

DBS guidelines for Bristol Library Service Friends Groups

DBS checks are a UK wide requirement for anyone running an event or activity with children and/or vulnerable adults. As a public service and building a library must provide a safe environment for all people using it inside and outside opening hours. Bristol Library Service requires adequate DBS checks from Friends Groups who are planning to run events.

A DBS is a check of your criminal record which will show details of all spent and unspent convictions, cautions, reprimands and final warnings held on central police records (apart from protected convictions and cautions). A DBS check helps to prevent unsuitable people from working with vulnerable groups, including children.

Friends groups must organise and pay for their own DBS checks. Bristol Library Service are only able to do checks for our own staff and volunteers. The checks are usually done very quickly if there are no issues and must be put in place **AT LEAST A WEEK** before any event/activity involving children/vulnerable adults **AND SHOWN WITH ACCOMPANYING ID** (for example passport or drivers licence) to the library supervisor.

How to apply for DBS checks

Information on suitable online services to use to apply for DBS checks can be found here:

<https://www.gov.uk/request-copy-criminal-record>

For events with children and/or vulnerable adults

An event when the library is OPEN

- i) There must be at least 2 people running the event. One of these MUST have a current DBS – from the Friends Group. If this is not the case (eg waiting for a certificate to arrive or the Friends Group has no funds) then a current DBS (within the last 12 months) from another organisation/setting is acceptable. A copy of this (photo or scan) with accompanying ID must be shown to the library supervisor prior to the event taking place.
- ii) Children under the age of 8 must be accompanied by an adult.
- iii) A Risk Assessment is required. This must include information about what to do if an unaccompanied child is not collected at the end of the session.

An event when the library is CLOSED

- i) There MUST be at least 2 people running the event. BOTH MUST have a current DBS which library staff MUST see prior to the event taking place. The event cannot take place without Bristol Libraries seeing the DBS certificate. The DBS MUST be for working with children.
- ii) It is preferable that ALL children attending the event MUST be accompanied by an adult - if not then parental permission is required to mitigate the potential risks of:
 - a child being left at the end of the activity
 - a child being taken ill/ getting upset
 - the building needing to be evacuatedThis can be a simple sign in sheet where parents can leave their name and a contact telephone number for the duration of the activity.
- iii) A Risk Assessment is required which includes actions in case of the potential risks outlined above.

If you need further advice please contact library.ideas@bristol.gov.uk

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