

Bury St Edmunds Drop In (Bury Drop In) Policy on Disclosure and Barring Service Checks

- **Bury Drop In** Trustees will ensure that all volunteers are checked by the Disclosure and Barring Service (DBS), formally the Criminal Records Bureau (CRB).
- **Bury Drop In** Trustees agree to accept DBS disclosures requested by other organisations;
 - **a)** if the disclosure is *Enhanced – without barring* - covering vulnerable adults, not involved with regulated activities. or
 - **b)** if the disclosure is at a higher level than *Enhanced - without barring*.

The disclosure will be accepted, once the original certificate has been viewed and provided that the volunteer has previously joined the DBS Update Service. (The accepted applicant would be required to give permission for **Bury Drop In** to make an initial check on the DBS Update Service website).

- Where an accepted applicant does not have an *Enhanced* disclosure through another organisation, **Bury Drop In** Trustees will require the accepted applicant to have a disclosure (which is *Enhanced – without barring* - covering vulnerable adults) applied for by **Bury Drop In** through 'Community Action Suffolk'.
- **Bury Drop In** are a subscribing organisation with 'Community Action Suffolk', 160 Hadleigh Road, Ipswich, IP2 0HH. This is the Umbrella Organisation used by '**Bury Drop In**' when they request DBS disclosures.

- **Bury Drop In** Trustees expect all eligible accepted applicants to join the DBS Update Service following a request for a DBS disclosure being made by **Bury Drop In**.
- **Bury Drop In** Trustees expect all volunteers who have joined the DBS Update Service to renew their subscription annually.
- **Bury Drop In** Trustees expect all Volunteers who have joined the DBS Update Service to give permission for **Bury Drop In** to make an annual check on the DBS Update Service website.
- **Bury Drop In** Trustees expect all volunteers who have joined the DBS Update Service to give permission for **Bury Drop In** to make additional checks on the DBS Update Service website if there were good reason to do so.
- **Bury Drop In** Trustees will require a new DBS disclosure for a volunteer in the event of a check on the DBS Update Service website showing that new information has been added and the certificate is no longer current.
- Where a Volunteer is not eligible for or has not joined the DBS Update Service, **Bury Drop In** Trustees would aim to request a new DBS disclosure within 3 years of the previous disclosure.