

LAMBOURNE END DBS POLICY

This policy applies directly to employed staff along with volunteers in roles where a DBS check is considered appropriate.

Lambourne End Ltd is committed to the fair treatment of its staff, potential staff, volunteers and users of its services, regardless of race, gender, religion, sexual orientation, gender reassignment, responsibilities for dependants, part-time working, trade union membership, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from a wide range of candidates, including those with criminal records.

The Chief Executive is responsible for determining which level of check is necessary for full-time and part-time positions and certain voluntary positions. All staff or volunteers who are in 'regulated activity' will be required to have an Enhanced DBS check, whereas office and cleaning staff will only be required to have a Basic DBS check.

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Lambourne End Centre complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

STORAGE AND ACCESS

For information storage, access, handling, retention and disposal please see GDPR policy.

Signed:



Date: 01/05/2019

Position: CEO

Date to be revised: 01/05/2020