

## CONFIDE HANDBOOK

### Chapter 3.2. 3 Disclosure and Barring Service (DBS) checks

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#### **1. Introduction** Confide's policy is that:

1.1 As an organisation using the Disclosure and Barring Service (DBS) s to assess applicants' suitability for positions of trust, Confide complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

1.2 All counsellors should be asked to go through the Enhanced Disclosure process. Trustees are also required to undergo the Enhanced Disclosure due to service provision for children under 16. Administrators and managers also undergo Enhanced Disclosure due to the nature of the work involving the opportunity for substantial contact with vulnerable adults and children.

1.3 Confide will use an appropriate organisation as our umbrella body in dealings with the DBS. In 2017 a contract is in place with Shropshire Youth Association (SYA).

1.4 We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request. This is provided by SYA.

1.5 We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment or volunteering and acceptance as a trustee.

**2. Disclosure information** All applications for DBS checks are processed through the Confide Administrator who is the point of contact with the umbrella body. It is Confide's policy that all information disclosed is finally retained, stored, handled and disposed of by the umbrella body in accordance with the DBS Code of Practice.

No information is retained by Confide other than the date and number of the disclosure.

#### **3. Employment of ex-offenders** Confide's policy is that:

3.1 It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

3.2 This policy is made available to all Disclosure applicants at the outset of the recruitment process.

3.3 For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

3.4 Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process.

3.5 We ensure that all those in Confide who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

3.6 At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

3.7 We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.