

Appendix 1

Procedure for Disclosure & Barring Service (DBS) Checking

1. Determination of Level of Disclosure

The recruiting manager will determine whether a DBS check is required for the post and the appropriate level.

For positions **working with children and vulnerable adults (in receipt of a regulated activity)**, an Enhanced, with or without a Barred List check, DBS certificate will be requested. This involves an extra level of checking with local police force records in addition to checks with the Police National Computer and the government department lists held by the Department for Education and Skills and the Department of Health, where appropriate. The majority of posts which require a DBS certificate within the University will be subject to an Enhanced Certificate.

Where an employee will be carrying out regulated activity, then a Barred List check will also need to be carried out.

All other positions covered by the Exceptions Order 1975 to the Rehabilitation of Offenders Act 1974 are subject to a Standard DBS certificate. This contains details of all convictions on record (including spent convictions), plus details of any cautions, reprimands or warnings.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the [Disclosure and Barring website](#).

The Disclosure and Barring Service (DBS) offers four types of criminal record check:

	Basic For roles requiring general integrity checks	Standard For roles involving positions of trust	Enhanced For roles involving close contact with children or vulnerable adults	Enhanced + barred lists For roles involving regulated activity as defined in legislation
Information searched				
Unspent convictions	Yes	Yes	Yes	Yes
Spent convictions	No	Yes	Yes	Yes

Cautions, warnings, reprimands	No	Yes	Yes	Yes
Other police information relevant to role	No	No	Yes	Yes
Child or adult barred list	No	No	No	Yes

2. Process

If the department considers that a position meets the regulated activity definition and requires a DBS check, they must ensure applicants are aware that a DBS disclosure is required as part of the application process and arrange for a DBS check at the appropriate stage.

When submitting a vacancy replacement request via the recruitment systems, the department should select the appropriate option to indicate that the post requires DBS disclosure. The advert will contain a statement to this effect and the department must ensure that the further particulars reflects this and includes a link to this policy. This will be reviewed by HR who may contact the department for further details where necessary to ensure a check is appropriate.

When an appointee has been selected and a conditional offer of contract is made, Human Resources will remind the applicant that the appointment is subject to DBS clearance and the contract will be issued with a clause to this effect. The applicant will be sent an e-mail notifying them that they will be set up on the Umbrella service provider's database (allowing them time to object before doing so) in order for the DBS checking process to commence.

Members of the transgender community may contact the DBS for a sensitive check which does not reveal their gender identity history by telephoning on 0300 131 2784 or contacting via email at sensitive@dbb.gov.uk. The telephone number has an out-of-hours answering machine where details can be left and a member of the team will call back.

DBS no longer issue disclosure certificates to employers, therefore applicants must present their certificate to HR before they start work or, for existing employees, before they commence any project or new role involving regulated activity. The Umbrella service provider's database will flag (without providing details) any DBS checks which require the University to see the original document.

Individuals appointed to posts that require satisfactory DBS clearance will not normally be able to commence in post until their Disclosure has been returned and has been deemed to be satisfactory. Depending on the particular requirements of a post and the nature of the involvement with children and/or vulnerable groups, it may be possible for the individual to start work prior to receipt of the Disclosure providing they are closely supervised. In such cases the recruiting manager, in consultation with HR, should ensure that appropriate safeguarding mechanisms are in place. If this is not possible, the individual's start date may need to be postponed.

3. DBS checks for existing members of staff

It is important to note that while Disclosures are primarily used in the recruitment and selection process, there may be occasions where a change in duties requires a Disclosure check to be undertaken for an existing member of staff.

4. International staff

A DBS check for applicants with a record of overseas residence may not include information on convictions from outside the UK.

Should the applicant have periods of overseas residency, they will be asked to obtain certificates of good conduct. The DBS can offer guidance on the availability of [criminal record checks in a variety of foreign countries](#).

5. Portability

Portability is the re-use of a DBS Disclosure for a position in another organisation. The DBS has clarified that it will not facilitate the portability of Disclosures. For this reason it is Bangor University's policy not to accept Disclosures from other institutions unless an individual has also signed up to the DBS Update Service (see below).

