

DBS (Disclosure and Barring Service) Checks Policy

PARC (Essex)

It is the intention of the PARC Committee to ensure the wellbeing of all staff, volunteers and service users with the following policy.

All staff, volunteers and committee members are required to complete a DBS check before they are offered employment/voluntary work and will be renewed approximately every three years.

Staff, Volunteers and committee members are required to provide all the necessary documents to complete the check within one week of being asked.

Staff, Volunteers and committee members will need to state on the DBS check form if they have any unspent convictions. This section needs to be filled in honestly and to the best of the person’s knowledge.

Staff and Volunteers are required to inform their line manager **immediately** or within 24 hours of any convictions or cautions that they have been issued to them at any time as this may affect their suitability to work at PARC.

Committee members are required to inform the chair or deputy chair of the committee.

Staff and Volunteers are required to inform their line manager **immediately** or within 24 hours if they are questioned by the police in connection with any allegation of assault or abuse towards a child or adult or the taking of a controlled substance. Committee members are required to inform the chair or deputy chair of the committee.

If in doubt staff, volunteers and committee members should also inform their line manager, chair or deputy chair of the committee of any incidents that have occurred.

PARC management will then decide the best cause of action depending on the circumstances of the caution/conviction.

Having a criminal record will not necessarily bar an applicant from working for PARC. This will depend on the nature of the position and the circumstances and background of the offences. Unspent convictions for violence, assault and the taking of a controlled substances, however are likely to be incompatible with working for PARC.

Before starting the applicant will need to bring their DBS check to the centre and a photocopy will be taken.

**Revised June 17 (V3)**

**Reviewed March 2019 LT – no amendments made**