



PRIFYSGOL  
**BANGOR**  
UNIVERSITY

**Disclosure and Barring Checks (DBS) Policy**

<b>Rev</b>	<b>Date</b>	<b>Purpose of Issue/Description of Change</b>	<b>Review Date</b>
1.	05/11/2018	Updated Policy and process	3 years
<b>Policy Officer</b>	<b>Senior Responsible Officer</b>	<b>Approved By</b>	<b>Date</b>
Director of HR	Senior HR Officer	Campus Unions Forum	05/11/2018

### **Purpose of the Policy**

The Disclosure and Barring Service (DBS) has been established under the Protection of Freedoms Act 2012 and merges functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

The purpose of this policy is to state the University's procedures on the use of Disclosure and Barring checks within the staff recruitment process.

The policy operates on the basis that all student and volunteer DBS checks are managed centrally by the employing departments and all staff DBS checks, including for students who are employed as staff by the University, are managed centrally by Human Resources. The policy supports a process that enables the University to recruit based on objective criteria that is fair and equitable and free from bias.

### **Scope**

This policy is applicable to all staff employed as staff recruited both internally and externally to the University, and to all on both permanent and fixed-term contracts, who require a DBS check as part of their employment at the University. It will be made available to applicants at the outset of the recruitment process where a DBS request for disclosure of their criminal record will be required as part of the application process.

### **Responsibility**

It is the responsibility of the Director of Human Resources, reporting to the Human Resources Task Group and the Executive to implement, monitor and review this Policy across the University.

Deans of College, Heads of School, and Heads of Department are responsible for the implementation and dissemination of the Policy within Colleges and Professional Services ensuring compliance.

### **Core Principles**

1. The University will use the Disclosure and Barring Service (DBS) to obtain information to enable it to assess the suitability of applicants for employment for posts working with vulnerable groups or in positions of trust.
2. The University will remain mindful of its duty of care and other legal obligations such as those it owes under the Health and Safety at Work Act 1974, the General Data Protection Regulation (2016/679 EU), the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012) and the Equality Act 2010.
3. The University acknowledges that while it is under an obligation to obtain disclosures from the DBS for some staff and students, it is important to achieve a balance based on the assessment of the risk involved in

particular roles and activities being carried out and recognising the legal limits on the range of positions for which checks may be sought.

4. The University will ensure that DBS checks will be undertaken and processed in a professional, timely and responsive manner and in compliance with current employment legislation.
5. The University will provide appropriate training, development and support to those involved in DBS checks in order to ensure that they are aware of their responsibilities.
6. The University will comply with the DBS code of practice when processing data as part of the DBS checking procedures including the secure storage, handling, use, retention & disposal of DBS disclosures and disclosure information and with its obligations under the General Data Protection Regulation (2016/679 EU).
7. The University will review the policy and accompanying procedures in response to changes in legislation or practice.

### **Supporting Policies and Procedures**

- Academic, Managerial & Professional Staff Disciplinary & Grievance Policies
- Support Staff Disciplinary & Grievance Policies
- Child Protection Policy
- Fixed-term Contract Policy
- Policy regarding the Security, Storage and Retention of Applicant/Staff Disclosure / Criminal Records Information
- Recruitment and Selection Policy - Accompanying Procedures
- Research Ethics Policy
- The University's Privacy policy
- DBS Policy and Procedures including Privacy Policy

### **Relevant Legislation (Including, but not limited to)**

- The Criminal Justice and Court Services Act 2000
- General Data Protection Regulation (2016/679 EU) (GDPR)
- The Equality Act 2010 and Statutory Duties (Wales) Regulations 2011(SI 2011/1064)
- ISA Guidance on Vetting and Barring ISA Referral Guidance
- The Police Act 1997
- The Protection of Children Act 1999 and The Children Act 2004
- The Management of Health and Safety at Work Regulations 1999
- The Protection of Freedoms Act 2012
- The Provision and Use of Work Equipment Regulations 1998
- The Rehabilitation of Offenders Act 1974 (Exceptions) Order
- The Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012
- The Sexual Offences (Amendment) Act 2000

## **Appendices**

### **Appendix 1**

Procedure for Disclosure & Barring Service (DBS) Checking

### **Appendix 2**

Regulated Activity

### **Appendix 3**

Policy Statement on the Recruitment of Ex-Offenders

### **Appendix 4**

Policy regarding the Security, Storage and Retention of Applicant / Staff Disclosure / Criminal Records Information

### **Appendix 5**

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

### **Appendix 6**

Roles and Responsibilities - Lead Countersignatory / Countersignatories and Checkers