

Volunteer DBS Policy/Procedure: BVSC

(This template is provided by the Volunteer Centre in Bexley to help organisations that may need support with setting up, or refreshing, their internal volunteer stream policies and support documents. You are welcome to use them. They should be rebranded and adjusted to your own's organisation's needs, and approved by your own trustees. Please be aware that the documents are not legally checked and you must take responsibility for ensuring that they meet your organisational requirements and are legally compliant)

Standard or enhanced DBS checks can only be requested in certain circumstances. If you feel that a volunteer role requires a DBS check, please check the guidance (<https://www.gov.uk/government/collections/dbs-checking-service-guidance--2>) and speak with the Volunteer Centre Manager first.

When a DBS can be requested

If a volunteer is working with vulnerable adults or children and young people, and:

- is involved with handling cash, bills or shopping
- is involved in personal care, including; feeding, washing, dressing
- assistant with conduct of a person's affairs eg has powers of attorney
- transports person to health, personal or social care activities
- unsupervised regular support with children or vulnerable adults such as training, caring for, providing advice and guidance

For full guidance on whether a DBS can be requested please visit: <https://www.gov.uk/find-out-dbs-check>

How to request a DBS

Once authorised by the Volunteer Centre Manager, please speak with admin who will process the request for you. We will need copies of the volunteer's ID to be able to process the request, along with their email address. Please let the volunteer know that they will receive an email from the DBS service with a link to complete their details, which they must do before we can proceed with the check.

Employer or Volunteer Managers' Responsibilities

Employers and volunteer managers have legal responsibilities for checking an individuals' identity and documentation, so it is important to follow process carefully : [ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 - GOV.UK \(www.gov.uk\)](#)

Notification of DBS result

The volunteer will receive their DBS certificate – they need to provide us with a copy of this to hold on their record (remembering that this information may only be kept for as long as necessary – see organisational GDPR policy –[S:\home\volspaperwork2022\BVSC policies\PDF.Privacy Policy.pdf](#)) . The volunteer has the right to refuse to show the results of a DBS check to their manager or supervisor, but this action may affect your decision on whether they are a appropriate recruit.

Volunteers only have 14 days to register for the update service which will enable their DBS to be searchable by future organisations without the need to reapply for multiple checks.

Acceptable ID for DBS

Route One must **always** be attempted to be taken. Three documents in total must be seen; one document must come from Group 1 and a further two documents from Group 1, 2a or 2b. One document must verify the applicant's current address.

If you are unable to validate the applicant's identity via Route One due to the absence of a Group 1 document you must satisfy yourself of a valid reason for using Route Two before continuing. To proceed to Route 2 select the button within the ID Checking screen entitled 'Unable to verify ID via Route 1 - proceed to Route 2'.

Group 1 - Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Photocard Driving Licence (UK, EU, Isle of Man / Channel Islands) (Full or Provisional)
- Birth Certificate (UK and Channel Islands) - issued at the time of birth;
 - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable)
- Adoption Certificate (UK and Channel Islands)

Group 2a - Trusted Government/State Issued Documents

- Current UK Driving licence (old style paper version)
- Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars - Photocopies are not acceptable)
- Immigration document, visa or work permit (Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

Group 2b - Financial/Social History Documents

- Mortgage Statement (UK or EEA)** (Non-EEA statements must not be accepted)
- Bank/Building Society Statement (UK or EEA)* (Non-EEA statements must not be accepted)
- Bank/Building Society Account Opening Confirmation Letter (UK) *
- Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted)
- Financial Statement (UK) ** - e.g. pension, endowment, ISA (UK).
- P45/P60 Statement **(UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands) **

- Letter of sponsorship from future employment provider
- Work Permit/Visa (UK Residence Permit)(valid upto expiry date) **
- Utility Bill (UK)* - Gas
- Utility Bill (UK)* - Electricity
- Utility Bill (UK)* - Water
- Utility Bill (UK)* - Phone (landline only)
- Benefit Statement (UK)* - e.g. Child Allowance, Pension
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security (issued within last 3 months)
- EEA National ID Card (must be valid)
- Irish Passport card (cannot be used with Irish passport and must be valid)
- Cards carrying the PASS accreditation logo (UK and Channel Islands – must be valid)
- Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK (only used in exceptional circumstances when all other documents have been exhausted))
- Letter of sponsorship from future employment provider - NON-UK/NON-EEA Only

Further details at: [ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/id-checking-guidelines-for-standard-enhanced-dbs-check-applications-from-1-july-2021)