



## ANDERIDA ADOLESCENT CARE

### DBS PROCEDURE

When sending applications to prospective candidates, the Anderida Adolescent Care DBS Policy is included in the information sent. When candidates submit an application for a post at Anderida they are given the opportunity to provide appropriate written details of any offences and the related outcomes, together with any other information they wish to draw attention to. Prior to interview, candidates are requested to present the following documentation in preparation for an enhanced DBS check:

- **Group 1 documents** – *Primary identity documents*
  - *Passport Any current and valid passport*
  - *Biometric residence permit (UK)*
  - *Current driving licence photocard - (full or provisional; UK, Isle of Man, and Channel Islands)*
  - *Birth certificate – (issued within 12 months of birth; UK, Isle of Man, and Channel Islands)*
  - *Adoption certificate – (UK and Channel Islands)*
  
- **Group 2a documents** – *Trusted government documents*
  - *Current driving licence photocard - (full or provisional) All countries outside the UK (excluding Isle of Man and Channel Islands)*
  - *Current driving licence (full or provisional) - paper version (if issued before 1998) UK, Isle of Man, and Channel Islands*
  - *Birth certificate - issued after time of birth UK, Isle of Man, and Channel Islands*
  - *Marriage/civil partnership certificate UK and Channel Islands*
  - *Immigration document, visa, or work permit Issued by a country outside the UK.*
  - *HM Forces ID card UK*
  - *Firearms licence UK, Isle of Man, and Channel Islands*
  
- **Group 2b documents** – *Financial and social history documents*
  - *Mortgage statement (issued in last 12 months)*
  - *Bank / building society / credit card statement (issued in last 3 months)*
  - *Utility bill (issued in last 3 months)*
  - *Financial statement, P45 or P60 statement*
  - *Council Tax statement (all issued within last 12 months)*

*The documents required will depend on the route the application takes. Applicants should try to provide documents from Route 1 first.*

**Route 1** – *1 document from Group 1, 2 further from any group including at least 1 document showing current address*

**Route 2** – *1 document from Group 2A and 2 further from 2a or 2b including at least 1 document showing current address.*

The DBS forms are held at Head Office. At this point, prospective employees will again be given the opportunity to disclose any convictions, spent or unspent. All required information for the forms will be completed prior to the interview and held in a sealed envelope until such time as trial shifts are offered. Any information provided at this stage remains confidential until the DBS process commences. Should any candidates be unsuccessful at interview, this information will be destroyed. At the end of the interview, the interview panel will ask if the candidate wishes to disclose any convictions, cautions, reprimands, final warnings, police enquiries and pending prosecutions which may be relevant to this post. If we consider the candidate may be suitable for employment, we will offer them trial shifts at two of our homes, subject to receiving references, the enhanced DBS having no recorded convictions, or on having a DBS disclosure confirmed and completed a positive DBS interview. We may offer trial shifts in advance of receiving a DBS if the applicant already holds an enhanced DBS within 18 months of the current date.

**FAILURE TO DISCLOSE, PRIOR TO, OR AT INTERVIEW, ANY PREVIOUS CONVICTIONS, CAUTIONS, REPRIMANDS, FINAL WARNINGS, POLICE ENQUIRIES AND PENDING PROSECUTIONS COULD LEAD TO ANY SUBSEQUENT JOB OFFER BEING WITHDRAWN.**

If a disclosure is made, the process will be as follows:

We would identify two managers to conduct a disclosure investigation. The point of this investigation would be to ascertain what rehabilitation the potential staff member has been through - if they have undertaken any counselling, if they have undertaken any training in an area relevant to the post, what life experiences have impacted on their personal development. At this point, it may be requested that the candidate provide us with a third referee.

If, after the findings of this investigation, we consider the candidate may be suitable for employment, we will offer them trial shifts at two of our homes, subject to receiving references and the enhanced DBS being an accurate reflection of the disclosures.

On completion of the trial shifts, should the candidate be offered a position, Anderida would be required to provide a summary of actions taken to support the candidate's suitability to work in this area.

**EMPLOYED STAFF**

All staff members are required by law to hold an enhanced disclosure. Anderida endeavour to apply for this every three years, however with the Update Service we aim to monitor this annually or at our discretion.

**It is important to note that:**

- When staff receive their new DBS certificate – to their home address, they must bring it to the Head Office so that the certificate can be registered with the update service. This must happen within 30 days of the certificate being issued and Anderida will pay for this

- The Update service means that for £13 their DBS certificate can be monitored annually or at the employer's discretion
- If staff are not subscribed to this yearly service, we aim to reapply every 3 years at a cost of £54.40 each time.
- Staff should bring their newly received DBS certificates into the office as soon as they receive them, so they can be registered for the update service
- Failure to do this will render staff liable for the £54.40 and this will be deducted from their wages

If a current employee is subject to any form of criminal procedure convictions or criminal proceedings (these may include cautions, convictions, civil offences and ongoing investigations) during their employment, it is essential that they contact their line manager immediately, as a matter of urgency, regardless of how minor they consider the offence to be. The line manager, along with an appropriate colleague, will then complete a full formal investigative interview. The employee will be invited to have support or representation at this interview. Full minutes of this interview will be recorded and logged on the employee's file. A decision will be reached within 24 hours regarding any action required to be taken, in accordance with the Anderida Adolescent Care grievance and disciplinary policy.

**ANY CURRENT EMPLOYEES WHO FAIL TO REPORT THAT THEY ARE SUBJECT TO ANY CRIMINAL PROCEEDINGS, COULD BE SUBJECT TO DISCIPLINARY PROCEEDINGS, IN ACCORDANCE WITH THE ANDERIDA ADOLESCENT CARE GRIEVANCE AND DISCIPLINARY POLICY.**