

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 appropriately 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) or the Executive Assistant to Chief People Officer and Deputy Chief People Officer (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and decide on whether the individual may continue to be offered the role / continue in role or whether an offer must be withdrawn / recommend suspension whilst an investigation takes place.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.

4) In the event that the Panel recommend suspension, full details of the review will be passed to the Chief People Officer for final review and agreement to suspend, or otherwise. The Chief People Officer will record their final decision of the recommendation in **PART D** below.

5) 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)	

PART B

(To be completed by Recruiting / Line Manager and agreed with Applicant / Role Holder)

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 ☐ Offer to applicant to be withdrawn ☐ Staff member may continue to work in role ☐ Recommend to Chief People Officer that staff member be suspended from 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 Chief People Officer)

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 ☐

I do not accept the DBS Disclosure of Convictions Panel's recommendation that the staff member be suspended from role for reasons indicated below ☐

CHIEF PEOPLE OFFICER SIGNATURE

DATE OF SIGNATURE