



## **Disclosure and Barring Service (DBS) Policy**

### **1. Purpose**

This policy sets out the approach to the requirement for disclosure and barring service checks by and for Watford Village Hall Trustees.

### **2. Definition**

Regulated activities (see Appendix 1 and 2), need to be carried out, or are likely to be carried out at least 4 times a month or overnight for them to be considered as 'regulated activities'

Individuals who are undertaking work with children or adults that may be vulnerable, on an occasional or one-off basis cannot be the subject of a DBS check. The Trustees will still ensure any interaction with children or vulnerable adults forms part of a robust risk assessment.

Watford Village Hall Trustees currently do not carry out any regulated activities relating to either Children or Adults, as outlined in Appendix 1 and 2. Activities undertaken within the Village Hall do not raise safeguarding issues and do not require a DBS check. Disclosure and Barring checks are therefore not required for current Trustees.

Our approach will be reviewed regularly, that is, at least annually.

**Date to be reviewed:** January 2023

## **Appendix 1 – Regulated Activity relating to Children**

**Definition of young people / children** A person who is under the age of 18.

### **Regulated activity in relation to children**

#### **Category 1:**

- Teaching, training, instructing, caring for or supervising children in an unsupervised capacity;
- Providing advice/guidance on well-being to children in an unsupervised capacity;
- Driving a vehicle for children only in an unsupervised capacity;
- Work for a limited range of establishments (specified places) with opportunity for contact.
- Work that is done on a 'regular' basis i.e. one or more times a week or on 4 or more days in a 30-day period.

#### **Category 2:**

- Relevant personal care e.g. washing or dressing a child; or healthcare by or supervised by a professional, even if done only once
- Registered childminding
- Foster carers.

A DBS check is not required in respect of the activities in categories 1 and 2 if the person undertaking these activities:

- is supervised at a reasonable level (refer to guidance on supervision).
- is providing treatment or therapy (instead of 'health care').
- Is a supervised volunteer – supervised at a reasonable level
- Is carrying out occasional or temporary services e.g. window cleaners.
- Is an office holder e.g. governor.

#### **General exceptions:**

Regulated activity relating to children does not include:

- Family arrangements, and personal, non-commercial arrangements.
- Activity by a person in a group assisting or acting on behalf of, or under direction of, another person engaging in regulated activity in relation to children.

## Appendix 2 – Regulated Activity relating to Adults

**Definition of a vulnerable adult** - A vulnerable adult will be aged 18 years or over. An adult may be considered to be vulnerable at any time and as a consequence of any one, or any combination, of the following factors:

- a substantial learning or physical disability; or a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; or
- a substantial reduction in physical or mental capacity due to advanced age; they are substantially dependent upon others in performing basic physical functions, or their ability to communicate with those providing services or to communicate with others is severely impaired, and, as a result, they would be incapable of protecting themselves from assault or other physical or mental abuse, or there is a potential danger that their will or moral well-being may be subverted or over powered.

### Regulated activity in relation to adults

Regulated activities relating to adults are outlined below. There is no requirement to carry out these activities a certain number of times before a person is deemed to be engaging in regulated activity with adults:

- Work undertaken by regulated health care professional e.g. health care assistants, physiotherapists.
- Work undertaken by a person under the direction or supervision of a health care professional
- Personal care provided to an adult e.g. assistance with washing and dressing, eating, drinking and toileting or teaching someone to do these tasks
- Social work: provision by a social care worker of social work which is required in connection with any health services or social services.
- Providing assistance to an adult e.g. with a person's cash, bills or shopping because of their age, illness or disability e.g. collecting a pension
- Providing assistance with the conduct of an adult's own affairs e.g. lasting or enduring powers of attorney or deputies appointed under the Mental Health Act
- Conveying adults for reasons of age, illness or disability to, from or between places where they receive healthcare, personal care or social work.

### General exception:

Regulated activity relating to adults does not include activity by a person in a group assisting or acting on behalf of, or under direction of, another person engaging in regulated activity relating to adults.