

Strong Safeguarding Procedures and Protecting Volunteers

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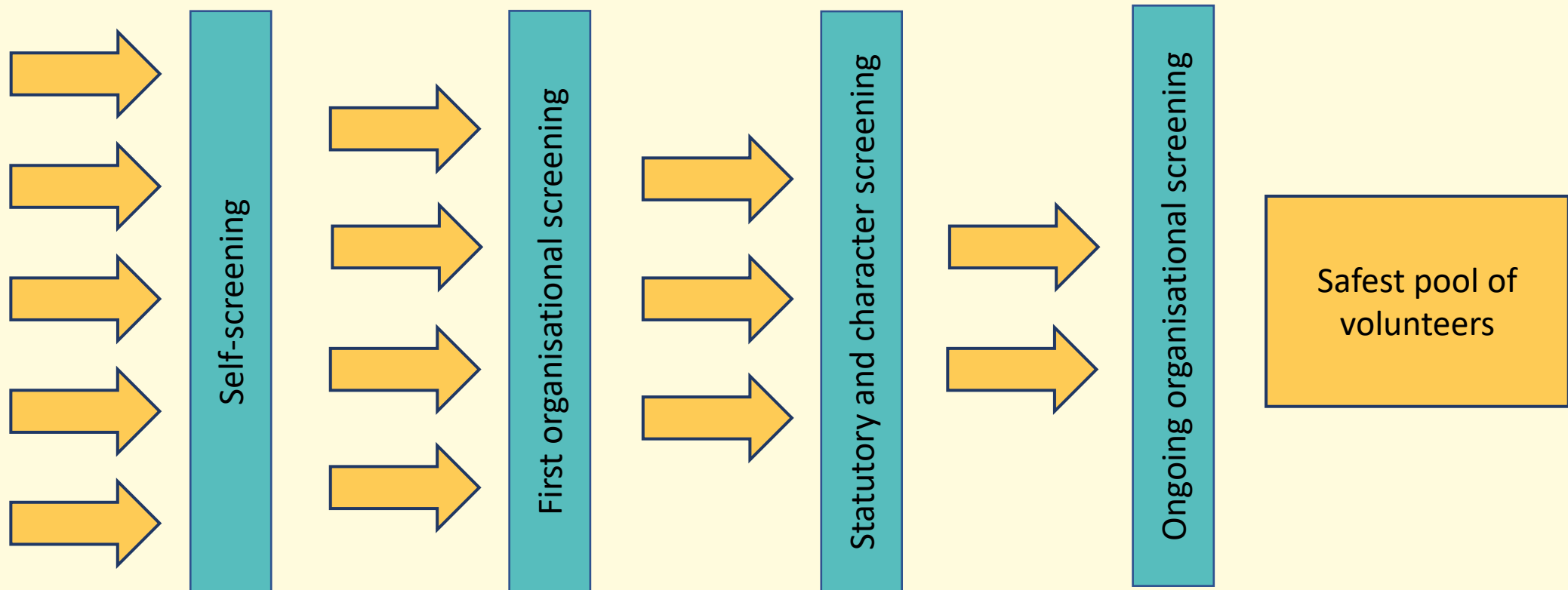
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Objectives:

- Recommendations for ensuring safeguarding practice is embedded into volunteer recruitment and induction processes
- Guidance on determining whether volunteers require a DBS check and understanding the latest DBS policy
- Equipping lone volunteers with the knowledge and resources to stay safe and minimise risks
- Measures to ensure volunteers are protected and feel comfortable whistleblowing

Safeguarding and volunteer recruitment:

Safer recruitment balances the individual privacy rights of the volunteer against responsibilities to children and adults at risk.



Understanding DBS checks:

Basic: Details of unspent convictions and conditional cautions

Standard: Details of spent and unspent convictions, cautions, reprimands and warnings that are held on the Police National Computer, which are not subject to filtering

Enhanced: Details of non-conviction information supplied by relevant police forces, if it is deemed relevant and ought to be contained in the certificate

Enhanced with Barred List(s): Details recorded on the DBS' Barred List(s)

Whether and what DBS check is required:

Standard: the position must be included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975.8

Enhanced: the position must be included in both the ROA Exceptions Order and in the Police Act 1997 (Criminal Records)

Enhanced with Barred List(s): the position must be eligible for an enhanced level DBS certificate and be specifically listed in the Police Act 1997 (Criminal Records) regulations as being eligible to check the appropriate barred list(s).

