

DBS policy for Great Massingham Area Community Car Scheme

It is a requirement by Norfolk County Council for Great Massingham Area Community Car Scheme (henceforth called “the scheme”) to undertake or arrange enhanced DBS checks on all our volunteer drivers, coordinators and management committee. This must be undertaken via the Norfolk County Council website for DBS checks. Currently the two Co-chairman and the Scheme’s Treasurer John Horsfield are authorised to undertake these.

The first stage of the checks is for the checker to certify the identity of the individual for whom an enhanced DBS certificate is required. This is followed by the actual application for an enhanced certificate. Once the certificate has been received by the applicant, a copy should be requested from the applicant and kept on the applicants file in the office. It must be treated as confidential and kept securely online or in a locked cabinet. The applicant should apply via the DBS website to join the update service which is free of charge to volunteers. According to NCC the DBS enhanced certificates need to be reviewed every three years or sooner if needed. This is facilitated easily by the Scheme accessing the update service.

It is expected that the applicant / certificate holder will disclose any criminal convictions or arrest for criminal offence/s to the Chair in accordance with the schemes policy on employing or having volunteers who are ex- offenders.

An administration fee has recently been imposed by Norfolk County Council with the only payment method being through the use of a credit or a debit card, neither of which is available to the scheme. Consequently, payment has to be made using the credit / debit card of the checker completing the application and reclaiming the fee from petty cash. The driver is not expected to pay.

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