

1.10.4 DBS

DBS - Please detail your approach to the Disclosure and Barring Service checking process including when checks are completed and for which roles

The Bidder has provided an appropriate approach to the checking of the Disclosure and Barring process and has detailed appropriate roles for which the checks are undertaken —Pass

The Bidder has failed to provide an appropriate approach to the checking of the Disclosure and Barring process and / or has failed to detail appropriate roles for which the checks are undertaken - Fail

As a provider of healthcare services, all staff potentially have access to vulnerable adults and / or children, therefore all individuals recruited within the organisation will be required to successfully complete a DBS check, either at Basic, Standard or Enhanced level, depending on the nature of the role. Individuals need to provide 1 photo ID and 2 proofs of address to be able to complete this check. The level of DBS Check is dependent on the role are as follows:

- Basic Check – Non-clinical staff
- Standard Check – All Staff working in a clinical setting
- Enhanced Check – All Clinicians

In accordance with the Rehabilitation of Offenders Act (1974) the organisation recognises that it is unlawful to discriminate against an individual with a criminal offence in terms of their employment, which includes whether or not they are successful in gaining paid employment. However, as healthcare providers, the organisation is subject to the Rehabilitation of Offenders Act (1974) (Exceptions Order) 1975, we are able to ask all successful candidates to divulge any convictions, cautions, reprimands or final warnings whether they are considered spent or not. If an applicant obtains a DBS that has a disclosure on it, this does not necessarily preclude them from obtaining employment with the organisation, but it does mean that a risk assessment approach will need to be adopted by the people risk panel.

For current staff members, workers and non-employee status colleagues, we also apply a DBS renewal process which occurs every 3 years from the date that the DBS certificate is issued. All staff are required to undertake a new DBS disclosure every 3 years', which is managed by the HR and Group Governance team. The organisation begins to contact staff members 3 months' in advance of the expiring disclosure to ensure that the DBS check is completed before the 3 year expiry date. Any concerns with reaching the 3 yearly expiry date without a new DBS application being in place are discussed weekly at the organisations group compliance call with representatives from HR and the Group Governance team whereby escalations and risk assessments are undertaken.