Questions on DBS policy:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

DBS customer services
PO Box 3961
Royal Wootton Bassett
SN4 4HF
United Kingdom

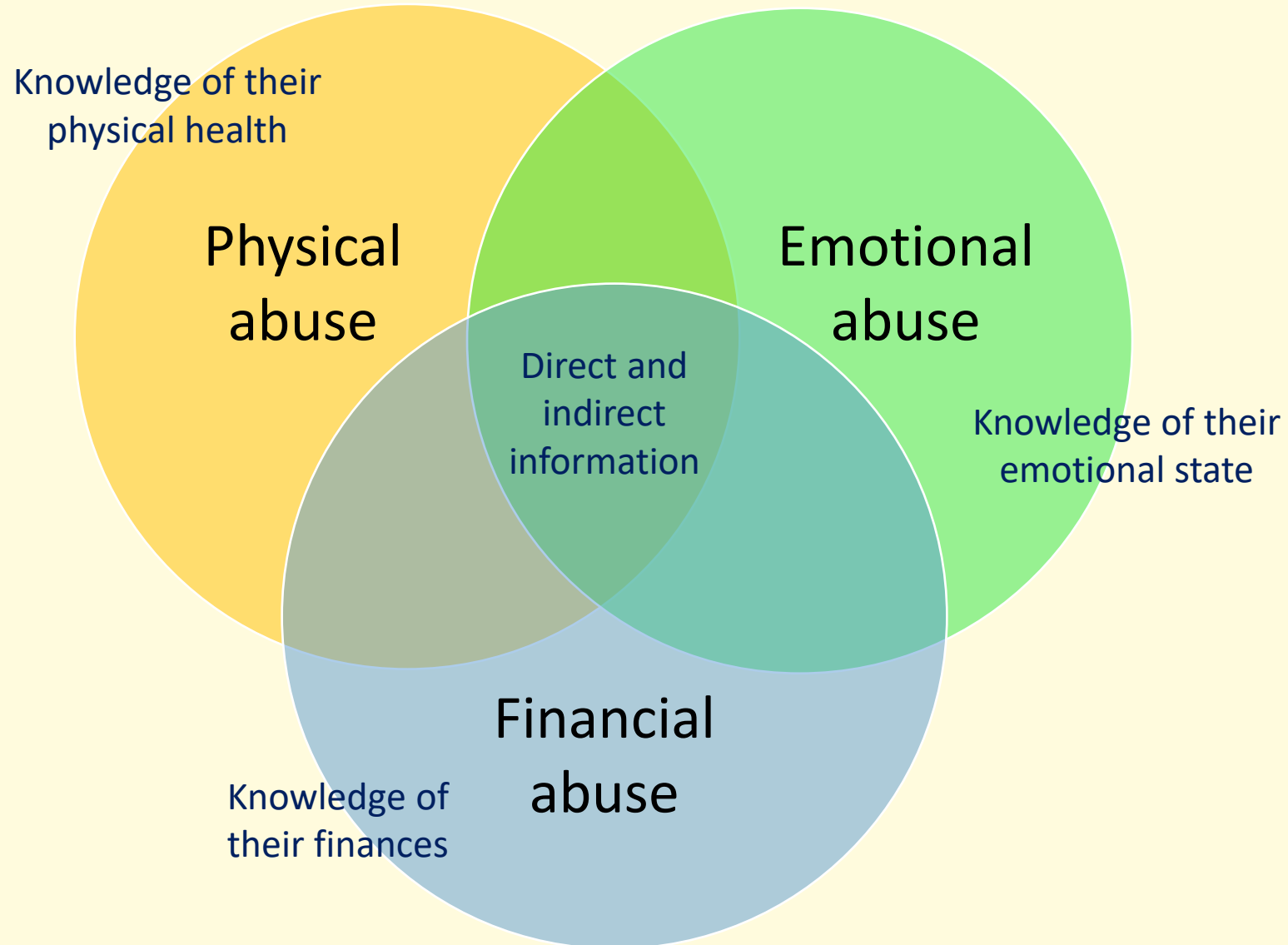
