

Disclosure and Barring Service (DBS)

1. Introduction

The Disclosure and Barring Service (DBS) was set up to help organisations make safer recruitment decisions by providing wider access to criminal record information. The DBS helps employers identify candidates who may be unsuitable for certain work, especially work that involves regular contact with children or other vulnerable members of society.

The College is a Registered Body with the DBS and as such abides by its Code of Practice and is subject to checks and audits on its processes by the DBS.

2. Procedures on Applications for Employment and the Recruitment Process

The Personnel Officer will, on receipt of their application form, detach the self-declaration sheet and store it confidentially. Where information has been disclosed that makes the applicant unsuitable for the role, this will be disclosed to the chair of the recruitment panel.

This will normally only apply to those people who declare themselves to be included on lists held by the Department of Health and/or Department of Education and Skills as unsuitable to work with children, or declare a previous conviction in Schedule 4 of the Criminal Justice and Court Services Act 2000. In other circumstances, any declaration will not be made known at this stage to the recruitment panel who are short-listing applicants for interview.

The College will not discriminate against those who have a criminal record in determining their suitability for employment.

During the recruitment process, information disclosed by the applicant and its relevance to the post will be considered fairly alongside other criteria. This may involve a frank and open discussion with the applicant

If the applicant is subsequently refused employment as a result of the information provided in self-declaration, then this reason will be communicated to them in writing.

It is the responsibility of the applicant to volunteer information freely. The failure of the College to ascertain relevant information does not debar them from subsequently considering any information at any stage of recruitment or employment.

3. Record Keeping

Certain disclosure details will be noted and stored in accordance with any guidance published from the DBS, and the Association of Colleges ["AoC"].

Personnel staff or any other College Managers who, as part of the recruitment process have knowledge of sensitive data on individuals arising from these procedures or have such information disclosed to them [whether legally, properly or not] must be aware that it is a criminal offence to divulge the information to any other person unless it is a part of his/her duties. Further guidance on this can be found in the DBS Code of Practice.