

Children's Services DBS Policy and Procedure

Summary

Purpose	To give clear guidance to officers within Childrens Services on the expectations regarding DBS Checks for staff
Scope	This procedure is for individuals who need to request, manage and administer DBS checks within Childrens Services.

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Glossary

DBS Disclosure and Barring Service
ID Identity Documents

1. Introduction

- 1.1 Some roles require a Disclosure and Barring Service (DBS) check to be undertaken, and clearance in place prior to commencing work. It is the council's responsibility to do everything possible to safeguard vulnerable people; checks carried out by the DBS provide information to help managers make safer decisions around recruitment, continuing employment and access to premises by contractors and agency workers.

2. Dorset Council Policy

- 2.1 Dorset Council requires employees who work in regulated activity with children, whether supervised or unsupervised, to have an enhanced DBS with Child barred list check. This is because members of staff cannot always be supervised at all times to the level required under the statutory definition.
- 2.2 Volunteers who undertake personal care or are not always closely supervised also need an enhanced DBS check and barred list check.
- 2.3 Many Childrens Services Staff work with vulnerable families and/or young people up to the age of 25 years and will therefore require an enhanced DBS with Adults and Child barred list check, the requirement for each role will be indicated within the role requirements.

3. Recruitment

- 3.1 Before employees (requiring DBS check) start work Managers must ensure that they request and receive the result and view the DBS certificate if information exists before confirming an individual in their role.
- 3.2 Any verbal offer of employment made by managers for posts requiring a DBS check must be made conditional upon the check being satisfactory. If it is essential for the individual to commence duties prior to clearance, this must be confirmed as part of a written offer of employment, so it is important that you indicate that the check remains outstanding when you submit your request to HR to issue the offer letter.
- 3.3 Applicants can only start work (whether as employee or volunteer) in non-regulated activity (work which doesn't require a check of the barred list) before the DBS check has been completed if the responsible Corporate Director or their delegated representative has given approval AND a risk assessment* has been completed
- 3.4 DBS checks relating to regulated activity must be completed prior to the commencement of employment. Applicants can only start work in a position that requires a regulated check before the DBS check has been completed if:
 - a) they will not be undertaking regulated activity until the full DBS check has been received and
 - b) the responsible Corporate Director or their delegated representative has given approval AND a risk assessment* has been completed.
- 3.5 Completed and signed Risk Assessments should be sent to the Childrens Service business unit admin email cs-servicesupport@dorsetcouncil.gov.uk. The Risk assessments will be sent to HR and held within the Business Unit for audit purposes.

4. Renewals

- 4.1 A DBS certificate has no expiry date, but it is council policy that DBS rechecks will be carried out every 3 years on a rolling basis. The relevant head of service has discretion to not carry out the 3 yearly recheck where a risk assessment indicates it is not necessary. The head of service will need to take into consideration the rechecking requirements of any regulatory body (e.g., Ofsted and CQC).
- 4.2 If the employee is a member of the DBS Update Service managers can use the Update Service for rechecking purposes as long as the check is for the right workforce at the right level and if the individual has given their permission. The [DBS update service permission form \(Word\)](#) will need to be completed and signed and sent to the Childrens Service business unit admin email cs-servicesupport@dorsetcouncil.gov.uk permission forms will be sent to HR and held within the Business Unit for audit purposes.

5. Risk Assessments

- 5.1 Managers must undertake a [DBS Risk Assessment- positive disclosure \(Word\)](#) when
- a) an applicant or employee declares information relating to their criminal record status
 - b) the DBS returns a positive (non-blank) check for an individual
- 5.2 A [DBS Risk Assessment starting employment without DBS clearance \(Word\)](#) must be completed by the manager in the case of:
- a) a new employee where their anticipated start date is before the DBS check has been returned (see the section 'before an employee who requires a DBS check starts work'),
 - b) an individual is being engaged who has been resident overseas and cannot obtain the equivalent of a disclosure from their country of residence (see the overseas applicants section)
 - c) a contractor is being used who doesn't meet the requirements for portability (see the engaging contractors section below)
 - d) a DBS update service has been undertaken which states that a new check is required, and this hasn't been completed prior to starting
- 5.3 A [DBS requires renewal form \(Word\)](#) must be completed by the manager when a current employee's DBS check requires renewal, either due to the period of time that has elapsed since the last DBS check, or because the individual has declared something which may affect their DBS status.
- 5.4 A [DBS requirement changed mid-employment form \(Word\)](#) must be completed by the manager when a DBS requirement for an existing

employee's position has changed mid-employment and the person does not have the required level of check, or has no check at all.

6. Procedure

- 6.1 All DBS checks for Staff will be processed by the Childrens Services DBS Business Unit a request to undertake a check should be requested by completing the [Childrens Services DBS check Request form](#).
- 6.2 Childrens Services DBS Business Unit will require three forms of ID for the applicant, a full list of acceptable ID can be found at <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021>
- 6.3 For new staff it is the recruiting managers responsibility to ensure that any identity documents provided Childrens Services DBS Business unit will only require clear scanned digital copies. These will be deleted when the check is submitted.
- 6.4 Current Dorset Council Employees will need to send the relevant ID documents to the Childrens Services Business Unit email cs-servicesupport@dorsetcouncil.gov.uk. Once they have completed the online applicant form of the check.
- 6.5 Please note if Childrens Service DBS business unit does not receive the relevant ID documents within 3 weeks of start of check the application will be archived.
- 6.6 Childrens Service DBS business unit does not receive or keep copies of DBS certificates, when the check is complete the recruiting/ current manager will be notified of result as provided by Employment Check.
- 6.7 Childrens Services DBS Business Unit will require a copy of all risk assessments and permission forms completed in line with guidance laid out in this procedure, HR will be provided with a copy, and they will be held within the business unit for audit purposes. You can contact the Childrens Service DBS Business unit at cs-servicesupport@dorsetcouncil.gov.uk.