Email: customerservices@dbs.gov.uk

DBS helpline : 03000 200 190

Minicom : 03000 200 192

Welsh : 03000 200 191

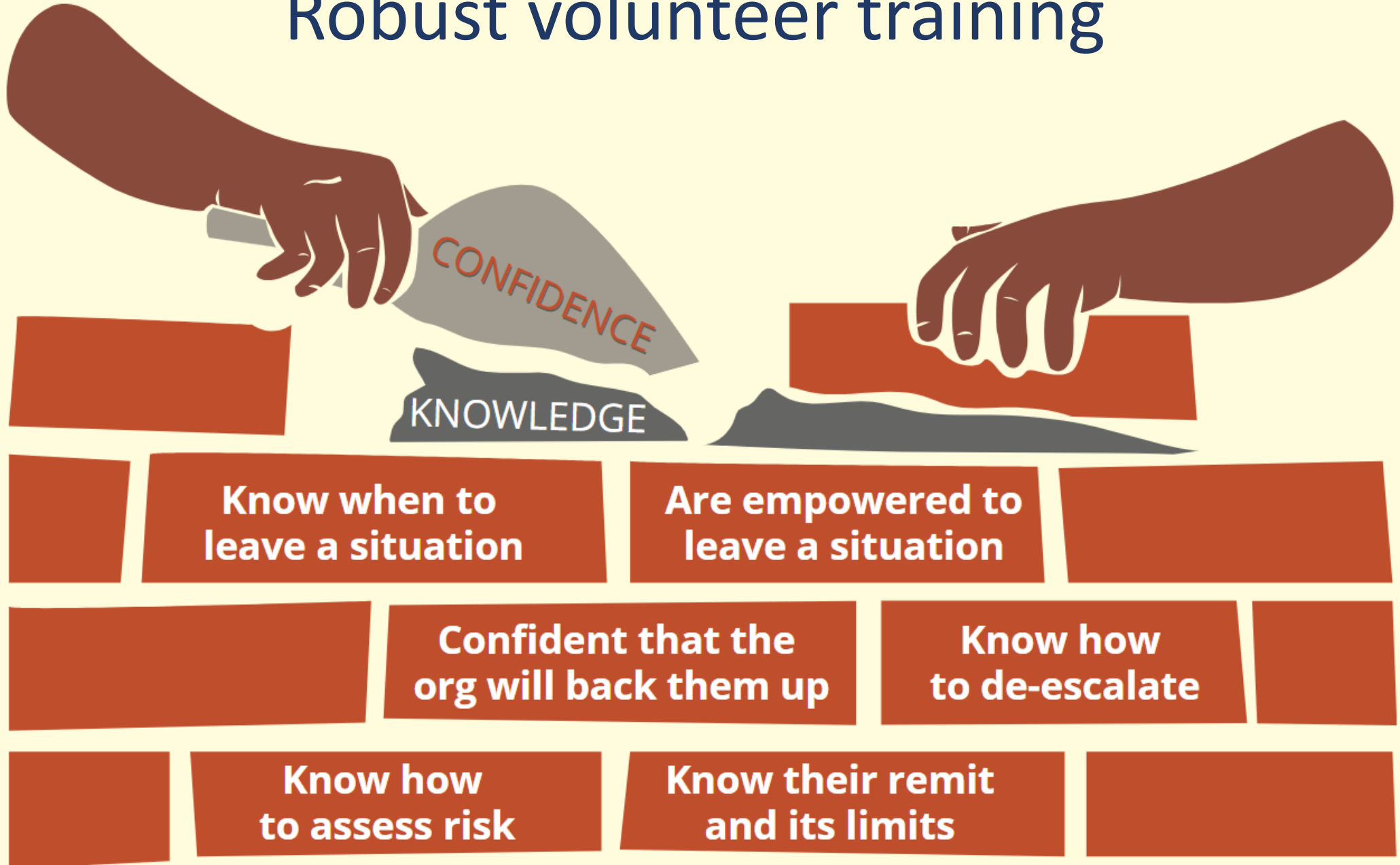
Volunteer role connections to safeguarding



