

## Whissendine Good Neighbour Scheme

### Disclosure and Barring Service (DBS) Officer



Responsible for management of DBS process for all volunteers.

- Maintain records of all volunteers' DBS certificate reference numbers
- Be the named contact for the umbrella body (Rutland County Council for WGNS)
- Arrange the issue of online application forms for new volunteers
- Verify required ID documents, as specified on DBS application form
- Record details of new applicants: date of application, reference no. of application form, reference number of DBS certificate once issued to volunteer
- Assist, if required, in completion of on- line application form
- Issue WGNS identity cards. This involves printing, laminating and recording date and number of the ID card, with a lanyard if volunteer is a driver.