

Policy

Disclosure and Barring Service Policy

1. Quick Reference Guide

This policy details the requirements of the Disclosure and Barring process that the Trust is required to operate in line with NHS Employment Check Standards.

2. Introduction

Salisbury NHS Foundation Trust (here in

This

Ensuring that confidentiality is maintained regarding any convictions disclosed

(Protection of Vulnerable Adults Act) and list 99.

Where a post is classed as _____ with regards to working with children or adults the Trust is required to carry out a barred list check, which must be requested as part of an enhanced DBS disclosure.

It is a criminal offence for a person registered on the _____ List and/or the _____ List to knowingly apply for, offer to do, accept or do such work. It is also an offence to employ such a person in a regulated

All applicants recruited from overseas into a role requiring a DBS check will therefore be required to provide a local police check

List or the List.

When recruiting, the Trust will inform applicants if a DBS and/or barring check will be required as part of the application process.

The Trust is a Registered Body with a lead signatory and a number of counter-signatories, all of whom are registered with the DBS. The role of the counter-signatory is to process e DBS applications and receive disclosures; to control the use and security of disclosures; to confirm the identity of the applicant and to ensure compliance with the DBS code of practice.

New employees appointed to posts that require a Standard DBS check may start work prior to receipt of a Disclosure Certificate but must be supervised until the Disclosure Certificate is received. The HR Team will forward to the Recruiting Manager the DBS Risk Assessment Form for completion.

<http://intranet/departments/employee-relations-hr/recruitment/toolkit/dbs-risk-assessment-forms/>

<http://intranet/media/o2zfv2u3/dbsriskassessmentformguidancenotesforcompletingthe.pdf>

The Recruiting Manager is responsible for assessing the level of supervision required, for ensuring that it is provided and wi

A DBS check cannot be requested for anyone under the age

12.3 The Trust reserves the right to ask existing employees in relevant positions for a disclosure check to undertake a fresh DBS check if their actions or activities give cause for concern. The grounds for this could be allegations of inappropriate behaviour made by a child or vulnerable adult, or a colleague, parent, carer or member of the public. In such circumstances a full investigation will be carried out in accordance with the relevant Trust policies.

12.4 If during the course of employment an employee is arrested, charged, cautioned or convicted of

14. Duty to Refer to DBS

Under the Safeguarding Vulnerable Groups Act, employers have a legal duty to refer information to the DBS if an employee or volunteer has harmed, or poses a risk of harm to vulnerable groups and where they have dismissed them, or removed them from working in a regulated activity with children or adults. This duty equally applies where an individual has resigned before a formal decision to dismiss or remove them from regulated activity has been made.

15. References

NHS Employment Check Standard

16. Equality Impact Assessment for Policies

This document has been

so not subject to disclosure to employers and

Appendix B - Types of roles within the Trust requiring a DBS Check and the level of check applicable

This list is not exhaustive and is provided as a guide. When in doubt Recruiting Managers should view the job description and person specifications for a post in order to make a final decision on the suitability and level of a check along with advice from the Recruitment Team. Further guidance can be found by going to <https://www.gov.uk/find-out-dbs-check>

| Enhanced DBS check <u>with</u> a check against the 2 barred lists held by the Disclosure & Barring Service | Enhanced DBS check without a check against the barred lists | Standard Disclosure DBS Check only | Basic Check |
|---|---|---|--|
| Required for positions which fall under the definition of regulated activity ie any activity involving working or volunteering with adults or children that is of a specific nature. See below. | Required for positions which do not fall under the definition of regulated activity where they are still eligible for an enhanced check, but without a check against the barred lists. See below. | Will be for all other positions covered by the Exceptions Order 1975 to the Rehabilitation of Offenders Act 1974. See below. | Defined as a position of Trust. The Trust considers all employees as working in a position of trust and therefore will request a basic disclosure check if the role does not fall into the 3 other categories. |
| <p>Examples of posts in "regulated activity" requiring an Enhanced disclosure check AND automatic check against the 2 barred lists:</p> <p>Medical staff - including training grades/locums Nurse/Midwife (permanent/bank) Nursing/Midwifery Assistant (permanent/bank) Trainee practitioners such as Associate Practitioner Physician Associate Allied Healthcare Professionals such as Physiotherapist, Occupational Therapist, Speech and Language Therapist, Play Therapist (permanent/bank) Porters with direct patient activity in adult's and children's areas. Drivers transporting patients.</p> | <p>Examples of posts in "regulated activity" requiring an Enhanced check but no check against the 2 barred lists.</p> <p>Housekeepers in Paediatric areas (Permanent and Bank) Healthcare Scientists (role dependent) Department Managers in Paediatric/Maternity areas not in supervision of those in regulated activity. Security Officers. Customer Care Chaplains Volunteers Ward Support Workers</p> | <p>Examples of posts requiring a Standard check only.</p> <p>Ward clerks/Receptionists/Outpatient Co-Ordinators/Medical Secretaries/Administration in clinical areas (Permanent and Bank). Catering staff delivering food to wards. Environmental Porters. Maintenance and Estate staff (not in Paediatric/Maternity areas). Healthcare Scientists (role dependent ie Lab based. Not in Paediatric/Maternity areas. Governors where they do not meet the frequency test for going into the children's ward. Maintenance and Estate staff in clinical areas. Housekeepers in clinical areas (permanent and bank)</p> | <p>Examples of posts requiring a Basic check only.</p> <p>Non-Executive Directors Estates and Facilities staff without direct patient/service user contact</p> |

Pharmacist (registered with GPC)
Pharmacy Technician (registered with GPC)
Radiographers
Bank staff - Clinical in regulated activity
Healthcare scientists (role dependent)
Counsellors
Nurse Managers (in supervision of those working in regulated activity)
Department Managers (in supervision of those working in regulated activity)
Medical Director
Director of Nursing
Volunteers - delivering food to wards and providing assistance to patients who