

Safeguarding Responsibilities of the DBS Verifier

- Support the Safeguarding Coordinator across the range of their duties, focusing on elements as agreed with the Coordinator
- Have a *Safeguarding Induction* at the start of the role then *Basic Safeguarding Training* and recognised safeguarding training tailored to the role (such as the Thirtyone:eight *Online DBS checks and eligibility webinar*), refreshed at least every 3 years
- Follow the Policy and Procedures and abide by the Code of Conduct (SR3i)
- Ensure that all those who work with children and young people have a Disclosure and Barring Service (DBS) 'enhanced' certificate
- Ensure that any Friend who works with adults deemed to be vulnerable has a Disclosure and Barring Service (DBS) 'enhanced' certificate
- In rare situations where Friends undertake regulated activity on behalf of the Meeting, ensure they have a Disclosure and Barring Service (DBS) 'enhanced with barred lists' certificate
- Support each individual with applying for DBS clearance (SR3d) and registering for the DBS Update Service within the brief time frame allowed (SR7)
- Notify the Local Meeting Clerk when a role-holder receives DBS clearance so that a minute of record can be made
- Keep a record of those with DBS clearance, their certificate number and its date
- Complete renewals and check updates (currently every 3 years)
- Jointly review Local Meeting practice, reporting to trustees annually using the Local Meeting Annual Safeguarding Report (SR9a)

A DBS certificate from an employer or another voluntary organisation is only transferrable if it is for an identical role AND is less than three years old AND has been seen by the DBS Verifier. It is usually better to carry out a new check..