

# Safeguarding and DBS

## Background

Parish Council employees are frequently in contact with members of the public, including children, through their daily work. This is especially the case in relation to village hall hire.

Safeguarding is defined as the action that is taken to promote the welfare of children and protect them from harm. Safeguarding means: protecting children from abuse and maltreatment. preventing harm to children's health or development. ensuring children grow up with the provision of safe and effective care. Some Councils have safeguarding policies.

Employers can check the criminal record of someone applying for a role or that they employ. This is known as getting a Disclosure and Barring Service (DBS) check, previously known as CRB. The checks are processed by the Disclosure and Barring Service (DBS). When a check has been processed by DBS, a DBS certificate is produced and issued to the applicant.

## Types of DBS check and costs

- A basic check can be conducted for any employee and shows unspent convictions and conditional cautions. A basic check can be conducted for anyone.
- An enhanced check is used for individuals who regularly supervise children or vulnerable individuals without themselves being supervised by others. This check shows spent and unspent convictions and cautions plus any information held by local police that's considered relevant to the role. For an enhanced check to be completed the Parish Council is legally responsible for making sure the job role meets the eligibility criteria for the check to be conducted. The criteria for an enhanced check is not met for any role at Clipstone Parish Council.

The Government guide to DBS checks is available here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1059974/Quick\\_Guide\\_to\\_DBS\\_Checks.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1059974/Quick_Guide_to_DBS_Checks.pdf)

A basic DBS check can be completed by an employee online at a cost of £18 (which can be charged to the Parish Council).

## Recommendations

To consider if Clipstone Parish Council should introduce a safeguarding policy.

To consider if basic DBS checks for employees are required and make a recommendation to the full Council.