



## **Northern Counties Dance Teacher's Association International**

### **Disclosure and Barring Services (DBS) Policy**

#### **1 Policy**

1.1 It is Northern Counties Dance Teacher's Association International policy that no staff working for the Organisation (including trustees, volunteers and sessional workers) should take up their post until the Organisation has received an enhanced level DBS disclosure about them.

1.2 Portable DBS checks are not valid forms of disclosure.

#### **2. Exception(s)**

The only exception to this rule is where a new trustee, employee or volunteer already has an existing enhanced DBS disclosure which is less than 2 years old. In such cases, employees and volunteers may take up their post while Northern Counties Dance Teacher's Association International applies for a new DBS disclosure.

#### **3. Responsibilities**

It is the Programme/Project Manager's responsibility to make sure that no employee or volunteer takes up their post until Northern Counties Dance Teacher's Association International has received an enhanced level DBS disclosure and to ensure that the DBS Disclosure Policy and Procedure is adhered to.

#### **4. Procedure**

4.1 New employees who do not have an enhanced DBS disclosure or have an enhanced DBS disclosure which is more than two years old.

4.2 All contracts of employment for new employees will have a condition that the employee must not start work until Northern Counties Dance Teacher's Association International has received a satisfactory enhanced DBS disclosure in line with DBS disclosure policy.

4.3 Where possible, all candidates invited to interview will be asked to complete and bring with them a completed DBS form and the related evidence in order that the Manager can process the DBS application of the successful candidate as swiftly as possible. Where this is not possible, the Manager must ensure that a completed DBS application form is processed as soon as possible after the employee has provisionally accepted the offer of the post.

4.4 The Manager will write to the employee to confirm a start date only after Northern Counties Dance Teacher's Association International has received a satisfactory enhanced DBS disclosure in line with this policy. The employee must not start work until Northern Counties Dance Teacher's Association International has received confirmation in writing that their DBS disclosure is satisfactory.



- 4.5 New volunteers who do not have an enhanced DBS disclosure or have an enhanced DBS disclosure which is more than two years old.
- 4.6 The Project/Programme Manager must ensure that a completed DBS application form is processed as soon as is reasonably practicable.
- 4.7 Managers must ensure that a volunteer does not work with the project until the volunteer has received confirmation in writing that their DBS disclosure is satisfactory.
- 4.8 New employees and volunteers who have an enhanced DBS disclosure which is less than two years old.
- 4.9 Trustees, staff and volunteers with an existing enhanced disclosure which is less than 2 years old may take up their post while Northern Counties Dance Teacher's Association International applies for a new disclosure, provided the Manager has confirmed in writing DBS disclosure procedures are underway and has undertaken the following steps:
  - 4.9.1 Seen an original copy of the new employee or volunteer's enhanced DBS disclosure and checked that it is less than 24 months old.
  - 4.9.2 Spoken to the employee or volunteer and ascertained that they have not committed any offences since the disclosure was issued.
  - 4.9.3 Spoken to and received confirmation in writing from the employee or volunteer's previous Manager or the person issuing the disclosure, that no relevant offences have been committed after the disclosure was issued.
  - 4.9.4 Checked that the Disclosure has no convictions OR where the Disclosure has convictions OR where the Manager has become aware that offences have been committed since the disclosure, make a recommendation to the Director that the appointment should be confirmed.
  - 4.9.5 Ensured that a completed DBS application form is sent for processing with the Charity within two weeks of the employee/ volunteer's start date.
5. Assessing the content of DBS disclosures – authorisation process
  - 5.1 When the Disclosure is returned from the DBS Disclosure Service or appropriate agency, the form should be checked for any convictions on the DBS disclosure.
  - 5.2 The Manager should make a recommendation (supported by a short explanation) as to whether or not the appointment should be confirmed if there are any disclosures on the form.
  - 5.3 The Manager should speak to the Director about the recommendation.
6. Criminal Offences while employed by or working on behalf of Northern Counties Dance Teacher's Association International



6.1 Being charged with or arrested for a criminal offence while employed by or working for Northern Counties Dance Teacher's Association International will not necessarily prevent an employee or volunteer from working with the Organisation.

6.2 However, any employee or volunteer who is charged with, or arrested for a criminal offence while they are employed by, or work as a volunteer with Northern Counties Dance Teacher's Association International must tell their Manager within 24 hours of the charge or arrest. This will enable the Organisation to consider any necessary changes to management arrangements and to safeguard the interests of both the employee/volunteer and the users of Northern Counties Dance Teacher's Association International

## 7. Independent Contractors

7.1 Independent Contractors, who are engaged to work with Northern Counties Dance Teacher's Association International do not have to have an enhanced Disclosure, although it is obviously preferable that they do. Such contractors must never be given access to personal information about young people and must never be left unsupervised with a young person or group of young people.



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