# DBS POSITIVE DISCLOSURE PROCESS

If an individual’s DBS check is returned with details of convictions noted, it is important that the University acts promptly and appropriate in reviewing the circumstances and possible impact.

In doing so, any details noted on the DBS should be considered in the light of all relevant circumstances including:

* the nature of the offence
* how long ago the offence was committed
* the relevance of the offence to the post for which the DBS check was undertaken
* whether the applicant/role holder has a pattern of offending behaviour
* whether the applicant/role holder’s circumstances have changed since the offending behaviour
* the circumstances surrounding the offence and the explanation(s) offered by the applicant/role holder

**What steps should be taken?**

1. The applicant/role holder’s recruiting/line manager must speak to the individual concerned to discuss the content of the disclosure. Prior to doing so the recruiting/line manager should speak to their HR Officer to discuss any contentious issues. If the individual is an existing post holder the line manager will inform them that they may be placed on restricted duties until the University has reviewed their case fully.
2. A summary of the key points of discussion should be prepared by the applicant/role holder’s recruiting/line manager by completion of **PART A** and **PART B** below**.** Both the applicant/role holder’s recruiting/line manager and the applicant/role holder, for whom the DBS check relates to, must sign the form as being an accurate record of the discussion held. The form should be returned to the Senior HR Officer (Projects & Business Processes) ([pos002@bangor.ac.uk](mailto:pos002@bangor.ac.uk)) or the Executive Assistant to Director & Deputy Director (Operations) ([pos402@bangor.ac.uk](mailto:pos402@bangor.ac.uk))
3. The completed form will be considered by a DBS Disclosure of Convictions Panel normally consisting of:

* Recruiting/Line Manager
* Head of School (in Schools where fitness to practice needs to be considered)
* HR Officer for relevant employing School/Department
* University Safeguarding & Prevent Officer
* Senior HR Officer (Projects & Business Processes)

The panel will review details of the case, taking into account all relevant circumstances, and decide on whether the individual may continue to be offered the role / continue in role or whether an offer must be withdrawn / recommend suspension whilst an investigation takes place. The Panel’s decision will be noted in **PART C** below.

1. In the event that the Panel recommend suspension, full details of the review will be passed to the Director of Human Resources for final review and agreement to suspend, or otherwise. The Director of Human Resources will record their final decision of the recommendation in **PART D** below.
2. The applicant/role holder will be informed of the University’s final decision.

**REPORT TO THE DBS DISCLOSURE OF CONVICTIONS PANEL**

**PART A** (To be completed by Recruiting / Line Manager)

|  |  |
| --- | --- |
| **DETAILS OF APPLICANT / ROLE HOLDER** | |
| **APPLICANT / ROLE HOLDER’S NAME** |  |
| **DEPARTMENT/SCHOOL/COLLEGE** |  |
| **POST / JOB TITLE** |  |
| **RECRUITING / LINE MANAGER NAME** |  |
| **EXPECTED START DATE IN POST / START DATE OF DBS ROLE** |  |

|  |  |
| --- | --- |
| **INFORMATION FROM DBS DISCLOSURE** | |
| **DBS REFERENCE NUMBER** |  |
| **DBS CERTIFICATE DATE OF ISSUE** |  |
| **DETAILS OF CONVICTIONS/CAUTIONS/REPRIMANDS**  **(include exact wording from the DBS Certificate)** | |
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**PART B** (To be completed by Recruiting / Line Manager and agreed with Applicant / Role Holder)

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| **NOTES OF DISCUSSION BETWEEN RECRUITING / LINE MANAGER AND APPLICANT / ROLE HOLDER** | | |
|  | | |
| DATE DISCUSSION HELD |  | |
| We, the undersigned, agree that the above notes represent an accurate record of the discussion held | | |
| APPLICANT / ROLE HOLDER’S SIGNATURE | |  |
| RECRUITING / LINE MANAGER’S SIGNATURE | |  |

**PART C** (To be completed by a HR Representative)

|  |  |  |
| --- | --- | --- |
| DBS DISCLOSURE OF CONVICTIONS PANEL **OUTCOME OF REVIEW** | | |
| **NOTES OF DISCUSSION/ DECISION**  (considering all relevant circumstances, together with information presented in **PART A** and **PART B** | | |
|  | | |
| PANEL DECISION | Applicant may continue to be offered role o  Offer to applicant to be withdrawn o  Staff member may continue to work in role o  Recommend to Director of HR that staff member o  be suspended role. | |
| DATE OF PANEL MEETING |  | |
| We, the undersigned, agree with the decision indicated above | | |
| RECRUITING / LINE MANAGER | |  |
| HEAD OF SCHOOL\* | |  |
| HR OFFICER FOR DEPARTMENT/COLLEGE | |  |
| UNIVERSITY SAFEGUARDING & PREVENT OFFICER | |  |
| SENIOR HR OFFICER (PROJECTS & BUSINESS PROCESSES) | |  |

\*in Schools where fit to practice needs to be considered

**PART D** (To be completed by Director of HR)

|  |  |
| --- | --- |
| **REVIEW OF RECOMMENDATION FOR SUSPENSION** | |
| **FINAL DECISION**  (considering all relevant circumstances, together with information presented in **PART A**, **PART B** & **PART C** | |
| I agree with the DBS Disclosure of Convictions Panel’s recommendation, in line with the reasons outlined below, that the staff member be suspended from role o  I do not accept the DBS Disclosure of Convictions Panel’s recommendation that the staff member be suspended from role for reasons indicated below o | |
| DIRECTOR OF HR SIGNATURE |  |
| DATE OF SIGNATURE |  |