

# Appendix 1: DBS checks on staff and volunteers

Process for application for a DBS check

All library volunteers are checked by the Powys County Council Library Service.

For other staff and volunteers of the Knighton Community DBS checks are conducted by .

The following process will be followed:

- Volunteer/staff member will supply name, date of birth, address and email address to the Centre administrator, Ceri Brown.
- Centre administrator will apply for relevant DBS
- The Centre administrator will send a link to the volunteer/staff member
- Staff member/volunteer will take key documents (proof of identity and address) to the Centre administrator, Ceri Brown who will verify the documents
- **Powys will undertake the check**
- Staff member/volunteer will supply the Centre Administrator with a copy of the outcome
- If any information of concern is recorded, this will be discussed with the staff member/volunteer and the Safeguarding Officer
- A discussion will take place about deployment of anybody with relevant cautions/convictions by the Management Committee
- A copy of the DBS check and any subsequent discussions will be filed in the staff/volunteer file.

## **DBS eligibility table**

The table below sets out examples of volunteer and employee roles the types of checks normally associated with these roles. However, titles do not always indicate the activities carried out, so this list is for guidance only. If there is any uncertainty as to eligibility, please consult the Safeguarding Officer or the Management Committee.