

Appendix 1: DBS checks on staff and volunteers

Process for application for a DBS check

All library volunteers are checked by the Powys County Council Library Service.

For other staff and volunteers, Powys County Council Library Service has agreed to undertake DBS checks on behalf of the Knighton Community Centre.

The following process will be followed:

- Volunteer/staff member will supply name, date of birth, address and email address to the Centre administrator
- Centre administrator will email details to the Principal Librarian
- The Principal Librarian will send a link to the volunteer/staff member
- Staff member/volunteer will take key documents (proof of identity and address) to the Centre librarian who will verify the documents
- Powys will undertake the check
- Staff member/volunteer will supply the Centre Administrator with a copy of the outcome
- If any information of concern is recorded, this will be discussed with the staff member/volunteer and the Safeguarding Officer
- A discussion will take place about deployment of anybody with relevant cautions/convictions by the Management Committee
- A copy of the DBS check and any subsequent discussions will be filed in the staff/volunteer file.

DBS eligibility table

The table below sets out examples of volunteer and employee roles the types of checks normally associated with these roles. However, titles do not always indicate the activities carried out, so this list is for guidance only. If there is any uncertainty as to eligibility, please consult the Safeguarding Officer or Powys County Council.

VOLUNTEER AND EMPLOYEE ROLES

Role	Eligibility	Level and type of DBS check
Administration Officer	Eligible	Enhanced
Barperson	Not eligible	
Café volunteer	Not eligible	
Caretaker	Eligible	Enhanced
Children's worker/volunteer	Eligible	Enhanced. But if role involves taking children to the toilet then Enhanced with child barring list
Drop In Volunteer	Eligible	Enhanced
Flicks in the sticks Volunteer	Not eligible	
Hub Coordinator	Eligible	Enhanced
Information Assistant	Not eligible	
Library Volunteer	Eligible	Enhanced check already undertaken by Powys County Council
Market Manager	Not eligible	
Market volunteer	Not eligible	
Playleader	Eligible	Enhanced
Soup from the Hub Meet and Greet volunteer	Eligible	Enhanced
Befriender	Eligible	Enhanced
Phone befriender	Eligible	Enhanced
Kitchen volunteer	Not eligible	
Waiting on volunteer	Eligible	Enhanced
Trustee/member of the Management Committee	Advised	Enhanced
Volunteer Coordinator	Eligible	Enhanced