



## **DISCLOSURE AND BARRING SERVICE POLICY FOR BUNGALOW YOUTH PROJECT**

The policy applies to all helpers/volunteers, staff and anyone working with, or on behalf of, Bungalow Youth Project.

### **The purpose of this policy:**

To ensure our club undertakes Disclosure and Barring Service (DBS) checks for members of staff, helpers and/or volunteers when necessary and treats confidential disclosures appropriately by:

- Understanding the legal requirements for undertaking a DBS check
- Following the DBS check processes as required
- Having procedures in place for the collection, storage and disposal of confidential materials which meets the General Data Protection Regulation (GDPR)
- Ensuring that guidelines are kept up to date by regularly reviewing them.

### **Sign Off on Policy**

**Name:** Fanny Jackson **Position:** Charity Director

**Signed:**

**Dated:** 01/09/2024

**We are committed to reviewing our policy and good practice guidelines annually.**

This policy was last reviewed on:

September 2022

September 2023

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