



Type: Procedure	Northumbria Blood Bikes Definition: Disclosure Barring Service Checks		
Owner:	Vice-Chair	Author:	Mick Redpath
Approved:	19/02/21	By:	Executive Committee
Doc Ref	VP002	Version	1.1

A. Why do we need this Procedure?

This document sets out the NBB Disclosure Barring Service (DBS) procedure

B. Who is Responsible for this Procedure?

The Vice-Chair of the group is responsible for the maintenance of this procedure.

The Executive Committee is responsible for approving this procedure.

All members of NBB are bound by the rules laid out in this procedure.

C. When will this Procedure be reviewed?

The procedure will be reviewed a maximum of Two years following its approval.

D. How will changes be notified?

The latest version of the procedure will be made available via the members' library on the group website. New versions will be announced via email to all volunteers and the executive committee.

1. Aim of Procedure

The aim of this procedure is to ensure that all NBB riders and drivers undergo a Standard DBS check at the appropriate time(s).

2. Initial Check Requirements

- 2.1. All NBB riders and drivers must agree to undergo a DBS check on joining, and a recheck at any point the committee determines is appropriate, as a minimum every 3 years.
- 2.2. If a volunteer does not agree to undergo a DBS check, then they will be unable to ride or drive for NBB.
- 2.3. Due to the size of the charity and the number of checks required, NBB has to request these via an umbrella organisation.
- 2.4. The checks are free of charge, however the umbrella organisation is entitled to charge an administration fee for the work.
- 2.5. The umbrella organisation NBB are using is 'Ucheck'.

3. DBS Check Process

- 3.1. At the point listed in the Volunteer Process VP001 the Membership Officer will provide details of the website and the link to the volunteer, who must complete all of the details and submit this link directly on the 'Ucheck' website.
- 3.2. The check must be completed at the following time within the induction process, to ensure the volunteer will continue with NBB to avoid any unnecessary expense to the charity:
 - Riders/Drivers – Once initial assessment has been completed, but before the issue of any uniform or the booking of their first shift
- 3.3. The Vice-Chair will receive an email stating the application has been submitted.
- 3.4. The volunteer will be required to provide three of the following scanned documents to the Vice-Chair:
 - Current valid passport or birth certificate
 - Photocard driving licence
 - Utility bill, credit card statement, bank statement – all dated within last 3 months
- 3.5. Once checks are complete the Vice-Chair will receive an email advising if check is clear, or if action is required.
- 3.6. If action required the Vice-Chair must discuss the result with the volunteer to determine what the outcome of the check was and if this affects the volunteer being able to work for NBB.
- 3.7. The volunteer will receive a paper copy of their DBS, approximately 1 week after the check has been completed. NBB do not receive a copy of the DBS certificate and will only see this where the volunteer shows it in the event of action required check.

- 3.8.** Once the check is complete, the Vice-Chair will delete the email from the volunteer with their scanned documents on, again ensuring GDPR compliance.
- 3.9.** Following a successful check, the Vice-Chair will confirm to the relevant committee members that the volunteer is cleared to progress to any duties they have signed up for.

4. Administration

- 4.1.** The 'Ucheck' website holds all details securely on their platform, and a dashboard shows a list of members that have been checked, the date they were checked, and the result (not the actual certificate).
- 4.2.** Vice-Chair will add a milestone to the volunteer's record, but this will not be visible to any of the members to ensure GDPR compliance.

5. Exceptions and Variation

- 5.1.** There are no exceptions and variations.

**Northumbria Blood Bikes Procedure:
DBS Checks**

Version Control and History

Date	Version	Author:	Reason For Change
19/02/2021	1.0	Mick Redpath	First Version
1/11/2023	1.1	Alan Johnson	Updated section 1, 2 & 3 Reversed sections 4 & 5