



Disclosure & Barring Service Policy

Aims and scope of the policy

This policy has been developed in accordance with the guidelines set out in the DBS Code of Practice and must be adhered to at all times; failure to do so will be subject to formal investigation and may lead to disciplinary action

Background

Turtle CYP is committed to the fair treatment of its staff and volunteers, and no individual will be unjustifiably discriminated against on the basis of race, nationality, ethnic origin, gender, sexual orientation, gender reassignment, marital or parental status, age, disability, political or religious or socio-economic class.

As an organisation using the Disclosure and Barring Service Disclosure service, Turtle CYP complies fully with the DBS Code of Practice.

Disclosure through the Disclosure & Barring Service

Where a Disclosure forms part of the recruitment process, we encourage all applicants to provide details of their criminal record at an early stage in the application process. This information should be sent under separate, confidential cover to the Director.

VERSION CONTROL MATRIX			
Date:	Version:	Effect:	Review date
July 2016	V1	July 2016	July 2019
July 2019	V2	July 2019	July 2022
June 2021	V3	June 2021	June 2024
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Oct 2026	V7	Oct 2026	Oct 2028



Turtle CYP will discuss any relevant matters revealed in a disclosure with the applicant directly. We aim to ask questions relating to the Disclosure information, which are relevant, non-discriminatory and fair.

Applicants who are deemed unsuitable to undertake a position in the light of the contents of a disclosure will receive a written explanation as to Turtle CYP's decision.

Failure to reveal information that is directly relevant to the position sought could subsequently lead to Turtle CYP rejecting an application or the withdrawal of a job offer. Turtle CYP undertakes to discuss any matter revealed in a disclosure with the applicant before withdrawing any offer.

Disclosure information will only be seen by those who need to see it as part of the recruitment process, and this information will be treated confidentially, sensitively and in accordance with our Data Protection Policy.

Having a criminal record will not necessarily prevent someone from applying for a position, paid or voluntary at Turtle CYP. This will depend on the nature of the post you are applying for and the circumstances and background of your offences.

General principles

As an organisation using the Disclosure & Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Turtle CYP complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information.

Storage & access

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Certificate information is never kept on an applicant's personnel file and is always kept separately and securely on a database only accessed by the Director and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We will maintain a record of all those to whom certificates or certificate information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we will not keep certificate information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six-months, we will consult the DBS about this and will give full consideration to the Data Protection Act and Human Rights Act and inform the individual subject before doing so.

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Throughout this time, the conditions regarding appropriate, safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, Turtle CYP will ensure that any DBS certificate information is immediately destroyed by secure means, ie by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (eg waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate.

However, notwithstanding the above, Turtle CYP may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificate and the details of the recruitment decision taken.

Process of obtaining DBS check

Once an offer of employment or volunteer role has been accepted, as part of a variety of security checks, we will start the process of obtaining a DBS check (if your post requires one).

As of 1st September 2026, all roles that involve working with children for more than 3 days in a 30-day period <https://www.gov.uk/government/publications/dbs-guidance-leaflets/regulated-activity-with-children> will need to have an Enhanced DBS check to include Children's Barred List check. This is due to changes made by the Crime and Policing Act 2026 <https://www.gov.uk/government/news/change-to-the-definition-of-regulated-activity-with-children-from-1-september-2026>

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You will need to complete a DBS Check Form and submit 3 forms of Identification to the Director. If a new employee or volunteer has a DBS on the update service, we will require the certificate number, date first issued and full name of the certificate. We will then carry out an update check.

As of 31/5/2021, the following updates have been made to submitting DBS requests:

If an applicant fills out the incorrect personal details such as names and addresses, the application will be withdrawn and will need to be started against. If there is an omission of a name or address, the process will need to be start again. The cost of this will not be refunded. Applicants will be charged if this occurs.

The process takes approximately 3-5 days if the check is clear, sometimes it will take longer. We use Care Check Ltd to process our DBS checks.

Certificate

Once your certificate has been issued to you, you must pass the certificate number and date of issue to the Director. These details will be held on our OneDrive.

DBS Update service

Any person with a DBS Certificate can register themselves for the Update Service. This means that your DBS certificate is portable, it also entitles the user to see their certificate, make changes, and allows potential new employers to view the certificate at recruitment stage (with your permission).

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Once we have requested your new DBS certificate at a cost to ourselves, we require you to register for the Update Service. This is our requirement of working with children, young people or vulnerable adults. This cost will be payable by you.

Staff will need to register themselves for the Update Service on line £15 per annum for employees and £0 for volunteers (Updated on 1st October 2026). Registration must take place within 14 days of your certificate being issued.

We will carry out a check on the status of all employees DBS at yearly intervals.

Please follow the instruction on the DBS website <https://www.gov.uk/dbs-update-service>

Errors on your certificate

Any errors on your certificate must be informed immediately via www.gov.uk/dbs

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