



Big Bums and Little Bums Ltd - Safeguarding and Child Protection Policy

Big Bums and Little Bums Ltd are committed to creating a safe environment for children, vulnerable young people and adults that are involved in our services.

Big Bums and Little Bums Ltd offers services for young adults and children and all roles within the organisation require a DBS enhanced disclosure application to be completed which will detail spent and unspent convictions, cautions, reprimands, final warnings and other relevant non-conviction information held on the Police National Computer.

All job applicants will be advised that a Disclosure will be carried out in any formal offer of employment. Prior to interview, Big Bums and Little Bums Ltd will encourage applicants to discuss any previous convictions that may be part of the Disclosure. This confidential dialogue will not be made known to those conducting selection interviews but may be discussed with the Senior Management Team as necessary.

Criminal records will only be taken into account for employment purposes where the conviction is relevant.

Only Sarah Robb at Big Bums and Little Bums Ltd will have full access to DBS Disclosures. Information may only be shared between organisations with the consent of the Disclosure applicant.

Big Bums and Little Bums Ltd, is enabled by the legislation to use the Criminal Records Bureau and its Disclosure system to contribute to the assessment of the suitability of applicants and existing volunteers to work with and care for children, vulnerable young people and adults.

The Disclosure will form part of the assessment of a person's suitability and may rule them out regardless of their other skills and talents should the offence(s) be significant and relevant.

Big Bums and Little Bums Ltd will make all decisions in the best interests of children, vulnerable young people and adults and will balance the relevance and significance of the offence(s) and the rehabilitation of the offender with the need to keep children, young people and adults safe.



Policy Statement

1. Big Bums and Little Bums Ltd will comply fully with the CRB Code of Practice, the Re-habilitation Act 1998) and government inter-agency statutory guidance [Working together to safeguard children](#), and will treat all applicants and existing team members and volunteers fairly. It will not discriminate unfairly against an individual on the basis of a Disclosure of conviction or other information received from the DBS.
2. Big Bums and Little Bums Ltd demonstrates the welfare of a child or vulnerable person is paramount by a commitment to the below:
 - the welfare of the child is paramount
 - no child or group of children must be treated any less favorably than others in being able to access services which meet their particular needs
 - all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs
 - the policy is reviewed, approved and endorsed annually or when legislation changes
 - who the policy applies to (ie team members and volunteers)
 - children and parents are informed of the policy and procedures as appropriate
 - all concerns, and allegations of abuse will be taken seriously by trustees, team members and volunteers and responded to appropriately - this may require a referral to children's social care services, the independent Local Authority Designated Officer (LADO) for allegations against team members, trustees and other volunteers, and in emergencies, the police
 - a commitment to safe recruitment, selection and vetting
 - reference to principles, legislation and guidance that underpin the policy
 - arrangements for policy and procedures review
 - reference to all associated policies and procedures which promote children's safety and welfare eg with regards to: health and safety, anti-bullying, protection of children online, and photography
3. Big Bums and Little Bums Ltd make DBS Disclosures mandatory for both existing employees and volunteers as well as new applicants.
4. Big Bums and Little Bums Ltd is committed, in line with our Equal Opportunities policy, to recruiting and retaining volunteers and team members and to their fair treatment regardless of their ethnicity, gender, sexual orientation, age, religion, sensory impairment, physical or learning disability or offending background. Big Bums and Little Bums Ltd recognizes the importance of a mix of talent, skills, potential, background, knowledge and experience and wishes to recruit and retain volunteers on this basis. Big Bums and Little Bums Ltd wishes to positively welcome a wide range of people who can become role models and support to all children, young people and vulnerable adults.
5. As the applicant will be involved either with children, young people or vulnerable adults Big Bums and Little Bums Ltd will consider:
 - Whether the conviction or other matter revealed is relevant to the position in question.
 - The seriousness of any offence or other matter occurred.
 - The length of time since the offence or other matter occurred.
 - Whether the applicant has a pattern of offending behavior or other relevant matters.
 - Whether the applicant's circumstances have changed since the offending behavior or the other relevant matter.
 - The circumstances surrounding the offence and the explanations offered.
6. Big Bums and Little Bums Ltd will ensure that all persons involved in making decisions or recommendations on its behalf following a DBS Disclosure are themselves subject to similar vetting and are properly trained with full knowledge of all the relevant statutory requirements and codes of practice.

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7. Each offence or matter occurred should be reviewed as an individual case. Applicants will be interviewed and given the opportunity to offer further details on their Disclosure.
8. Following the receipt of Disclosure Certificates with significant and relevant offences, Big Bums and Little Bums Ltd will review the appointment and cease the contract of employment should this be necessary.
9. Big Bums and Little Bums Ltd will not generally prohibit a member of team members or a volunteer from working with children, young people or vulnerable adults on the basis of a DBS Disclosure without open discussion about the Certificate with that individual. The exception to this will be if additional information is disclosed by the Police, which Big Bums and Little Bums Ltd is not enabled to share. In such circumstances BBLB retains the right to follow internal disciplinary procedures and if necessary to suspend that person from their work until such time as the issue of additional information has been resolved.
10. Big Bums and Little Bums Ltd will contact applicants and existing team members and volunteers following DBS Disclosure Applications that indicate significant or relevant Big Bums and Little Bums Ltd retains the right to hold the team members or volunteer's decision on a case file as a recruitment decision.
11. Should the applicant/volunteer wish to continue with their application, Big Bums and Little Bums Ltd retains the right to make such investigations as it sees fit and that are reasonable to do. This will be in line with disciplinary procedures.
12. The Disclosure Certificate will be held securely for a maximum of 6 months, after which it will be destroyed by secure means.
13. It is BBLB's policy to ensure that all existing employees and volunteer Disclosures are re-applied for, every 18 months after date of receipt of original Disclosure Certificate.
14. Big Bums and Little Bums Ltd will ensure that the DBS Code of Practice is available to all team members and volunteers. A copy is attached.

Procedure

1. All new team members, volunteers will be asked to complete a DBS Disclosure Application at their induction.
2. They will be asked to produce valid photographic I.D such as a valid photo identity card (EU countries only), passport, driving license, or original birth certificate along with proof of address. The form will then be signed and processed. If none of these documents are available please refer to DBS Guidance.
3. On return of the DBS Disclosure, if the volunteer / team members member has no criminal history listed, the form will be held securely on file for a maximum of 6 months, in line with the company's Data Protection Policy and the Data Protection Act 1998.
4. If a DBS Disclosure returned lists criminal history then point four of the policy statement will be followed.
5. The final decision based on the evidence presented in relation to the Criminal Record Disclosure Certificate will be at the discretion of the Founder of Big Bums and Little Bums Ltd.
6. A record of the Disclosure Certificate will be kept securely on file. Once the 6 month retention period has elapsed, any Disclosure information must be immediately destroyed by secure means. A photocopy or other image of a Disclosure or any copy or representation of the contents of a Disclosure must not be kept. However, notwithstanding the above, a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken may be kept.