

# DBS Checking Policy/Procedure

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# DBS Checking Policy/Procedure

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Intech Centre recognises its duty to work with other agencies to protect young people and vulnerable adults from harm and to respond to safeguarding concerns. As part of our Disclosure and Barring Service Policy (DBS) and in conjunction with our Safeguarding Policy, Intech Centre aims to;

- Ensure we practice safe recruitment in checking the suitability of staff, volunteers and contractors who have access to young people or vulnerable adults by means of an enhanced Disclosure & Barring Service check.
- Ensure all existing staff, volunteers and contractors are DBS checked on a regular basis.

In order to achieve this;

- Intech Centre will carry out enhanced DBS checks on all new employees, volunteers and contractors prior to working with Intech Centre. Only in exceptional circumstances, where it is not reasonably practicable for an individual to have a DBS check in place prior to working with Intech Centre, that individual will be properly supervised.
- All existing staff, volunteers and contractors will undertake regular DBS checks.
- All staff, volunteers and contractors must notify Intech Centre of any potential changes in their DBS status. Failure to disclose immediately that you have been arrested, charged with an offence or have a criminal conviction, for any offence, either prior or during employment may result in disciplinary action and/or termination of employment. On a case by case basis, Intech Centre will determine whether the conviction may affect our reputation or our relationships with staff, customers or the public, or otherwise affect an individual's suitability to continue to work with us.
- Intech Centre will adhere to our Disclosure and Barring Service Procedure as detailed in Appendix A.

## Appendix A

Step No	Activity	Document name /Staff portal folder
1	HR confirm face-to-face interview arrangements with applicant and request they provide valid identification for DBS purposes on interview day (and current DBS certificate if they have registered for DBS Update Service).	
2	At face-to-face interview, Recruiting Manager (or delegate) takes copies of valid identification, signs and dates copies stating they have seen originals. Provide copies to HR.	
3	HR make provisional offer of employment to successful candidate (subject to clear DBS).	
4	Once accepted in principle, HR to send online UKCRB application to candidate.	
5	Candidate completes online application within 2 working days (or as soon as practicably possible).	
6	HR validates ID within 2 working days.	
7	Where DBS clearance is not received prior to start date, individual will be supervised at all times and / or appropriate risk assessment put in place. Where an applicant has registered with the DBS Update Service, HR performs online check, if clear, start date can be confirmed.	
8	HR to ensure Recruiting Manager is kept up-to-date with DBS progress for candidate.	
9	ID for unsuccessful candidates to be disposed of by HR confidentially once successful candidate has commenced in employment.	
	<b>VOLUNTEERS</b>	
10	Recruiting Manager liaises with HR to confirm job title/duties, proposed start and end date, name and email address of individual.	
11	Steps 4 – 8.	
	<b>CONTRACTORS</b>	
12	Recruiting Manager liaises with HR to confirm requirements including work required, location and hours	
13	HR liaises with Agency to ensure contractor has valid DBS in place. Alternatively, steps 4 – 8 are followed. In the case of short term support staff (e.g. administrative support), where it may not be practical to gain DBS clearance, individual will be supervised at all times and / or appropriate risk assessment in place.	
	<b>POST EMPLOYMENT</b>	
14	HR to maintain up-to-date record of active employees' DBS date and re-check every 2 years. Process to be completed by 2 years and 2 months.	
15	On date of refresh (or prior), HR email employee to complete online application form and/or provide HR with valid ID within 5 working days. Copy in manager.	
16	Where employee does not complete the online application and/or provide HR with valid ID within 5 working days; HR reminds employee that clear DBS is a contractual requirement of their employment with CT Skills, and failure to complete the online application may result in disciplinary action. Direct line manager and senior manager will be informed.	
17	Where an employee fails to complete the online application and/or provide HR with valid ID within a further 1 working day, disciplinary action may be taken.	
18	HR to maintain up-to-date record	