

DISCLOSURE AND BARRING SERVICE POLICY & PROCEDURE

It is the Policy of Compass Community Ltd to undertake Disclosure and Barring Service (DBS) Checks on staff (*in line with eligibility to obtain such checks*), foster carers (including household members aged 18yrs+ in England & Wales) and any other identified personnel who are in a position of trust and with regular access to the children we care for or as directed by regulatory guidance. In addition to this Policy Statement, any staff member handling DBS Checks are bound by the DBS Code of Practice and they have a duty to familiarise themselves with its content.

Purpose

We use the Disclosure and Barring Service (DBS) to support our recruitment decision making processes regarding the suitability of applicants for positions of trust. Compass Community complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act.

Frequency

DBS Checks will be undertaken as part of recruitment processes and renewed every 3 years in England and Wales (as per good practice guidance - Fostering Standards).

Storage & Access

As an agency we do not retain copies of DBS certificates. Instead, and as a way to evidence, monitor and renew, Senior/Team Administrator update Foster Track for foster carers and the HR team update HR.Net for staff; Scan and save Identity Document Checklist and Disclosure Returns Form to relevant electronic file.

NB: If you are unable to satisfy the document evidence process, you must contact your Senior Administrator (for Operations) or HR Department (for Staff) who will advise you of the Identity 2 & 3 route process/identity verification.

Handling

Information will only be shared with relevant persons in the course of their specific duties relevant to the recruitment and vetting processes.

E.g.: An Administrator may open a DBS Check received, as part of their duties of opening the post; a Social Worker may view the DBS Check as part of the assessment of the applicants. It does not necessarily have to be the authorised signatory that can only have sight of the DBS Check.

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Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Disposal

Once information has been transferred from the DBS Certificate to the DBS Returns Form (internal Std Form), the original DBS will be returned to the individual. DBS Returns Forms & Identity Document Checklist will be scanned to the relevant electronic folder.

Process

HR / Staff Recruitment

As part of the recruitment process enhanced DBS checks will be undertaken on all staff (*including Form F Assessors, Panel Members, Sessional Support Workers etc*).

- a. Original ID is obtained from the Applicant at interview and provided to HR. Should further documents be required, these will be requested by HR, who will provide the Applicant with the DBS Identity Checklist Guidance. Once all ID is received, the DBS Identity Checklist is completed and saved to the staff file.
- b. The DBS application is created on-line by HR and an email sent to Applicant advising of this.
- c. Applicant receives an email from the on-line service containing a link, where the application form is completed.
- d. Once the application form has been completed, HR completes the ID Section and submits the application.
- e. Once the check is complete, HR and the Applicant receive an email confirming the outcome. The Applicant will also receive a paper copy Certificate.
- f. The issue date, Renewal Date (2.5 years from date of issue) and Disclosure Number are recorded on HR.Net and the Disclosure Returns form is completed and saved to the staff file. Staff are also guided to the DBS Website for further guidance.