Disclosure and Barring Service (DBS) Checks - Summary of Process

DOES THIS POST NEED A PRE-EMPLOYMENT DBS CHECK?

Does the post involve any of the following?

- Work involving regulated activity with children (under the age of 18 years) or vulnerable groups such as the infirm, elderly or mentally ill.
- Healthcare professionals and health service appointments e.g. doctors, nurses, dentists, etc.
- Veterinary surgeons
- Barristers and solicitors, chartered/certified accountants and financial services appointments
- Work involving matters of national security e.g. some civil service posts, defence contractors, etc.

If YES – a DBS check is required.

If NO – no further assessment of criminal records is required.

Is a Standard, Enhanced or Enhanced for regulated activity check required? (See DBS Guidance for Managers for further information).

Once the level of the required DBS check is established, the recommended wording should be incorporated in both the job advertisement and person specification.

Once the recruiting department has identified a successful candidate, they should raise a GL journal to transfer the required fee to the relevant HR account (further details are available here). They should then forward a contract request form and the GL journal approval notification email to their HR Manager. to subscribe to the DBS update service, which can be done when they apply for a DBS check or within 14 days from the date of issue of the DBS certificate.

The candidate should complete the form and return it to the HR Manager who will verify their proof of identity, complete the remaining sections of the form and submit the form to the DBS for processing. Payment for the initial DBS check is covered from a central fund.

Candidates subscribing to the update service will need to be given a status check consent form in order to gain permission to carry out annual DBS checks.

The DBS will send a copy of the Disclosure directly to the applicant. The applicant will need to show their original certificate to HR within the time frame set out in the DBS guidance for managers. An unconditional job offer can then be confirmed or reviewed.

HR will confirm the disclosure has been completed successfully to the manager and store and dispose of the Disclosure in accordance with the principles outlined in the policy statement on the Secure Storage, Use, Retention & Disposal of Disclosures.