

## Safeguarding Policy Annex 4

### Internal DBS Process

#### GPSTL Internal DBS Process

The appointed Recruiter within the Central Recruitment Team, or the line manager responsible for recruiting, will advise candidates of the DBS application process by formal email at the point of invitation to 1<sup>st</sup> stage interview with the Recruiter and supply a list of the different forms of approved ID as shown on the attached document, the applicant will also be advised to bring the following information with them to interview:

- Full current name
- Time lived at present address
- Town of Birth
- Date of Birth
- All previously used names (first name, middle name and surname) and their dates of use
- Their full and complete address history together with postcodes over the last five years

#### For those who currently hold a DBS Certificate

The email inviting candidates for interview will ask that they bring their actual DBS Cert to interview, so

- Managers can check if the DBS is GPSTL compliant – i.e. all Barred List checks must have been requested, and state "NONE RECORDED" in each section.
- If not, managers will do an online application for a new DBS Cert with the candidate present with their ID as below.
- If it is GPSTL compliant as above, the manager will scan a copy to JD to verify registration with the Update Service. If registration is no longer valid, an application for a new DBS Certificate must be made

**For all others, the DBS application will be made at the 2<sup>nd</sup> stage interview with the hiring manager/ID Checker if the interviewer is to move to offer stage. HR issue an offer subject to DBS and references, including JD in the offer email – BCC.**

The ID Checker checks ID and inputs details online

Applicant immediately goes online (at centre) to complete DBS Application

DBS application is immediately sent to Atlantic Data (AD)

AD completes a quality check and forwards for police checks to be completed

When all police checks are concluded, the DBS website advises JD and the ID Checker that the applicant will be issued with a DBS certificate in the next 7-10 days. Only JD will know if there are issues showing on the Certificate, the ID checker must not contact the applicant at this stage

JD monitors the DBS application process throughout to validate satisfactory DBS disclosure

**Post successful 2<sup>nd</sup> stage interview** Vice President authorises on Taleo, the applicant is advised, and the DBS application process is concluded.

After approval, when advised that the DBS certificate is being issued, JD emails the applicant (or the Recruitment Agency) to advise they will shortly be in receipt of the DBS Certificate and for the applicant to forward the original certificate to the Company, having firstly registered with the **Update Service**; which is a mandatory GPSTL requirement.

Applicants **must** provide GPSTL sight of DBS certificate prior to first day employment

In instances where issues are identified on the DBS Certificate the applicant is advised by JD and sight of DBS requested prior to registration with the **Update Service** so that the issues contained are verified against any

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notified on the application form, self-declaration form or at interview and DM and SS approval sought to progress the application.

In instances where the DBS certificate is satisfactory, upon receipt of the original DBS certificate JD logs as seen on the DBS website, ensures it is GPSTL compliant and verifies registration with the Update Service.

For Sales Team members only (BDEs and PAMs) and only in extenuating circumstances whereby there is a delay in receipt of the DBS Certificate that has been applied for, a week prior to the proposed start date, a Safeguarding Supervision Agreement and Plan should be submitted to JD to confirm the status of the DBS application. JD reviews and forwards to Dave Martin and Sharron Symon for approval to start prior to receipt and registration of the DBS Certificate, dependant on being physically supervised at all times. Should the employee fail to disclose any offences that subsequently become notified on the Enhanced DBS, it will result in dismissal

The line manager is advised that as dependant on receipt of 2 x satisfactory references, the applicant's documents can be sent to the Vice President for final approval and a start date confirmed

EMEA HR will set successful candidates up on the Taleo on-boarding system with an offer letter confirming the start date, contractual and payment documents, for return as their formal acceptance of the offer.

#### **Review and Updates**

- Employee DBS status shall be monitored for changes in status by JD
- All current staff requiring DBS clearance must renew their registration with the Update Service annually
- JD shall maintain an up to date record of GPSTL ID checkers