



KILLAY COMMUNITY COUNCIL (CYNGOR CYMUNED CILÂ)

Disclosure and Barring (DBS) Policy

Background:

What is a DBS Check?

A DBS (Disclosure Barring Service) check is a way for employers to check a candidate/employee's criminal record to help them decide whether they are suitable and safe for a role. In simple terms, a DBS check is a process used in England and Wales, to identify relevant offences spent and/or unspent in an individual's criminal record. The depth of the check will vary depending on the role. DBS is unable to access criminal records held overseas.

The types of check are as follows:

- A Basic check highlights unspent convictions and conditional cautions, and employers can carry this out for any kind of role.
- A Standard check flags any spent and unspent convictions, cautions, reprimands and final warnings.
- An Enhanced check is a more thorough check of someone's criminal record history: it includes all the details of a Standard check, as well as information from local police that's considered relevant to the role.
- A higher level of Enhanced DBS check, known as an Enhanced check with Barred Lists, which shows the same as an enhanced check, plus whether the applicant is on the list of people barred from doing the role.

Convictions become 'spent' following a rehabilitation period. This period varies depending on the recorded conviction.

Note that access to Standard, Enhanced, and Enhanced with Barred List(s) DBS checks is **only** available to employers who are entitled by law to ask an individual to reveal their full criminal history, including spent convictions - this applies to specific job roles such as health, care and education employees.

The results of the candidate's DBS check are reported on a DBS certificate which is sent to the candidate. Depending on the kind of DBS requested (Basic, Standard or Enhanced), the certificate will show varying levels of detail.

A DBS check has no official expiry date. Any information included will be accurate at the time the check was carried out. It's up to an organisation to decide when a new check is needed.

Do Councillors need a DBS check?

There is no national statutory requirement for community councillors to have DBS checks, but some councils require them as best practice to promote high standards of conduct. Councils decide on their own policies for these checks, often making Basic DBS checks a requirement for all members to undergo periodically.

Killay Community Council's Policy

KCC does not offer direct services, does not manage community buildings, holds only public events, and requires a parent or guardian to attend events with children - that is to say, they must not be unaccompanied. This limits risks and certainly means that community councillors should not be working alone with children or vulnerable individuals.

In co-opting new councillors an application form assesses their eligibility and a short interview is held with the individual at a full Community Council meeting. A national code of conduct also applies to all members and co-opted members of community councils who are required to sign up to it as part of their declaration of acceptance of office.

However, community councils have a duty to promote high standards, and in the absence of national rules, KCC considers that it is best practice to carry out a Basic DBS check for all new community councillors to maintain public trust and confidence.

Councillors must have a basic DBS check within 1 month of being elected. Thereafter, DBS checks will be repeated every three years.

Note that DBS checks are to be carried out for all existing councillors at the adoption of the policy.

The Clerk for the Community Council will make the application for a basic DBS check with a councillor's consent, and the Community Council will meet the cost of the check (£21.50 as at September 2025).

A record will be kept by the Clerk that the DBS certificate has been received and a councillor will receive a copy of their personal DBS check. The Community Council will only hold the information whilst the individual is a councillor.

Version 2: Date Adopted 26th November 2025

Signed:



Clerk to the Community Council: Sue Bagley