

## **FSC'S PROCESS FOR DISCLOSURE & BARRING SERVICE (DBS) DISCLOSURE APPLICATIONS (England & Wales)**



For Class A and B posts based in England and Wales the FSC will request candidates to provide at interview one piece of original photographic evidence, e.g. passport or photo driving licence, and two other pieces of original written evidence linking them to their current address, e.g. bank statement, utility bill, etc. The FSC will also require the successful candidate to undergo a DBS Disclosure check, unless already registered with the DBS Update Service (see below). Where photographic evidence is not available additional identification material will be required.

### Online Applications

FSC now prefers that individuals undertake DBS Disclosure checks via the secure online DBS system (eBulkPlus). Human Resources (HR) at Head Office will provide the individual with log-in details to enable them to complete and submit an online DBS application. All online applications are then verified and electronically countersigned by the designated individuals within HR. As a result of the online process, FSC will receive a 'snapshot' of information relating to the individual but the DBS issue full Certificates to the applicant only, putting them in control of their own data. As a condition to the FSC offer of employment, the individual must send their original certificate to HR immediately, if requested to do so. Failure to comply with a request to show the FSC the original certificate within the specified timescale may lead to the FSC terminating the individual's employment.

### Manual 'paper-based' Applications

Where circumstances make it difficult for an individual to access or use the online DBS system, a paper-based application form may be requested from HR. All paper-based DBS applications must be submitted to HR where they will be countersigned and processed by the designated individuals prior to onward submission to the DBS. The DBS issue Certificates to the applicant only, putting them in control of their data. As a condition to the FSC offer of employment the individual must send their original certificate to HR as soon as they receive it. HR undertake weekly tracking on the DBS website and contact the individual, reminding them to send this on straight away. Failure to show the FSC the original certificate within the specified timescale may lead to the FSC terminating the individual's employment.

### Update Service

If an individual has subscribed to the DBS Update Service, the DBS keep the individual's Certificate up-to-date so that the individual can take their Certificate with them from role to role where the same level and type of check are required. If the individual is a member of the Update Service, FSC does not require them to undergo a new application but instead they should send their original certificate to HR at Head Office and HR can then instantly verify that the data held is up to date.

### Recording of Information

All Certificate / Status check information will be handled in accordance with FSC's policy on secure handling, use, storage, retention and destruction of Disclosure Information (England & Wales) and be disposed of as soon as practicable by shredding. The final information, and information being processed, will be stored in a secure place which has access restricted only to authorised personnel.

The FSC have 3 categories when a DBS certificate is received back:

**Satisfactory:** HR will notify the relevant Head of Learning Location (HoLL) and a future date will be set for a re-check

- Conditional:** if 'conditional', then brief details will be included on the individual's personnel file which is securely held by HR at Head Office.  
Only the HoLL or designated deputy concerned will be made aware of a 'conditional' acceptance. HoLLs must use their utmost discretion in making other key management staff aware of any 'conditional' acceptance. The system should produce a minimum number of 'conditional' acceptances.
- Unsatisfactory:** if an applicant is rejected on the basis of the DBS check it will be on the grounds of 'references unacceptable'.

In order to ensure that we do not employ any persons who are barred from working with children, the FSC will ensure all applicants for posts based in England and Wales have viewed the FSC Code of Conduct (England and Wales) and are able to fully comply with the relevant acceptance criteria for the post. This document is available via FSC's website at: [www.field-studies-council.org/vacancies](http://www.field-studies-council.org/vacancies).

The FSC will identify the main measure of success for this process as there being no individual offered a post that has to be retracted as a result of DBS certificate information.

Candidates will be able to take up their post prior to FSC receiving a DBS certificate or undertaking a status check, but until such time as clearance has been received the individual concerned can not engage in unsupervised regulated activity and may not be able to take up residence within FSC accommodation.

#### Ongoing Employment Checks

For Class A and Class B posts the FSC will carry out a DBS check at the appropriate level for all staff on appointment, reappointment, or change of Post Classification. The FSC may carry out further checks at 5 yearly intervals from the time of last check or at such other times that the FSC believes a check is necessary for the continued safe and effective operation of its Learning Locations. For those employees who have signed up to the DBS Update Service, with the employee's consent a status check would be undertaken where appropriate.

The FSC will not appoint, or continue to employ, any person who fails to disclose all relevant information about their criminal record, caution or pending prosecution during the appointment process or at the earliest opportunity whilst employed by FSC, or who fail to meet the criteria set out for the post to which they have applied or been appointed. Whilst failure at any time to meet the criteria for their current role will be considered adequate grounds for dismissal, FSC will attempt, where practical, to redeploy staff to less sensitive roles or duties and to allow reasonable time for any appeals to be considered.

Any concerns regarding an individual's conduct whilst in post will be dealt with by reference to FSC's internal policies and documentation.

**Note:** Where any reference is made to the Disclosure and Barring Service (DBS) or DBS Checks then the devolved nation equivalents are used for positions in Scotland or Northern Ireland: all related documentation can be viewed at [www.field-studies-council.org/vacancies](http://www.field-studies-council.org/vacancies) or can be accessed by calling HR on 01743 852116.

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