

7.6 MAN&BOY – DBS (Disclosure and Barring Service) requirements policy

Purpose

This policy outlines the DBS requirements for all staff, volunteers, trustees, and others involved in MAN&BOY activities, ensuring the safety and wellbeing of children and young people.

1. Staff and Volunteers Working with Children

All delivery staff and volunteers who work directly with children and young people are required to hold an **Enhanced Children's Workforce DBS check with Barred List check**.

This requirement applies where individuals:

- Work unsupervised with children and young people, and/or
- Attend or support overnight activities

2. Supervised or Non-Delivery Roles

Staff and volunteers who will **not** work unsupervised with children or attend overnight activities may be eligible for a **standard Enhanced DBS check (without barred list)**.

Examples include:

- Office or administrative roles
- Fundraising activities
- Support roles such as catering

However, as many roles within the charity are flexible and may involve wider responsibilities, the **default position is to require an Enhanced DBS with Barred List check** in most cases.

3. Trustees

As a charity working with children, **all trustees are required to undertake an Enhanced Children's Workforce DBS check**.

While a Barred List check is not a strict legal requirement for trustees, MAN&BOY **strongly encourages inclusion of the Barred List check**. This enables trustees to attend activities and engage with the programme without supervision where appropriate.

4. Programme Participants (Parents/Guardians/nominated responsible adult)

Men attending the programme with their own child are **not required to have a DBS check**, as they are considered service users.

They will:

- Not be left alone with other children
- Not deliver activities or services to others

If the attending adult is **not the child's legal parent or guardian but a nominated responsible adult**, consent from the parent or guardian must be obtained prior to attendance.

5. Visitors

Visitors (including project partners, media representatives, or prospective volunteers) are **not required to hold a DBS check**, provided that:

- They are **accompanied at all times** by a member of staff or volunteer who holds an **Enhanced Children's Workforce DBS check with Barred List check**

6. Responsibility and Compliance

It is the responsibility of the charity to ensure that:

- Appropriate DBS checks are completed prior to individuals undertaking relevant roles. MAN&BOY will apply for a DBS on behalf of the person; this is valid for 3 years from completion
- If an individual holds a DBS as part of the update service due to other work and volunteering, MAN&BOY will use these details to check the status of this DBS, again this will be repeated every 3 years.
- Records of DBS checks are maintained securely
- Roles are assessed regularly to determine the appropriate level of DBS clearance

Review

This policy will be reviewed periodically to ensure compliance with current legislation and best practice.