



LitterfreeSB DBS Policy

November 2024

Disclosure and Barring Service (DBS) Policy for Committee Members

Purpose: This policy outlines the requirements and procedures for conducting DBS checks for committee members of LitterfreeSB.

Scope: This policy applies to all committee members who are involved in the management and organization of LitterfreeSB

Policy Statement: LitterfreeSB is committed to promoting a safe environment for all its members and the community. To achieve this, we require all committee members to undergo a DBS check appropriate to their role.

DBS Check Requirements:

1. **Eligibility:** All committee members must undergo an Enhanced DBS check
2. **Frequency:** DBS checks will be conducted upon appointment and renewed every three years or annually using the DBS Up-date Service.
3. **Confidentiality:** All information obtained through DBS checks will be handled confidentially and in accordance with data protection laws.

Procedure:

1. **Application:** Committee members will be provided with the necessary forms and guidance to complete their DBS check application.
2. **Submission:** Completed forms should be submitted to the designated DBS coordinator (Frank Page)
3. **Review:** The DBS Coordinator and another committee member will review the results and determine if any further action is required.
4. **Record Keeping:** A record of when a DBS was last carried out, whether it was satisfactory and when it is due to be renewed. This information will be accessible only to authorized personnel on the committee and the appropriate legal authorities.

Non-Compliance: Failure to comply with this policy may result in the individual being unable to serve as a committee member.

Review: This policy will be reviewed annually to ensure it remains up-to-date and effective.

Contact: For any questions or further information, please Frank Page at litterfreesb@gmail.com (Tel. 07913268164.)