



Ashurst Wood **Village Council**

Disclosure and Barring Service (DBS) Policy

1. Ashurst Wood Village Council has a responsibility to the public and will arrange for its employees and volunteers, including councillors, to have DBS checks if they work or have contact on a regular basis with any of the following:
 - Children and/or young people
 - Vulnerable people
 - The elderly
2. In order to minimise the risk to the above groups AWVC will carry out DBS checks every three years for the:
 - Clerk
 - Assistant Clerk
 - Councillors with an individual responsibility at any of the Council's events , e.g. Sports Day
 - Volunteer drivers of the shopping bus
 - Council's representative on the Youth Club Committee
 - Youth Club leader
 - Youth Club volunteers who volunteer for more than five sessions a year
3. DBS checks will be submitted to an approved registered body and the DBS certificate will be issued to the individual applicant. The applicant will be required to provide a copy of the certificate to AWVC.
4. If there is an issue which comes to light following the DBS check, this may result in the individual not being able to work with any of the above groups. The content of a DBS check may result in the withdrawal of a conditional offer of employment, but AWVC will discuss the matter with the individual before making any decision.
5. Certain old and minor cautions and convictions are 'protected' and not subject to disclosure. AWVC will not take an individual's old and minor cautions and convictions into account when making decisions.

All cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded.
6. Applicants are advised to read the advice on DBS checks on the [Government's website](#).