

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

For Class A and B posts based in England and Wales the Field Studies Council 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 Field Studies Council 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.

### Applications

Field Studies Council requires 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. Applications are then verified and electronically countersigned by the designated individuals within HR. Field Studies Council will then 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 Field Studies Council 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 Field Studies Council the original certificate within the specified timescale may lead to the Field Studies Council 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, Field Studies Council does not require them to undergo a new application but instead they should send their original DBS certificate to HR at Head Office along with their written consent for a 'status check' to be undertaken 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 Field Studies Council's policy on secure handling, use, storage, retention and disposal 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 Field Studies Council 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 Field Studies Council will ensure all applicants for posts based in England and Wales have viewed the Field Studies Council 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 our website at: [www.field-studies-council.org/vacancies](http://www.field-studies-council.org/vacancies).

The Field Studies Council 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 not be able to engage in regulated activity prior to Field Studies Council receiving a DBS certificate or undertaking a status check, and in most cases this will mean that until such time as clearance has been received the individual concerned will not be able to commence in post and will not be able to take up residence within Field Studies Council accommodation.

#### Ongoing Employment Checks

For Class A and Class B posts the Field Studies Council will carry out a DBS check at the appropriate level for all staff on appointment, reappointment, or change of Post Classification. The Field Studies Council will carry out further checks at 3 yearly intervals from the time of last check or at such other times that the Field Studies Council 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 Field Studies Council 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 Field Studies Council, or who fails 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, Field Studies Council 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 Field Studies Council'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.

*March 2023*