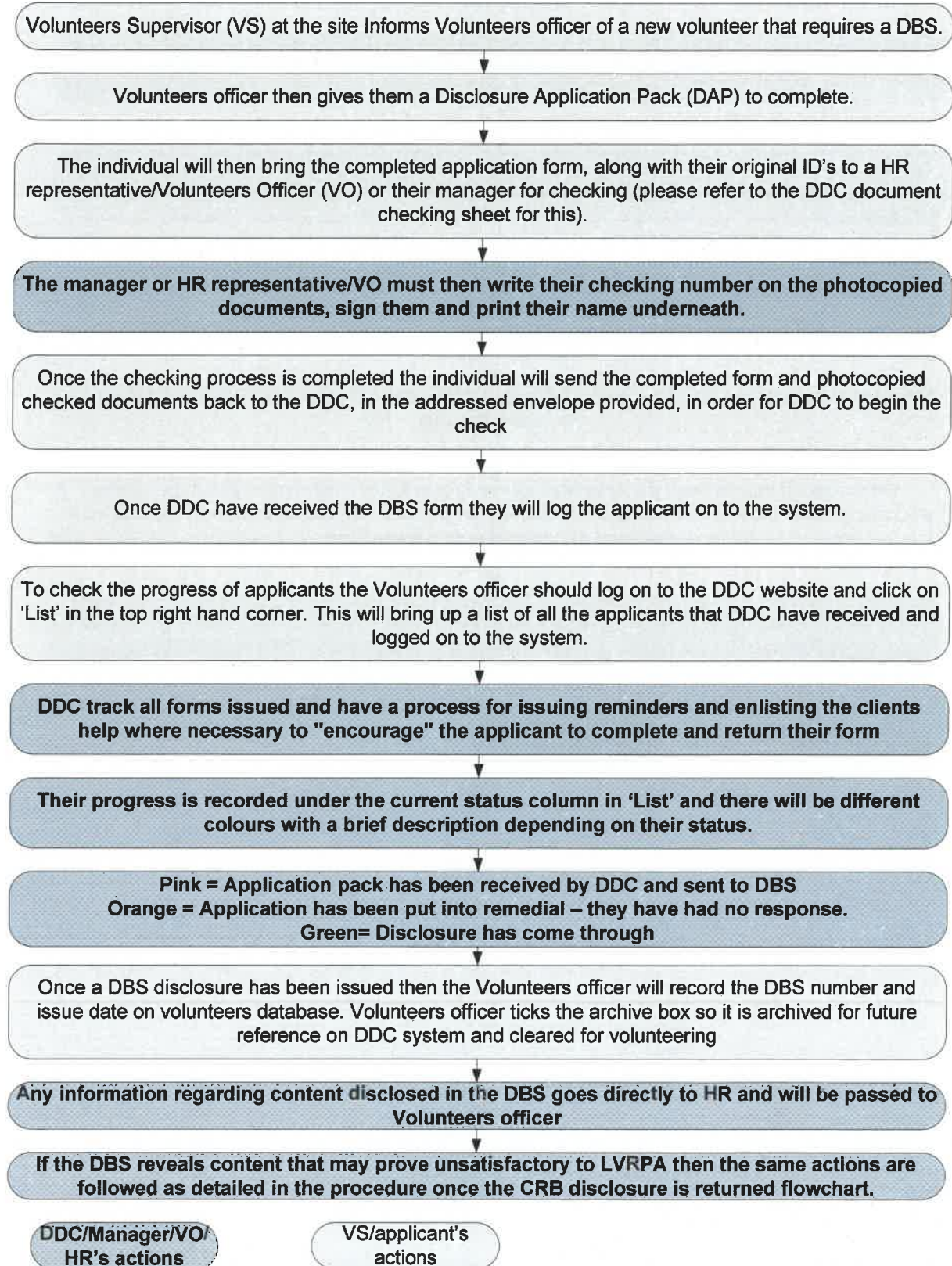




# DBS Checking Procedure

Issue 1

## DDC - Submitting Volunteers for DBS Checks Flowchart



# DBS Checking Procedure

Issue 1

## Establishment Lists

In order to ensure that all posts that require a DBS check (or that may require a DBS check due to changes in Job Roles/Descriptions) it is essential that a regular check is carried out of the entire Establishment list on a monthly basis. This list will be held by the HR department and will be circulated to relevant managers to update them on any checks that may need to be completed.

This will be a database maintained by HR and will cover;

- List of posts and post numbers
- Job title
- Who is currently in post
- Level of DBS check required
- When DBS carried out
- When DBS due for updating

It is the responsibility of managers to advise HR of any new posts or changes to the Job Description/Person Specification that would change the level of DBS check required.

## Review

- June 2018

## Internal Forms

- Ranger Incident Report Form (notepad individually numbered)
- Accident Report Form
- Incident Report Form
- Risk Assessment Form
- Establishment DBS Checks

## Sources of Information

- Completion of Injury & Non-Injury Report Forms
- Customer Care & Feedback
- [www.suzylamplugh.org](http://www.suzylamplugh.org)
- Health & Safety at Work Act 1974



# DBS Checking Procedure

Issue 1

- Management of Health & Safety at Work Regulations 1999
- Health & Safety Manual