

Appendix 5

Disclosure and Barring Service (DBS) Check Procedure Flow Chart – New Appointments

1. College/School/Department

Completes Post Requisition Form indicating DBS required having checked against HR and DBS guidance.

2. HR

Check Post Requisition Form and should DBS be required, check Job Description and ensure advert and position details include requirement for DBS.

3. Candidate

Interviews convened.

4. HR

Candidate asked to bring in ID Documents and complete DBS application.

Successful candidate sent a letter of offer noting the requirement of satisfactory DBS clearance. They are also sent a DBS application form, a copy of the DBS Privacy Policy and related consent form alongside their contract of employment.

5. Candidate

Completes DBS form and DBS Privacy Policy consent presenting these alongside original ID to HR.

6. HR

The Checker verifies ID and Countersignatory checks and signs DBS form. Form is sent to DBS for processing.

7. Candidate

Upon its receipt, candidate presents copy of DBS Certificate to HR on or before their expected start date in post. If it is not received by expected start date the College / School / Department are required to notify HR of aspects of the role that may / may not be undertaken until receipt of DBS Certificate.

8. HR

If DBS Check clear - continue with recruitment process.

If DBS Check highlights offences - DBS Panel convened to review consulting with the candidate as appropriate.

DBS Risk Assessment Undertaken and decision to proceed with recruitment process or retract offer.