

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 Centre 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 **or volunteer co-ordinator.**
- Centre administrator and volunteer co-ordinator 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 or volunteer co-ordinator whom will verify the documents
- Powys will undertake the check
- Staff member/volunteer will supply the Centre Administrator or volunteer co-ordinator 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. **The DBS checks need to be refreshed/reapplied every 3 years.**

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.

Role	Availability of Staff Guidance/ Supervision Level	Safeguarding Issues/Risks	Suggested Recruitment Requirements for DBS & References
<p>Advice from the Hub Volunteer</p>	<p>Advice worker</p> <p>Volunteer Coordinator</p> <p>Digi-hub Coordinator</p>	<p>Access to customers private details</p> <p>1:1 customer engagement</p>	<p>Full application form & two references</p> <p>Enhanced</p>
<p>Community Centre Cafe's (Tuesday, Thursday & Saturday)</p>	<p>Advice worker</p> <p>Volunteer Coordinator</p> <p>Digi-hub Coordinator</p>	<p>Handling money</p> <p>Customer engagement</p>	<p>Full application form & two references</p> <p>Basic</p>
	<p>Advice worker</p>	<p>Handling money</p>	

<p>Drop-in Eatery Volunteer</p>	<p>Volunteer Coordinator</p> <p>Digi-hub Coordinator</p>	<p>1:1 weekly engagement</p>	<p>Full application form & two references</p> <p>Enhanced</p>
<p>Bank Volunteer</p>	<p>Staff present during specified activity</p>	<p>Purely dependent of role they undertake as a one off</p>	<p>Full application form & two references</p> <p>DBS role specific</p>
<p>Office Support Volunteer</p>	<p>Administrator</p>	<p>Handling money</p> <p>1:1 customer engagement</p> <p>Access to private / confidential information</p>	<p>Full application form & two references</p> <p>Enhanced</p>
<p>Event Volunteer</p>	<p>Nominated staff</p>	<p>Contact with customers</p>	

		Handling money (ticket sales)	If handling money they should have an enhanced
Flix / Hospitality Volunteer	Flix / Bar Coordinator	Contact with customers Handling money	Full application form & two references Enhanced
Gardening Volunteer	Minimal contact with staff / cttee member, mostly unsupervised	Limited customer contact	Full application form & two references If solely working in the garden DBS not needed
Soup from the Hub Home Delivery Volunteer	Work in pairs Kitchen manager Volunteer coordinator	Weekly 1:1 contact in vulnerable customers' homes Handling donation money	Full application form & two references Enhanced
Knighton & District Community Centre	KDCC Chair	Access to confidential documentation	Full application form & two references

Management Committee		Access to financial records etc. Handling money	Enhanced
Youth Club Drop-in Volunteer	Youth Workers	Weekly engagement with under 18's	Full application form & two references Enhanced
Family Centre Volunteer (various roles from craft support to gardening activities)	Family Centre staff team	Weekly engagement with under 5-year-olds	Full application form & two references Enhanced
Kitchen Volunteer	Family Centre staff team	None	Full application form & two references

Digital Hub/ ITC Volunteer	Digi-hub coordinator Advice worker Volunteer Coordinator	1:1 engagement with customers Access to private / confidential information	Full application form & two references Enhanced
Women's Hour Volunteer	Advice worker Volunteer Coordinator Digi-hub coordinator	Weekly 1:1 engagement with customers	Full application form & two references Enhanced
Walkies from the Comm Volunteers	Volunteer Coordinator	Monthly 1:1 engagement with customers	Full application form & two references Basic