

Disclosure and Barring record check for Trustees

Reference: GVO5c

Effective date: 1 August 2018

Page no: 1 of 2

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Background

As part of its recruitment of trustees, the organisation needs to be assured of both the identity of applicants and their eligibility to serve in the role. Self-declaration is the primary means of achieving this. The organisation also takes up references and a record check with the Disclosure and Barring Service (DBS).

The DBS was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). Windmill Hill City Farm carries out enhanced disclosures on all permanent employees, some sessional workers and regular volunteers, including trustees. An Enhanced DBS check is the highest level of criminal record check. It contains the same police national computer information as the standard check, but also includes a check of police records held locally and information held by the Independent Safeguarding Authority.

Online Applicants Guidance

Applications are made through an online system with the following steps.

- 1) The trustee will receive an email with a link to apply from the DBS provider 'Matrix'.
- 2) Once they have filled in the form, trustees bring suitable identification documents in for inspection by either the Chief Exec or Senior Office Administrator. The online system is updated to indicate that identity has been verified and the record check is undertaken.
- 3) Trustees receive a DBS certificate indicating what is on their record. The organisation receives a notice that either something or nothing is on the certificate.
- 4) If necessary details of the disclosures are discussed with the (potential) trustee, including any potential automatic disqualification (see GV06 Declaration of Eligibility).

As part of the DBS checking process we need to verify original identity documents as outlined in the DBS process (see [ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 - GOV.UK](#) for details).

There are 3 routes of identification. The most straightforward requires one document from Group 1 (Primary identity documents) and two documents from Group 2a (Trusted government documents) or 2b (Financial and social history documents). At least one

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document must show current address. Examples are given below (for comprehensive list please see the link above).

Group 1: Passport, biometric residence permit, driving licence (photo card), birth certificate.

Group 2a: Driving licence, marriage certificate, immigration document

Group 2b: Bank or building society statement, council tax statement, utility bill

If you are unable to provide this documentation, please discuss with either the CEO or Senior Office Administrator an alternative route.

Any questions or requests for assistance should be directed to the Senior Office Administrator.