

# **Lymington Care Group**

## **Notes for intending volunteers**

Thank you for your interest in joining the Group as a volunteer. We value the important and essential contribution which our volunteers make in helping to provide our services. We know from feedback received that our clients do so as well.

You will appreciate that many, if not all, of our clients should be considered vulnerable through age, infirmity or poor health. As part of our 'Safer Recruitment' process, we undertake background checks on any volunteer having contact with clients. One check is to require a certificate from the Disclosure and Barring Service (DBS) indicating whether or not the applicant has a previous criminal history which might be of concern.

This note sets out what we do and will signpost you to a number of other documents, which we need to draw to your attention. Please read these carefully and, if you have any queries, please discuss them with our Safeguarding officer, Brian Cox, who is also the Group chairman.

As a Group, we are affiliated to Good Neighbours Network (GNN), which is an umbrella organisation for groups such as ours and falls within the scope of the Portsmouth diocese. We have the benefit of having our DBS checks undertaken through GNN, which itself obtains that service through a specialist company called Thirtyone:eight. That company places obligations of confidentiality of information on GNN regarding the certification process it conducts and the resulting information. We, as participants in the process, are obliged also to maintain such information confidentially.

### **1. Lymington Care Group Privacy Notice**

This document covers all our activity and sets out how we comply with our obligations regarding the processing, use, retention and disposal of personal information. It applies equally to personal information about you and about clients. As a volunteer, you will get to know certain personal information concerning clients and their health status, to which the policy applies. You must comply with the terms of that policy as regards any such information you get to know.

### **2. Lymington Care Group Handling of DBS Certificate Information policy**

This document relates specifically to information relating to you which you give us or which we receive in the course of DBS checking. We are required by GNN and Thirtyone:eight to handle any such information in accordance with the policy. We are also required to provide you with a copy of the policy, which please read.

### **3. Disclosure and Barring Service certificate**

You will need to apply online for a DBS check – we do not see the information you provide. Your certificate will be sent to you. We will ask to see it and will keep a note of some information, such as its date of issue and its reference number, for admin purposes, such as tracking renewal dates. We do not keep a copy of your certificate itself. In practice, the amount of information about you which comes to our knowledge is limited.

#### **4. Lymington Care Group Volunteer Confidential Information form**

Our Safeguarding officer will ask you to provide the information in the Confidential Declaration Form and, as part of the online process, will be required to confirm that he has seen two forms of personal ID to confirm you are who you say you are and where you live.

#### **5. Other documents you need to read**

We are required to draw to your attention some further documents which can be found on the internet by searching for these terms:

- Disclosure and Barring Service Code of Practice
- Thirtyone:eight's Statement of Fair Processing

I confirm that I have been given the documents numbered 1, 2 and 4 above.

I have understood the information above and I agree that:

- the Group may hold, use, store and eventually dispose of information about me as outlined in the relevant policy
- I will comply with the Group's policies regarding the protection of confidential information of others
- if my DBS certificate discloses any matter of concern to the Group, they may seek guidance and advice on such matter from GNN and/or another specialist adviser, including any necessary disclosure of information provided by me and may, in their absolute discretion, decide whether to continue with my appointment as a volunteer.

Name:

Date: