



DBS checks

Details Last Updated: 16th May 2017

March 2009

Criminal Records Bureau (CRB) checks are now called Disclosure and Barring Service (DBS) checks.

- Our procedure will be in line with the guidance made in the Charity Commissions booklet: Finding New Trustees (CC30)
- All SWVG members intending to work with clients (visitor, backup, regular helper at SWVG events for clients etc.) and/or in a position of responsibility for the Group (e.g. trustee, administrator etc.) will be checked
- Everyone will be checked for SWVG (even if they have been checked, however recently, by another organisation)
- Everyone will be checked every three years. Applicants can use the DBS update service to keep a certificate up to date or carry out checks on a potential employee's certificate.
- New trainees/members will be given the appropriate forms & information whilst attending the training sessions (references are also asked for)
- Members do not visit clients alone until they have been cleared by DBS
- The DBS liaison person (the Administrator/Secretary) is informed by Harwins/DBS who has been cleared
- The DBS liaison person is informed by Harwins of any information that has come to light as a result of the DBS search request.
- The DBS Monitoring Group (Chair, Administrator/Secretary, Coordinator and Deputy Coordinator) are informed of all DBS results. This information is confidential and only shared/discussed with the individual concerned.

Southampton and Winchester Visitors Group *Working with asylum seekers and refugees*

Patrons: Miriam Margolyes OBE, John Pilkington, Dr Shirley Firth **Registered charity:** 1103093

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