



# **DISCLOSURE AND BARRING CHECKS POLICY**

## **Staff and Apprentices (Learners) Disclosure and Barring Checks**

## **Purpose**

The Disclosure and Barring Checks Policy is to ensure that Skills to Group fulfils its responsibilities and obligations for safeguarding of children, young people and adults with whom Skills to Group Staff are in contact as part of their work and also for the assurance of the individual, external agencies and Skills to Group itself.

## **Scope**

This policy sets out those roles where a disclosure is required, depending on the level and name of the contract with vulnerable individuals.

Skills to Group will be mindful of its duty of care and one's legal obligations such as those under Health and Safety at Work Act 1974, Data Protection Act 1998, Safeguarding Vulnerable Groups Act 2006 and Equality Act 2010.

## **Relevant Roles and Postholders**

The DBS provides two levels of disclosure is 'Standard' and 'Enhanced' which apply to different roles and activities.

Support staff who do not have direct or unsupervised access to apprentices (learners) will undergo a 'Standard' check.

Trainers, Assessors and Coordinators will undergo an 'Enhanced' check.

Team Leaders, Managers, Senior Managers will undergo an 'Enhanced' check as part of their role, at times include support to the above staff.

HR will need to be aware of the alert to the implications for staff progressing or moving between roles where the levels of checks requirements differ.

Checks will be renewed on a 3 yearly basis. However all staff for whom a check is required are obliged to inform Skills to Group of any change in their criminal record that might affect their role.

## **Process**

HR will be responsible for obtaining DBS disclosures. This will be incorporated into recruitment and selection process for those positions for which a disclosure is required. It will be made clear in further particulars for the positions that a check will be required.

New Staff will be given guidance on completing the application form and what documentation needs to be produced.

As there will be a delay in recording the disclosure form from the DBS, the member of staff may commence work so long as the manager conducts a risk assessment and ensures suitable supervision.

The HR coordinator handling of DBS disclosures will ensure compliance in relation to storage and handling retention and disposal of DBS checks.

If a disclosure is returned with information contained within, the HR coordinator will inform the staff member's line manager, a member of the senior management team to decide what steps to take. Having a criminal record will not necessarily bar an individual from working within Skills to Group, the partnerships of the DBS – Recruitment of ex-offenders policy statement will be followed in such circumstances.

Copies of DBS disclosures uploaded into the appropriate logbook and PeopleHR in the staff members records.

Checks will be renewed on a three yearly basis. However, all staff for whom checks is required are obliged to inform Skills to Group of any change in their criminal record that might affect their role.

### **Recruitment of Ex-Offenders**

As an organisation using DBS to assess staffs suitability for positions of trust, Skills to Group complies fully with the DBS Code of Practice and under takes to treat staff fairly.

We will not discriminate unfairly against any subject of a DBS certificate on the basis of conviction or other information revealed.

We are committed to the fair treatment of its staff, potential staff and users of our service, regarding of age, disability, gender reassignment, marriage or Civil Partnership, pregnancy and maternity, race, religion or belief, Sex, sexual orientation or offending background.

We actively promote equality of opportunity for all with the right mix of talent, Skills and potential and welcome applicants from a wide range of candidates, including those from with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

Where a DBS certificate is to form part of the recruitment process, we encourage all candidates called for interview to provide details of their criminal record at an early stage in the application process.

The interviewer will pose this question to the candidate during the interview process unless the nature of the position allows Skills to Group to ask questions about the candidate's entire criminal record we only ask about unspent convictions as defined in the rehabilitation of Offenders Act 1974.

All interviewers, along with the HR coordinator will have access to guidance and expertise through the organisation's safeguarding team, suitably trained to identify and assess the relevance and circumstances of offence.

As part of Skills to Group's disclosure of Offences procedure, the final decision on suitability should be sought for final approval from a member of the senior management team.

## **Policy Regarding Apprentices (Learners) Entering into a Care Workplace Environment**

For some of our apprentices (learners), the environment in which they are entering requires that they are DBS checked at an enhanced level. Currently this is Childcare and HSC.

It is the responsibility of the coordinator to manage the process. The coordinator will raise a purchase order and send out the DBS link to the apprentice (learner) and collect ID needed for HR to verify and process the apprentice's (learner's) application.

### **Pre-Apprenticeship (Currently Study Programme) Unemployed Apprentices (Learners)**

Transitional (transferable within 12 months) fee will be paid by Skills to Group.

### **Apprenticeship and Pre-Apprenticeship Employed**

The employer will pay for the enhanced DBS Check. Skills to Group upon receipt of an invoice from the employer will reimburse the cost after successful completion of the 6 month probationary period.

### **Document Control**

This policy will be reviewed annually or earlier if deemed necessary

Date Last Reviewed: February 2021

Date to be Reviewed: February 2022

### **Authorised By**

Signed



**Sharon Chaffe  
Managing Director**