

Dear Colleague,

## **Re: Disclosure & Barring Scheme (DBS) – Disclosure Service**

Thank you for your recent enquiry regarding DBS checks for your organisation.

In our role as an umbrella organisation Community First New Forest provides a DBS disclosure service to client organisations. In order for organisations to make use of this service we request organisations to agree to comply with certain conditions as set out and recommended by the DBS in the Code of Practice. Organisations must also be a member of Community First (membership is free of charge).

Please find enclosed the following:

- The Code of Practice is intended to ensure that information released in Standard and Enhanced Disclosures is used fairly, and to provide assurance to applicants that this is the case. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and kept for only as long as necessary. The Code sets out the obligations that must be met by Registered Persons and other recipients of Disclosure information.
- Terms of Agreement that set out the roles and responsibilities of Community First New Forest (an Umbrella Body) and organisations seeking to use the DBS Disclosure service. Please view the Terms of Agreement and, if in agreement, sign and return to Community First, New Forest. Organisations who have not returned a signed Terms of Agreement will unfortunately not be eligible to access the DBS Disclosure Service through Community First New Forest.
- Example policy statement on the recruitment of ex-offenders
- Example policy statement on the secure storage, handling, use, retention & disposal of Disclosures and Disclosure information.

Upon receipt of the Terms of Agreement, Community First New Forest will return a signed copy along with DBS Application Forms.

Please return completed DBS forms with payment. Cheques should be made out to Community First New Forest. If you would rather be invoiced please let us know.

18 April 2016

## Checks for self-employed people who are supporting your charitable activity

Community First New Forest will process DBS checks for organisations who need a DBS check for a self-employed person who is supporting their charitable activity.

Examples include:

- a charity employing a magician or DJ for an event
- a charity that provides personal care and the carers are self-employed
- a charity that recommends contractors (eg. Gardeners) to its client group and requires them to be DBS checked prior to going on any recommended list.

## Charges for DBS checks

### For DBS checks on volunteers

Admin charge = £10

### For DBS checks on paid staff

Standard check = £36 (includes admin charge)  
Enhanced check = £54 (includes admin charge)  
ISA Adult first check = £ 9 plus the fee for a standard or enhanced check

## Further Information and Guidance

Tel: DBS Information Line – 0870 90 90 811

Website: [www.gov.uk/government/organisations/disclosure-and-barring-service/about](http://www.gov.uk/government/organisations/disclosure-and-barring-service/about)

Publication: 'Recruiting safely' – Published by NACRO on behalf of the Forum of Employment of Ex-offenders in Care Settings (£3.50 or free on-line), c/o NACRO, 169 Clapham Road, London, SW9 0PU ISBN 0 85069 176 1

If you have any queries, please do not hesitate to contact me.

Kind regards.



Michael Clowes  
Chief Executive

18 April 2016