

Camden Giving DBS Policy

Date Agreed:

Review Date: 01/03/2023

Purpose of Policy

This policy exists to safeguard citizens interacting directly with Camden Giving staff and our process for assessing the suitability of staff working with children or vulnerable adults. It ensures that Camden Giving are fully apprised of any potential and perceived risks working with vulnerable people in Camden and ensures that we have processes in place to mitigate and manage this.

Our Approach

Camden Giving staff are increasingly working with citizens and communities through both our panel roles and citizen grantees so it is of the utmost importance to safeguard them as we increasingly work on a 1-2-1 basis with them.

We are using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants and existing staff for positions of trust, to identify criminal record checks included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order.

Process of DBS Checking

Camden Giving can only ask an individual to provide details of convictions and cautions that Camden Giving are legally entitled to know about and can only ask an individual about convictions and cautions that are not protected,

Positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

DBS checks at Camden Giving will take place every 2 years for low-risk roles and annually for roles where regular interactions with citizens occurs. The level of DBS check will depend on the role each individual staff member undertakes and must be both proportionate and relevant to the position concerned. But primarily an enhanced check will be requested for roles that frequently have direct contact with individual citizens.

Our Operations Officer will be the person responsible carrying out DBS checks but will not have access to confidential information disclosed. The DBS certificate information is only passed to those who are authorised to receive it in the course of their duties. Only relevant information will be shared with the to make decisions on our approach.

Camden Giving's Director will maintain a record of all those to whom certificates or certificate information has been revealed and only relevant information will be stored confidentially in a password protected document. Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits.

Process if a check comes back showing a member of staff has a criminal record

This will be handled on a case-by-case basis with the relevant parties and will not be discussed with any other employees within Camden Giving.

The Director should follow up to understand the case and nature of offence and then take the appropriate steps to ensure the citizens/community members are fully safeguarded if necessary and also depending on the role they do.

Camden Giving is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. Camden Giving actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates and undertakes to treat all applicants for positions fairly. Camden Giving undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Employees with disclosed criminal records will not be at risk of losing their job.

Relevant Policies

- Equal Opportunities Policy
- Safeguarding Policy
- GDPR Policy

List of Staff Members identified being in roles that require an Annual Check

1. Director
2. Assistant Director
3. Head of Grant Programmes
4. Alumni Manager
5. Community Ideas Project Manager
6. Participation Champion