



**West Wight Timebank is a community project  
that operates under Action 4 Support CIC**

**PROCEDURE TO FOLLOW RE DBS CHECKS FOR MEMBERS OF  
THE WEST WIGHT TIMEBANK**

Reviewed and agreed January 2016 and October 2018

The National Lottery Community Fund which funds our WWTB says:

‘We would really expect people who work with children and vulnerable adults to have been DBS checked. If there are two people doing the work, one of them should have had a DBS check and should stay with the child/vulnerable adult at all times. The particulars of our ways of working with children and vulnerable adults should be specified in your safeguarding policies and procedures’.

|                            |
|----------------------------|
| New Timebank member        |
| Completes application form |

Discussion with Coordinator if they would like to work offer

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West Wight Timebank, Lavender Cottage, Main Road, Newbridge, Isle Of Wight,  
PO41 0TX

Tel: 07872 304 294 Email: [info@wwtb.org](mailto:info@wwtb.org)

Website: <http://action4support.co.uk>

Action 4 Support CIC Company Number: 11307451





exchanges that would involve children or vulnerable adults -which is explained as 'self disclosure' on our membership form.

If they describe themselves as vulnerable the coordinator asks them if they would like to give further information verbally about this.

Do they hold an enhanced DBS certificate that relates to both children and vulnerable adults?

If yes- is this dated within the last year and the individual is at the same address? Coordinator to see the DBS certificate  
They can be matched with WWTB members who have requested exchanges for activities that involve children e.g. Babysitting or vulnerable adults e.g. Befriending/companionship

If no- request a new DBS check is done on line through WWSCC which WWTB will pay for or through TBUK (paper copy only) completing paperwork with Coordinator. They can undertake exchanges when the Coordinator has seen their certificate.

WWTB members who hold a DBS certificate will need to renew on a three yearly basis

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