

Disclosure and Barring Service (DBS) Checks

Almost without exception, every community transport group in Cornwall undertakes DBS checking of its drivers to help provide reassurance to their passengers, who are often vulnerable adults. It is also a condition of Cornwall Council in providing community transport grants that drivers must undertake DBS checking and safeguarding training every 3 years. Cornwall Council has, however, advised that volunteer drivers working with vulnerable adults in the charity sector are eligible for free “enhanced DBS checks”.

When checking criminal records, LAMA undertakes to treat all applicants for driver positions fairly and will not discriminate automatically because of a conviction or other information revealed. Although not registered directly with the DBS, LAMA will, where appropriate, endeavour to comply fully with both the “DBS code of practice” and the “DBS sample policy on the recruitment of ex-offenders”, which may be found at:

- <https://www.gov.uk/government/publications/dbs-code-of-practice>.
- <https://www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders>.

Appropriate safeguarding training will be included within LAMA’s Minibus Driver Awareness Scheme (MiDAS) training and enhanced DBS checking will be undertaken on LAMA's behalf by "Age UK Cornwall and the Isles of Scilly" (Age UK). The LAMA Secretary will coordinate the LAMA DBS process, which includes obtaining the required DBS forms and checking Identity Documents (IDs). The process is fully described at:

- <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

When you have completed your DBS form, the secretary will need to undertake a physical check of 3 of your IDs from the lists below. These documents must be originals, not copies, but the secretary will need to send copies to Age UK. It would be helpful if you could provide copies to the secretary, who otherwise will need to photograph them. Once the

application process is complete, all copies taken of your IDs will be destroyed, both by LAMA and by Age UK.

Primary ID Documents (at least one document from this list is required; these documents may also be used as your 2nd and 3rd ID):

- Passport.
- UK biometric residence permit.
- UK current driving licence photocard (full or provisional).
- UK birth certificate (issued within 12 months of birth).
- UK adoption certificate.

Secondary ID Documents (one of these documents may be acceptable if you genuinely have no primary ID; they may also be used as your 2nd and 3rd ID):

- Foreign current driving licence photocard (full or provisional).
- UK current paper driving licence (full or provisional).
- UK birth certificate (issued after 12 months of birth).
- UK marriage/civil partnership certificate.
- Foreign immigration document, visa or work permit.
- UK forces ID card.
- UK firearms licence.

Other Supporting ID Documents (these may be used as your 2nd and 3rd ID, but original documents only, not home printed):

- Recent mortgage statement.
- Recent bank or building society statement or account opening confirmation letter.
- Recent credit card statement.
- Recent financial statement (eg, pension or endowment).
- Recent P45 or P60 statement.
- Recent council tax statement.
- Recent utility bill.
- Recent benefit statement (eg, child benefit or pension).

LAMA will not receive a copy of your DBS check result. The only copy that is sent out is the one that is sent to you as the subject of the check. For LAMA to see the result, you must present it to them. For this process to have any validity, LAMA must see the original certificate and not a copy. There are also legal restrictions as to what LAMA can copy and retain. Consequently, the secretary will maintain a confidential "DBS Check Register" and record the following information:

- Your surname and forename(s).
- The date when your DBS check form was forwarded to the DBS processing organisation and the name of that organisation.
- The date your DBS certificate was inspected by someone within LAMA and the name of the person inspecting it.
- The DBS check level, the certificate number and its date of issue.
- The position applied for and the outcome of the DBS check, which will be either:
 - "Accepted", in which case you may continue driving as a LAMA driver, or
 - "Rejected", in which case you will no longer be allowed to continue as a LAMA driver.

If your DBS certificate records only "NONE RECORDED" and "NOT REQUESTED" entries (ie, it is clear), then the outcome of your DBS check will be recorded as "Accepted".

If your results are anything different, then you will be invited to attend a meeting with two LAMA committee officers to discuss your results. The two LAMA officers will most likely be the LAMA Committee Chair and the LAMA Training Officer. The object of the meeting will be to determine your suitability to continue driving for LAMA. You will need to present your original DBS certificate at this meeting and the senior LAMA committee officer will record your certificate details as outlined above. At the end of the meeting, the outcome of your DBS check will be recorded as either "Accepted" or "Rejected". No other information will be recorded and all discussion at the meeting will remain confidential.

When inviting you to present your DBS certificate for inspection, the secretary will offer you 4 options as follows:

- **Option 1.** You present your original certificate and the secretary will record your certificate details as outlined above. If the certificate is clear, the secretary will record the outcome as "Accepted". If it is not clear, the secretary will advise you that you will need to proceed with option 4 below.
- **Option 2.** You allow another LAMA committee officer or fellow driver to see your original certificate and you provide them with a copy of it. The person inspecting the original certificate must annotate and sign the copy as being accurate and they must forward it to the secretary, who will then proceed as for Option 1 above. The secretary will destroy the copy once his register has been updated.
- **Option 3.** You may resign as a LAMA driver (hopefully not!).
- **Option 4.** You may request an interview with two LAMA committee officers to discuss your results, the process for which is described above.

If you do not choose one of these options, then the outcome of your DBS check will be recorded as "Rejected" and you will no longer be allowed to continue as a LAMA driver.