

## DBS Policy

This policy was written with guidance from the Open AI's ChatGPT using NSPCC, NCVO and other sector guidance

This policy was created in **January 2025**

This policy was last updated in **March 2025**

This policy is due for review no later than **March 2026**

### 1. Purpose

- a. The aim of Selby CoderDojo is to encourage young people to engage in coding and digital making, following the principles of the CoderDojo Foundation & Charter. We focus on a culture of open learning, where young people progress at their own pace and explore areas of interest that resonate with them. We're keen to reach people who are underrepresented in STEM, including those who are educationally underserved, experiencing disadvantage, or who simply don't have access to a computer at home.
- b. This DBS (Disclosure and Barring Service) Policy outlines the procedures for vetting volunteers.
- c. The purpose of this policy is to:
  - i. Ensure compliance with legal and regulatory requirements concerning DBS checks.
  - ii. Provide clear guidance on vetting procedures for volunteers and staff.
  - iii. Safeguard young people by minimizing risk and ensuring all interactions are supervised.
- d. This policy also incorporates how we handle DBS certificate information under section 10.

### 2. Scope

- a. This policy applies to all individuals delivering activities or otherwise working on behalf of Selby CoderDojo, including but not limited to:
  - i. Adult volunteers delivering digital making activities or otherwise supporting Dojo sessions
  - ii. Young people aged 16+ operating as a 'youth mentor' during Dojo sessions
  - iii. Trustees

### 3. Principles

- a. Safeguarding is everyone's responsibility.
- b. No adult should have unsupervised access to young people at any time.
- c. Selby CoderDojo will operate in line with UK safeguarding legislation and best practices.

### 4. Recruitment and Vetting Process

- a. Prospective new volunteers will be invited to an in person conversation with the Dojo Champion and / or a 'taster' Dojo session to ensure they understand how the Dojo operates.

- b. DBS Checks
  - i. All volunteers will be required to have (or undergo a new) relevant DBS check.
  - ii. If a volunteer is already subscribed to the DBS Update Service, and a check shows their certificate is still current, this satisfies the requirements of this policy.
  - iii. Selby CoderDojo will cover the cost of DBS checks where required.
  - iv. DBS checks will be renewed (or in the case of the Update Service, re-checked) every three years or sooner if required by safeguarding guidelines.

## 5. Supervision of Volunteers

- a. At no point will any adult be left alone with a young person.
- b. All activities will take place in group settings with at least two DBS'd adults present.

## 6. Training

- a. All volunteers will receive safeguarding training as part of their induction.
- b. As of 2024, safeguarding training is provided by the [Raspberry Pi Foundation](#)
- c. Selby CoderDojo recognises approved Safeguarding training provided by third parties, such as the Scout Association, Girl Guiding UK, NSPCC and similar organisations.

## 7. Record Keeping

- a. Records of DBS checks, training, and references will be securely stored and managed in compliance with data protection laws.
- b. A register of youth participants will be maintained for each session.

## 8. Reporting Concerns

- a. Any concerns about the conduct of a volunteer, staff member, or other adult must be reported immediately to the Dojo Champion or Safeguarding Lead.
- b. Concerns will be handled in line with Selby CoderDojo's Safeguarding or Complaints & Whistleblowing policies

## 9. Contact Details:

- a. **Nominated safeguarding lead:**
  - i. Sarah McAtominey
  - ii. [sarah@selbycoderdojo.org.uk](mailto:sarah@selbycoderdojo.org.uk)
- b. **Dojo Champion & Chair of Trustees**
  - i. John McAtominey
  - ii. [john@selbycoderdojo.org.uk](mailto:john@selbycoderdojo.org.uk)
- c. **You can report a concern at any time to the Raspberry Pi Foundation**
  - i. [www.raspberrypi.org/safeguarding](http://www.raspberrypi.org/safeguarding)
  - ii. 0800 1337 112

# Secure Handling of DBS Certificate Information

## 10. General principles

- a. As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Selby CoderDojo complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.
- b. It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

## 11. Storage and access

- a. Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

## 12. Handling

- a. 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 maintain a record of all those to whom certificates, or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.
- b. In addition, organisations that require retention of certificates in order to demonstrate 'safer recruitment' practice for the purpose of safeguarding audits may be legally entitled to retain the certificate. This practice will need to be compliant with the Data Protection Act, Human Rights Act, General Data Protection Regulation (GDPR), and incorporated within the individual organisation's policy on the correct handling and safekeeping of DBS certificate information.

## 13. Usage

- a. 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.

## 14. Retention

- a. Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints or be for the purpose of completing safeguarding audits.
- b. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

## 15. Disposal

- a. Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping, or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g., waste bin or confidential waste sack).
- b. 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, we 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 certificates and the details of the recruitment decision taken.