



ANDERIDA ADOLESCENT CARE

DBS POLICY

Anderida Adolescent Care meets the requirements of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the Disclosure & Barring Service before the appointment is confirmed.

A standard check searches for spent and unspent convictions, cautions, reprimands and final warnings. Enhanced disclosure includes the same as the standard check plus any additional information held by police that's reasonably considered relevant to the workforce being applied for. Enhanced with list checks is like the enhanced check but includes a check of the DBS barred lists. The disclosure required will be a full enhanced disclosure with list checks, which applies to all posts involving greater contact with children or vulnerable adults.

Enhanced disclosure for childcare positions will show all details contained in standard disclosures but may also contain non-conviction information if it is deemed relevant to working with children. It will also detail if the individual is on any of 'barred lists' of individuals who are unsuitable for working with children.

A conviction will not necessarily be a bar to obtaining a position. Anderida recognises that life experience can be beneficial within residential childcare, providing that a significant period of time has passed since the offence, the worker is completely rehabilitated and can evidence they pose no risk to young people and has disclosed their convictions or criminal proceedings (these may include cautions, convictions, civil offences and ongoing investigations) in advance of applying for a DBS. For those that have been successful in their initial application, criminal convictions and other associated information will be discussed during a DBS interview in order to assess job-related risks. Anderida will endeavour to reach a fair decision that takes account of all the information.

Where a potential employee has been out of the country for substantial periods, Anderida, where possible and practicable seek international criminal records checks.

EXISTING 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 the DBS certificate can be monitored annually or at the employer's discretion.
- If staff are not subscribed to this yearly service, we will 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.