

## SAFEGUARDING & DBS POLICY STATEMENT

### Document Summary

This policy statement provides guidance on the effective use of the DBS Disclosure process to safeguard the children and adults who access our services.

### Key points:

- EFT Group Ltd have committed to provide safeguard training to our employees during 2020. This will be provided in two formats. Apprentices undergoing EFT's Apprenticeship scheme will automatically undergo Safeguard training as part of their syllabus. Employees who communicate with customers will also undergo the same course provided by Skills for Security.
- EFT Group Ltd. is committed to safeguarding the welfare of those accessing its services through the effective use of the DBS Disclosure vetting process for all relevant groups of employees.
- 100% of front line and visiting staff are DBS certificated and screened to BS7858
- The guidance set out in this DBS Policy Statement relates to employees, volunteers, agency staff and contractors/sub-contractors.
- Throughout this document where a "DBS Disclosure or check" is referred to, this covers all types of DBS check (i.e. standard/enhanced/enhanced + children and/or adults barred list check).
- Where the term 'vulnerable adult' is used, this is where an adult is in receipt of, or accessing a service, which leads that adult to being considered vulnerable at that particular time.
- EFT uses the DBS Disclosure process as part of a range of checks for assessing the suitability of preferred candidates, volunteers, contractors, agency staff, those transferring within EFT and the continued employment of those in specific roles which require reassessment.
- EFT obtains and makes decisions based on information provided on DBS Disclosures in accordance with the Data Protection Act, the DBS Code of Practice, the Rehabilitation of Offenders Act and the regulations of the Department for Education (DFE) and the Department of Health (as regulated by OFSTED and CQC).
- This Policy should be read in conjunction with EFT Group Ltd.'s Employment of Ex-Offenders Policy and the Storage and Retention of DBS Disclosures Policy.

Signed on behalf of the Board of Directors:



Adam Watts

Position: **CEO**

Date: 01/01/2021