

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

HR receive automatic alert to requisitions noting DBS required and start HR tracking of recruitment.

3. Candidate

Interviews convened.

4. HR

Successful candidate contacted to commence digital DBS check via Umbrella service provider.

5. Candidate

Completes digital process.

Where candidates experience problems with digital process ID requirements HR will offer them the opportunity to present their documents either at the Post Office ID checking service or in person at HR to complete the digital process

6. Candidate

Upon its receipt, candidate presents copy of DBS Certificate to line manager 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.

7. HR

If DBS Check clear - continue with recruitment process - digital online system will notify HR of clear checks

If DBS Check highlights offences – DBS Positive Disclosure Panel convened to review consulting with the candidate as appropriate. – digital online system will notify HR of requirement to see original document which indicates a disclosure.

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