



Company Name	LTS Group Ltd
Policy Number	6
Policy Name	DBS Checking Policy & Procedure
Version Number & Date	v2 September 2020

Introduction

Part V of the Police Act 1997 is aimed at helping employers assess the suitability of applicants for particular posts and to make safer recruitment decisions in relation to positions of trust by widening access to criminal record information. To this end, the Act provides for the issue of criminal conviction certificates, criminal record certificates and enhanced criminal record certificates, known as Basic, Standard and Enhanced Disclosures.

A Code of Practice has been issued by Ministers covering the use and handling of Disclosure Information. The Code requires that such information is used properly and fairly, and that Disclosure Information must not be used to unfairly discriminate against individuals when considering them for positions. Employers requesting disclosure information must have a written policy on its use, which is made available to individuals where a Disclosure is requested.

This Policy applies to the recruitment of all candidates by the LTS Group. It also applies to certain voluntary positions and other roles within the Company which are positions of trust with access to vulnerable young people.

The Policy applies to all LTS Group personnel who have access to Disclosure Information.

The purpose of the Policy is

- To assist the LTS Group in protecting the vulnerable by making safer recruitment and employment decisions
- To ensure that Disclosure Information is used properly and fairly
- To provide assurance to those applying for Enhanced Disclosures that the information will be used properly and fairly
- To ensure that Disclosure Information is handled and stored and disposed of appropriately.

Basis for Requesting a Disclosure:

- LTS Group will seek an Enhanced Disclosure and Barring Service certificate (DBS certificate) for **every** candidate who successfully meets our stringent recruitment and selection process.
- This certificate must be valid to the **Child Workforce**
- If the candidate is to work with vulnerable adults, the DBS certificate must be valid to both the Child and Adult Workforces

- Every applicant is informed of the requirement to have an Enhanced DBS certificate during the vetting process and on the application form which is mandatory
- Every applicant will be informed of the need to join the **Update Service**
- LTS will make an annual check on the Update Service to ensure continued validity of each candidate's certificate.

LTS will accept an enhanced DBS certificate which is valid for the Child Workforce and which has been obtained for the candidate by another agency or employer if:

- The applicant has subscribed to the Update Service and the date of the disclosure matches the date issued.

DBS certificates become invalid if the candidate has a gap of three months or more in education-based employment (not including the 6-week summer break). In these circumstances unless a candidate is registered with the Update Service then a new certificate must be obtained.

Handling of DBS checks

LTS uses an external agent to carry out the DBS checks on their behalf. Access Personal Checking Services can be found at <http://www.criminalrecordchecks.co.uk>

Any DBS containing information of caution, reprimand or conviction will require the company to do a robust risk assessment to decide whether or not the candidate is a suitable applicant to work with children. The client school MUST be informed of this and a copy of the DBS certificate sent to the school.

DBS certificates and the information we share must only be with those to need access to them and not passed to any third-party persons not authorised to receive them. Every candidate will be advised to carry their DBS certificate to each assignment. LTS will recommend that the candidate shows the school their certificate. LTS will inform the school of details to confirm the date of issue, reference number and anything of note necessary to the school.

Ex- offenders

As far as possible, LTS will ensure that information on the certificate will not be used to discriminate against a candidate. A criminal record will not necessarily prevent a candidate obtaining a position and applicants can be assured that information contained on the certificate will not be used in an unfair way. This information will be discussed with the candidate during the interview before LTS accepts that candidate. Any decision to decline a candidate must be made at senior management level and not the responsibility of the consultant.

Communicating this Policy

This policy will be communicated to all contractors at their initial interview and will be updated on an annual basis or as a result of new legislation. This policy is also available on the LTS Group website.

Contact	Contact details	Comments
Landline	020 8362 3219	Office hours
Eddi Banks	07540 881687	Director
Karen Coles	020 8362 3219	Compliance Manager
Email contacts	e.banks@ltsg.co.uk ; k.coles@ltsg.co.uk	

SIGNED: MARK WILLIAMS

POSITION: CEO

DATE 2ND SEPT 2020

REVIEW DATE: SEPT 2021