It is also Bangor University's policy not to share Disclosures with other organisations and all information provided should remain confidential and disclosed to authorised personnel only; unauthorised disclosure is an offence. However there are some circumstances where it may be possible to share information with partner organisations e.g. student on placement. In these instances explicit consent must be sought from the individual to share the disclosure.

In all other circumstances Bangor University will only provide confirmation to other organisations that a Disclosure has been received. It is recommended that if an individual wishes to present their Disclosure to another organisation that they retain their own personal copy.

6. Update Service

To reduce the need for requesting multiple DBS checks a service has been introduced by the DBS - the Update Service. This service allows applicants the chance to keep their DBS certificate up to date online and allows employers to check a certificate online. This is a subscription service with a small annual fee and is suitable for applicants who may be required to carry out multiple checks, enabling it to be taken from role to role, within the same workforce, where the same level of check is required thus avoiding the need to request to share disclosure information. For further advice on what the service is and how to subscribe please visit: <https://www.gov.uk/dbs-update-service>.

If the update service is being used, applicants must send an encrypted scanned copy of the original certificate with email confirmation that the applicant gives permission to Bangor University to perform the status check.

7. Re-Checking

Individuals subject to DBS Disclosure are required to notify HR of cautions/convictions/warnings received during their employment with the University.

The University re-checks Disclosures every three years.

8. Recruitment of Ex Offenders

Having a criminal record will not necessarily bar an individual from working with us. This will depend on the nature of the position and the circumstances and background to the offences. Our guidelines on the Recruitment of Ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process and is available on the HR website.

9. Positions Requiring a DBS Disclosure Check

There are certain posts at the University which will require satisfactory vetting and barring clearance before any appointment is confirmed. Some examples of these posts are:

- Security Officers
- Sports Centre staff supervising or coaching children or participating in children's activities
- Nursery staff
- Academic or Research staff carrying out research in clinical settings or who are carrying out research in schools or hospitals
- Education Outreach staff who regularly visit schools and are involved with children's activities.
- Dyslexia Tutors / Assessors
- International Summer school teachers working specifically with U18s
- Workshop leaders, positions linked with community engagement and outreach
- Posts where the need for the check is stipulated by the funding body
- University Designated Safeguarding Officers
- Wardens within Halls of Residences
- Counsellors, therapists
- Catering, Cleaning and Maintenance staff depending on location of work, frequency, lone working etc.

This is not an exhaustive list; a risk assessment should be undertaken when deciding whether a post requires a check. HR can assist with assessing the requirement where necessary.

Any person carrying out duties classed as regulated activity would require an Enhanced with Barred List (Child and /or adult) check.

Under-18s in higher education

Teaching, training and instruction or care and supervision of under-18s in higher education will not be required to have DBS checks. The exemption in relation to under-16s will only come into effect when the department has undertaken a risk assessment and put in place suitable arrangements in the light of the result of the risk assessment e.g. restriction of one-to-one contact with the child.

It is good practice to undertake a risk assessment when deciding whether or not a post requires a DBS or other vetting check, particularly if there is some uncertainty. In most cases it will be obvious, but in others a number of questions may need to be asked of the role and associated activities. Please contact HR if you need advice.

Please note: as this is not an exhaustive list there may be other posts not mentioned above that exist, or may arise, within the University that following assessment may require a DBS Disclosure.

Casual workers

Casual workers such as those who are working with children or vulnerable adults on behalf of the University may require a DBS check.

Students

Students who require a DBS certificate for their academic programme should contact their personal tutor.

Where an individual is both a student and an employee of the University, it should be self-evident whether the DBS disclosure is required in connection with their employment (processed by HR) or their course of study (processed by the School).

Work Experience

The University aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of children, young people and vulnerable adults. Therefore, all work experience placements must comply with the University's Safeguarding Policy.

As part of the department's risk assessment, consideration will need to be given to whether any DBS checks are necessary.