



CTSW SKILLS LTD

DISCLOSURE AND BARRING CHECKS POLICY

Purpose

The Disclosure and Baring Checks Policy is to ensure that CTSW Skills Ltd fulfils its responsibilities and obligations for safeguarding of children, young people and adults with whom CTSW Skills Ltd staff are in contact with as part of their work, and also for the assurance of the individual, external agencies and CTSW Skills Ltd itself.

Scope

This policy sets out those roles where a disclosure is required depending on the level and name of the contract with vulnerable individuals. CTSW Skills Ltd will be mindful of its duty of care and legal obligations such as those under Health and Safety at Work Act 1974, Data Protection Act 2018, Safeguarding Vulnerable Groups Act 2006 and Equality Act 2010.

Relevant roles and postholders

The DBS provides two levels of disclosure, 'Standard' and 'Enhanced', which apply to different roles and activities. Support staff who do not have direct or unsupervised access to learners will undergo a 'Standard' check.

Trainers, Assessors and Coordinators will undergo an 'Enhanced' check.

Team Leaders, Managers and Senior Managers will undergo an 'Enhanced' check as part of their role to offer support to the above staff.

The company will need to be aware of the implications for staff progressing or moving between roles where the levels of checks requirements differ.

Checks will be renewed on a 3 yearly basis. However, all staff for whom a check is required are obliged to inform CTSW Skills Ltd of any change in their criminal record that might affect their role.

Process

The company will be responsible for obtaining DBS disclosures. This will be incorporated into the recruitment and selection process for those positions for which a disclosure is required. It will be made clear in the recruitment process that a check will be required. New staff will be given guidance on completing the application form and what documentation needs to be produced. As there will be a delay in recording the disclosure form from the DBS, the member of staff may commence work so long as their manager conducts a risk assessment and ensures suitable supervision.



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The DBS co-ordinator handling DBS disclosures will ensure compliance in relation to storage, handling, retention and disposal of DBS checks. If a disclosure is returned with information that might affect employment, the coordinator will inform the staff member's line manager to decide what steps to take. Having a criminal record will not necessarily bar an individual from working for Greenlight Training Ltd; the DBS – Recruitment of ex-offenders policy statement will be followed in such circumstances.

Copies of DBS disclosures will be uploaded into the appropriate employee records.

Checks will be renewed on a three yearly basis. However, all staff for whom checks are required are obliged to inform CTSW Skills Ltd of any change in their criminal record that might affect their role.

Recruitment of ex-offenders

As an organisation using DBS to assess staffs suitability for positions of trust, CTSW Skills Ltd complies fully with the DBS Code of Practice and undertakes to treat staff fairly. The company will not discriminate unfairly against any subject of a DBS certificate on the basis of conviction or other information revealed.

The company is committed to the fair treatment of its staff, those interviewing for roles in the company, and users of our service regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, gender, sexual orientation or offending background.

We actively promote equal opportunity for all with the right mix of talent, skills and potential, and welcome applicants from a wide range of candidates including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

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

The interviewer will pose this question to the candidate during the interview process unless the nature of the position allows CTSW Skills Ltd to ask questions about the candidate's entire criminal record. The interviewer will only ask about unspent convictions as defined in the rehabilitation of Offenders Act 1974.

All interviewers, along with the DBS coordinator, will have access to guidance and expertise through the organisation's safeguarding team who are trained to identify and assess the relevance and circumstances of offences.

As part of the CTSW Skills Ltd disclosure offences procedure, the final decision on suitability should be sought for final approval from a member of the senior management team.