

Criminal Records Screening in England and Wales

With effect from 1 December 2012 the Disclosure & Barring Service has replaced the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA). Now anyone in England and Wales who wants to work in defined roles with children or vulnerable adults must undergo enhanced DBS screening.

Screening in Scotland, Northern Ireland and the Republic of Ireland

The principle of screening in these parts of RIBI is similar to that described below but it is carried out by different authorities and with differing rules. The relevant District Protection Officer will provide advice in these areas.

The Manual will refer to all such screening as 'DBS checks' for the sake of clarity.

Why is it necessary to have an Enhanced DBS Check?

It is a condition of Certification for Youth Exchange by Rotary International that all participating districts shall have a Child Protection policy in place. DBS is part of the RIBI response to this and it applies to any adult who has a specific role in connection with a Youth Exchange activity. For volunteers this process is free but it must be done within the RIBI system.

Who needs an enhanced DBS Check for Youth Exchange?

The Counsellor

The Counsellor is frequently in a one to one situation with a Long Term Exchange student under 18 and to a lesser extent with under age STEP and Inbound Camps/Tours students. As such the Counsellor is required to have an Enhanced DBS Certificate.

Home Hosts

- (a) *If the age of the student being hosted is under 16 years and the period of hosting is greater than 28 days then, in law, this is considered to be private fostering and Enhanced DBS Disclosures must be sought all persons in the household of 16 years of age or above.*
- (b) *Should the period of hosting be under 28 days or the student being hosted is 16 or 17 years of age then Enhanced DBS Disclosures must be sought for the parents/guardians only.*

Note: Since only LTEP last longer than 28 days and even then students are generally over 16 condition (a) rarely applies.
Condition (b) applies to almost all STEP and many Inbound Camps & Tours in GB & Ireland.

Persons involved in Supervising Camps & Tours and other activities

If the work is with young people under the age of 18 years, or with those considered to be vulnerable as in a 'handicamp', the following key questions should be asked:

Will the person be teaching, training, instructing, caring for or supervising children and providing advice/guidance on well being?.

Will the activity be frequent? The term 'frequent' is defined as 'once a week or more', or '4 days or more in a 30 day period' or 'overnight between 2.00am and 6.00am'?

Will the person have 'unsupervised contact' or be in 'sole charge'?

If 'Yes' is the answers to any of these questions and careful planning cannot render it unnecessary, then DBS checks should be sought.

Note: Being present but without a role does not constitute the requirement for a DBS Check.

[Passages in italics above are taken from Appendix G of the RIBI Safeguarding Policy (Children) - Aug 2016 – which can be found on the RIBI website rotarygbi.org in the Members' Section under Compliance.

Our Youth Exchange Job Description

For the purposes of the DBS form the 'catch all' job description of what we do in Youth Exchange is

'Child Workforce Youth Exchange Hosting'

This enables a DBS check to remain valid while encompassing the varied tasks involved in Youth Exchange.

How long does a DBS Certificate remain valid?

To quote from the website <https://www.gov.uk/disclosure-barring-service-check/overview>

'A DBS check has no official expiry date. Any information included will be accurate at the time the check was carried out. It is up to an employer to decide if they think a new check is needed.'

For 'employer' read 'person authorised to request the check'. This will be RIBI in our case.

Since 17 June 2013 it has become possible to update a DBS certificate online provided that it is registered correctly once issued. This effectively makes it portable. For further information go to <https://www.gov.uk/dbs-update-service>

Is all this necessary even if someone has already got other current DBS checks? Sorry, yes

Read IB8: Dealing with the DBS Application Form for advice on how to complete the form successfully and in good time.
