

Disclosure and Barring Service (DBS) Checks Policy

August 2024

Version	Date	Author	Approved By	Approved Date
V1.0	August 2024	Liam Russell	Board of Trustees	12 August 2024

Following extensive discussion at board meeting, this policy summaries the agreement reached by trustees on the use of Disclosure and Barring Service (DBS) checks in the organisation.

The following groups of people will be DBS checked by OutdoorLads:

- Staff members
- Trustees

In both cases, the checks undertaken will be basic DBS checks.

Staff will have a DBS check undertaken at the start of their employment. Trustees will complete a DBS check at the start of each term of office. A satisfactory DBS check will be a required for the respective roles to be taken up.

The cost of undertaking a DBS check will paid for by OutdoorLads.

The Programme Manager will be responsible for ensuring that DBS checks take place in line with the above and that records are retained of the checks being undertaken.

The Programme Manager's own DBS will be checked by a suitable Trustee.