

**Pocket Money Adventures (PMA)**

# **DBS, Safer Recruitment and Suitability Procedure**

Eligibility-led checks | proportionate controls | partner assurance

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Approved by: Nathan Waldron | Next review due: 31 January 2027

## Document control

<b>Document title</b>	<b>PMA - DBS and Safer Recruitment Procedure</b>
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## Version history

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Summary of changes</b>
<b>1.0</b>	28 January 2026	Nathan Waldron	Initial issue
<b>1.1</b>	31 January 2026	Nathan Waldron	Interim leads assigned (safeguarding/data/finance)
<b>1.2</b>	31 January 2026	Nathan Waldron	Support email set as official contact
<b>1.3</b>	31 January 2026	Nathan Waldron	Companies House registration details added

## How to use this document

This policy pack is designed for delivery in schools and community settings. Where PMA operates on a school site, the school's safeguarding procedures take precedence. PMA staff and partners must still follow this policy and escalate concerns immediately.

## 1. Purpose

This procedure sets out how PMA determines the appropriate level of Disclosure and Barring Service (DBS) check, completes safer recruitment steps, and assures the suitability of staff and delivery partners.

## 2. Key definitions

- Regulated activity (children): certain roles and activities defined in legislation. If a role is regulated activity, barred list checks are required.
- Enhanced DBS check: includes spent/unspent convictions plus relevant police information where appropriate.
- Enhanced DBS with barred list(s): includes barred list status and is only available where legally eligible.

## 3. Principles

- Eligibility first: PMA only requests the level of check that a role is legally eligible for.
- Proportionate: checks reflect real contact, supervision, and setting.
- No lone working by default: PMA delivery is designed to be group-based and school-led to reduce risk and increase transparency.
- Clear records: PMA keeps a secure DBS and suitability log.

## 4. Recruitment and onboarding steps

- Role description includes safeguarding responsibilities and supervision arrangements.
- Application screening and interview includes safeguarding questions and scenario prompts.
- References obtained (minimum two) and checked before start date where possible.
- Identity and right-to-work checks completed.
- DBS check completed where eligible (see Section 5).
- Signed Code of Conduct, safeguarding declaration, and confirmation of understanding of PMA Safeguarding Policy.
- Induction completed before any delivery activity.

## 5. DBS decision process

PMA uses a role risk assessment to determine the correct DBS level. The assessment considers setting, frequency, supervision, and whether the role meets the legal definition of regulated activity.

### 5.1 Typical PMA scenarios (examples)

- On-school-site delivery with a teacher present at all times: may not meet regulated activity; Enhanced DBS may still be appropriate depending on frequency and duties.
- Unsupervised or regular one-to-one activity with children: high risk; likely regulated activity and requires Enhanced DBS with children's barred list if eligible (PMA avoids this by design).
- Office-based / no contact with children: DBS usually not required; suitability still assessed.

## 5.2 Barred list checks

Barred list checks are only requested where the role is legally eligible (typically regulated activity). Where required, PMA will ensure the correct barred list check is completed before the individual begins regulated activity.

## 6. Volunteers, contractors and delivery partners

- Volunteers: treated the same as staff for safeguarding; DBS level depends on the role's eligibility and risk assessment.
- Contractors: must provide evidence of suitability checks and may be required to complete a DBS check via an agreed route.
- Delivery partners: PMA requires written confirmation of safeguarding policies, staff training, and DBS/suitability checks for anyone delivering PMA content.

## 7. DBS renewal and DBS Update Service

- PMA reviews DBS status at least every 3 years (or sooner if required by a host organisation or funder).
- Where appropriate, PMA encourages staff to use the DBS Update Service and records status checks (with consent).
- Any new information disclosed must be reported immediately to PMA DSL/Owner for risk assessment.

## 8. Handling disclosures and risk assessment

A DBS certificate may contain information that requires consideration. PMA does not use a blanket approach. A fair, documented risk assessment will be completed considering relevance to role, seriousness, recency, patterns, and safeguarding risk.

- Where needed, seek advice from safeguarding professionals and follow legal/HR guidance.
- Decisions and rationale are recorded securely and access is restricted.

## 9. Record keeping (DBS and suitability log)

- PMA does not retain DBS certificate copies unless strictly necessary and lawful. Record only: certificate number, date of issue, level of check, workforce, barred list (if applicable), and who checked it.
- Logs are stored securely with access limited to authorised roles.
- Retention follows the PMA retention schedule.

## 10. Review

This procedure is reviewed annually or after changes to DBS guidance or PMA delivery model.