



West Somerset Railway Heritage Trust

Registered Charity No. 265564



Disclosure and Barring Service Policy

Introduction.

The Museum recognises its obligations in safeguarding our volunteers in everyday contact with visitors, particularly vulnerable groups, and young people. This is set out in the WSRHT Safety Policy and is underpinned by the arrangements for the Disclosure and Barring Service [DBS] set out in this policy.

The DBS does not provide direct guidance as to how many of the WSRHT volunteers should, if `eligible` [see below], be in receipt of a DBS check, this is decided by the WSRHT as `employer`. As a charity the Trust is regarded here as an `employer` in respect of its duty of care to both volunteers and visitors.

The Trust is legally responsible for ensuring that the volunteer is entitled to apply for the job role. Just coming into contact with a vulnerable group does not mean `eligibility` exists. It has therefore been decided that all current Museum volunteers, including Trustees, will be invited to register for a **Basic** DBS check.

Certain managers, nominated Departmental Safeguarding Leads [see below], are deemed to be eligible and complete **Enhanced** DBS checks in recognition of their roles within the organisation. Individuals already holding such valid certificate may be deemed to be covered under DBS transfer arrangements.

The Trust Safeguarding Lead [see below] is responsible for the development, application and review of the Trust Safeguarding Policy, including the DBS arrangements set out in this policy. He will co-ordinate the application and registration of all DBS checks and maintain a register of compliance in accordance with the standards and criteria set out in the Safeguarding Policy.

Disclosure and Barring Service and the WSRHT.

The Basic DBS check involves checking an individual's criminal history, unspent convictions and conditional cautions against the Police National Database. This may be carried out on-line by the individual. This approach satisfies West Somerset Railway Heritage Trust (WSRHT) purposes at the present time. It will be reviewed if changed circumstances require a higher level of DBS checking of volunteers in specific roles.

Every day and General Museum Visits.

Children or vulnerable persons who attend the museum, remain the responsibility of their parent or guardian, for the duration of their visit. Therefore, due to the circumstances, any contact Museum staff have with the children or vulnerable persons, can be classed as incidental. There is no legal requirement in these circumstances to apply for a DBS check, but, as indicated above, the Trust wishes that all Museum volunteers, including Trustees register for the Basic DBS check.

Model Railway Group

The Model Railway Group [MRG], an integral part of the Gauge Museum, comprises an MRG Manager with adult operatives supported by younger people. The duty of care for the younger members of the group means parents and guardians need to be re-assured that WSRHT personnel with whom they are in direct contact are safe and appropriate adults for that role.

School Visits.

The Learning Team and those staff that come into direct contact with school parties as part of their duties will have a DBS clearance. School parties remain the responsibility of the school staff, but schools may consider it important to know that WSRHT personnel with whom they will interact are safe and appropriate adults for that role.

Procedure.

- 1) The DBS application and clearance can be made on-line. The costs [currently £18 per individual] should be paid within 10 days of application by the Trust.
- 2) Volunteers, when applying for a DBS check `on-line`, should contact their Departmental Safeguarding Lead to register their interest. Individuals may opt to progress their application:
either -
 - a) either on-line at home,or -
 - b) with the support of the Trust Safeguarding Lead on-line at the Gauge Museum

Individuals are re-assured that any discussions concerning their DBS registration and application will be treated in the strictest confidence. An individual will be required to produce documentation required for personal identification such as a passport or driving licence and verification of proof of address such as utility bill or credit card statement. Any copies of associated documentation, including check certificates will be filed securely under confidential cover.

- 3) New volunteers: Museum Stewards will be required to apply for basic DBS check upon starting and this will be a pre-condition for Learning Assistants and MRG Operators. This is reflected in the respective volunteer role profiles.

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- 4) The Trust Safeguarding Lead will maintain a log of all registered applicants. He will support individuals and work with those volunteers who use the Museum facility for on-line applications.
- 5) Individuals should receive their results within 3 - 14 days of application, typically 10 days.
- 6) Progress will be monitored, and support provided where necessary.

Criteria for an Enhanced Check

The main area of concern is for those WSRHT staff, including volunteers involved in `regulated activity` in relation to children [those under 18 years of age. This is work that may involve teaching, training, and children; and working in specified places, including schools or supervising work -experience placements. To qualify as a regulated activity such work will be done unsupervised and will require an Enhanced check against the relevant barred list. Consideration will also be given to Enhancement checks for WSRHT staff, including volunteers whose work may involve working alone with a vulnerable adult.

This will be progressed as necessary with the individual role holder on a 1 to 1 basis.

If the Trust deems there is no eligibility for a check at Enhanced level, individuals can apply for the Basic DBS check as above. Any queries may be referred to the Trust Safeguarding Lead, including possible carry-over by holders of DBS current certificates.

Contacts:

- Trust Safeguarding Lead: John Robinson.
- Departmental Safeguarding Lead: Ian Camp [for Museum Stewards].
- Departmental Safeguarding Lead: Helen Anson [for Learning Assistants].
- Departmental Safeguarding Lead: George Legg [for MRG Team].

Review.

- 1) The Board/Trustees will review this Policy not later than once every year.

DOCUMENT CONTROL

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Version No	Date Approved	Revision
0.1	September 2019	First Issue of document.
0.2	January 2024	Policy Reviewed by WSRHT Board and Amended.
0.3	February 2024	Published February 2024, Review date February 2025.

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