

Report to the Policy and Resources Committee

Subject: DBS Checks for Members and Officers

Date: 2nd December 2024

Prepared by: Louise Bareham – Town Clerk

1. Background

At the Policy and Resources Committee meeting held on 18th July 2022, it was resolved that all elected councillors, staff, and volunteers should undergo either a basic or enhanced Disclosure and Barring Service (DBS) check. This decision was made to ensure the highest standards of safeguarding and public trust within Faversham Town Council activities.

2. Current Implementation Status

- **Officers and Staff:** All staff have successfully completed enhanced DBS checks since the resolution.
- **Councillors:** There was a requirement from Vibe during the LTA for councillors participating in events involving vulnerable groups to complete DBS checks. However, as of this date, not all councillors have undergone this process. There is currently one councillor with an FTC enhanced DBS.
- **Volunteers:** Procedures are in place for volunteers.

3. Key Considerations

1. Type of Checks:

- **Basic DBS Checks:** Suitable for roles with minimal contact with vulnerable individuals.
- **Enhanced DBS Checks:** Recommended for roles involving regular or close contact with children or vulnerable adults.

2. Event Participation:

Councillors involved in community events, particularly those involving minors or vulnerable adults, need enhanced DBS checks to comply with safeguarding best practices and meet the requirements set by event partners like Vibe.

3. Budget:

An annual budget is allocated for DBS checks. To date, expenditure has remained within this allocation. However, increased councillor participation in events or additional volunteer checks may require a review of budget sufficiency.

4. Recommendations

1. Mandatory Checks for Event Participation:

Implement a policy that all councillors must complete at least a basic DBS check before participating in any council-organised or affiliated events involving vulnerable groups. Enhanced checks should be prioritised for those with regular engagement.

2. DBS Check Register:

Maintain an up-to-date register of all completed checks for councillors, staff, and volunteers. This will ensure compliance and streamline future audits.

3. Budget Review:

Conduct an annual review of the DBS budget to assess adequacy and forecast potential needs based on planned activities and volunteer recruitment.

5. Conclusion

Ensuring all members, staff, and volunteers undergo appropriate DBS checks demonstrates the Council's commitment to safeguarding and community trust. By formalising procedures and reviewing the budget allocation, the Council will meet both legal obligations and community expectations.

Prepared for the Policy and Resources Committee

26th November 2024