Embedding safeguarding from the beginning



Robust volunteer training



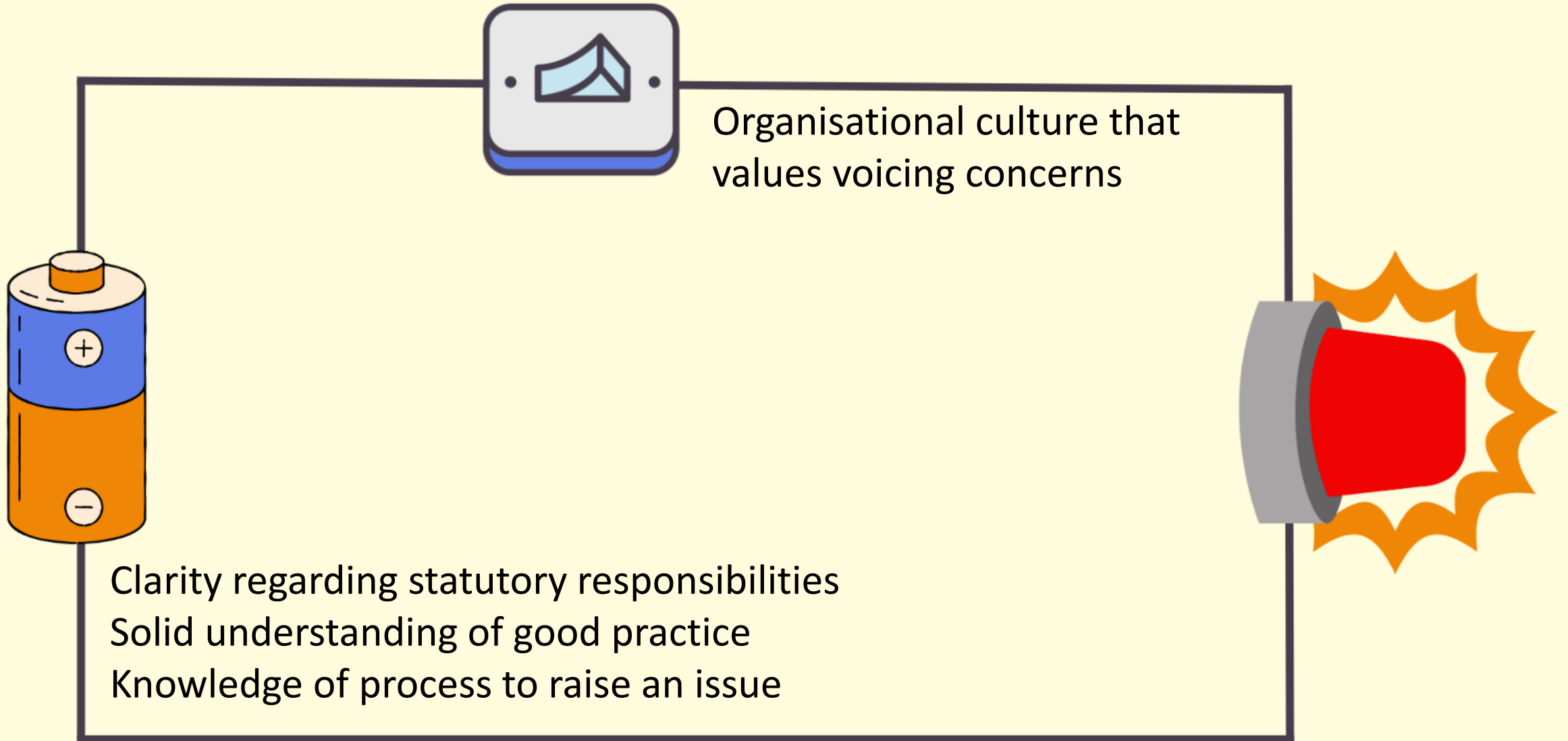


END VIOLENCE AT WORK



1. There is a written violence and aggression at work policy, available to all staff. The policy should also cover lone working.
2. Responsibility for implementing these policies lies with a senior manager.
3. Measures are taken to reduce to a minimum any staff working in isolated buildings, offices or other work areas.
4. Staff are encouraged to report all violent incidents and they are told how to do this.
5. Data on violent incidents is collected and monitored on a regular and ongoing basis.
6. Where they are in place, union safety reps can access this data and are consulted on solutions to issues relating to violence in the workplace.
7. Thorough risk assessments are conducted for staff placed in vulnerable situations.
8. Support pathways are in place for staff who are victims of violence at work, so that they know where to turn for advice and support.
9. Staff are trained on the appropriate way to deal with threatening situations.
10. Where appropriate, independent counselling services are available to staff who are the victims of violence at work.

Volunteers and whistleblowing



Summary

- Safeguarding good practice should be embedded into volunteer recruitment and induction processes
- Volunteers may require a DBS check, the level of which depends on the tasks they are doing
- Volunteers need solid training and induction to feel confident about the knowledge and resources needed to stay safe and minimise risks
- Culture of safeguarding is the biggest factor in volunteers feeling protected and confident to whistleblow when needed