

Disclosures Policy

What is a DBS Check?

The Disclosure & Barring Service (DBS), provides access to criminal record information through its Disclosure service. The DBS was established on the 1st December 2012, with the merge of the Criminal Records Bureau (CRB) and the Independent Safeguard Authority (ISA). This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that which involves children or vulnerable adults.

Applying for a Candidate DBS Check

Applications can be made through your administrators. Please ensure you check and submit the correct Identity documents¹ as supporting evidence for the application.

Please note that forms will be returned by the DBS to the counter signatory if completed incorrectly.

Once the DBS Check has been completed, the applicant will receive the certificate. Certificates are no longer issued to the registered body.

Types of DBS checks

You need to make sure that the candidate is legally entitled to apply for a DBS check. It will depend on the nature of the job, work or position being carried out by the individual you want to check. The Home office provides a guidance list of eligible positions. The minimum age that someone can be asked to apply for a DBS check is 16 years old.

The DBS offer the following types of checks:

Standard DBS check - Standard checks contain details of an individual's convictions, cautions, reprimands or final warnings recorded

Enhanced DBS check - An enhanced check contains the same details as a standard check, together with any information held locally by police forces that it is reasonably considered might be relevant to the post applied for.

Enhanced DBS with list checks - An enhanced check with the list checks contains the same details as the Enhanced DBS, plus a check on the appropriate barred list, (children and Adult).

¹ <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications>

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Cost of DBS Checks

DBS Check Fees

Type of check	Fee
Standard DBS check	£26
Enhanced DBS check	£44
Enhanced DBS & barred lists check	£44

Volunteers will not be charged for the DBS checks, but this is monitored and if the role does not fall into the requirement of a volunteer application, a charge may be incurred. The DBS define a Volunteer as:

'A person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than, or in addition to, a close relative.'

Synergy Medical will pay the DBS Check fees of each worker registered for work via our agency.

How long does a DBS check take?

The DBS advise that the processing times are approximately:

Standard Checks in 2 weeks
Enhanced Checks in 4 weeks

Update Service

If an individual has registered for the DBS Update Service you can carry out a status check free of charge, if you are entitled to do so. You must answer yes to all the below to be entitled to carry out the check:

- Do you have the applicants consent?
- Are you legally entitled to the same level of the DBS certificate? Standard or Enhanced?
- Is the DBS certificate the correct workforce type that you require?
 - **Child Work force:** any position that involves working with children
 - **Adult Workforce:** any position that involve working with adults
 - **Child and Audits workforce:** any position that involves working with children and adults
 - **Other workforce:** any eligible position not working with children or adult
- Does the DBS certificate contain the information which your are legally entitled to see such as Barred List checks (children and/or adults)
- Have you checked the persons DBS certificate matches their identity

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Storage and handling of DBS Checks

From the 17th June 2013 the DBS stopped issuing Employer Copies of the DBS certificates. There are still employer copies in circulation therefore they must be correctly stored and handled.

All DBS Checks should be kept securely in a non-portable locked drawer or cabinet and the key held by your team manager or director. Access can only be given to those parties who are entitled to see it as part of their duties.

DBS certificates should be kept no longer than necessary and also in line with any requirements within client contracts.

Information should be recorded on the candidate's file before the DBS is confidentially wasted.

Candidates will receive a copy of the DBS certificate for their own records directly from the DBS.

Entering DBS Information on Talisman

On receipt of a DBS please fill in the following areas on Talisman:

Candidate Diary: note stating receipt of the DBS and which consultant has been informed of the DBS result

Candidate Extra Tab: log the type of DBS and start / expiry dates under "DBS Check",
Candidate Extra Tab: change "Unspent Convs" to "Yes" if applicable

Candidate Extra Tab: log the DBS disclosure number under "DBS Disclosure No."

Candidate Document: please save the DBS check statement

Please Note: DBS documents should not be scanned and stored on Talisman
If the Update Service is used to perform a Status check you can screen print and record this information, but the information must be stored and handled as above.

Disclosing information and Portability

Information revealed through a DBS check can only be passed to individuals who need to see it as part of the recruitment decision for which the DBS check was requested. This also applies to any additional information provided by the police under cover of a separate letter.

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If you are contacted by another organisation about a previously issued DBS check, you can only:

- Confirm whether or not the information provided reflects that which appears on your copy of the DBS check
- State if the police did or did not issue additional information issued under cover of a separate letter - no specific details can be disclosed.

The registered body's DBS certificate cannot be given to the person requesting the information. Template statements are available on the intranet.

Checking an Overseas Candidate

The DBS cannot currently access criminal records held overseas, but in a small number of cases overseas criminal records are also held on the Police National Computer and these would be shown as part of a DBS check

Some candidates may provide their own certificate of good conduct or overseas criminal records check from their own country. To establish the standard of these documents you will need to contact either the relevant authorities in the relevant country or their official representatives in the UK. Contact details for Embassies and High Commissions can be obtained on the FCO website (Foreign and Commonwealth Office) www.fco.gov.uk.

In the absence of the above documents, the DBS provides information on how an individual can obtain a copy of their own certificate of good conduct or criminal record check. Obtain contact details for the police checking/vetting service in the relevant country that can supply a document confirming that an individual has or has no convictions. This information may also be available from the relevant Embassy or High Commission

How long is the DBS Check Valid for?

DBS Checks have no period of validity as the information on all disclosure checks is a snapshot in time at the point that the checks were completed.

Regular checks must be made on the candidates DBS status. You must make sure that on submission of a candidate for a role, the DBS criminal check is for the correct type of workforce and issued within the timeframe acceptable to the client. If the candidate is registered with the DBS Update Service this check can be preformed online instantly.

You must ensure that you have a satisfactory tracking system in place to record all DBS checks processed by your division, candidate name, Talisman/ID number, DBS number, date sent off, date received from candidate and when effective from and also the date the client requires a further check.

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