



HR POLICIES & PROCEDURES (HR/E02)

DBS POLICY & GUIDANCE

DOCUMENT INFORMATION	
Author: Valerie Zhande Recruitment Manager Reviewed and updated by Amelia Spurin	Consultation & Approval: No need to consult – legislative change
This document replaces: CRB Protocol v1 Issued July 2008 CRB Policy and Guidance 2011	Notification of Policy Release: “All Recipients” email Staff Notice Boards Intranet
Equality Impact Assessment:	May 2014
Date of Issue:	October 2015
Reviewed: October 2015	Next Review: October 2018
Version:	Final – 4
Amendments: September 2016	

DBS POLICY & PROCEDURE – CONTENTS PAGE

Section	PAGE
1. Introduction & Purpose	1
2. Scope	1
3. Equality Statement	1
4. Criminal Records Bureau	2
5. Independent Safeguarding Authority	2
6. Definitions	3
7. Regulatory and Legislative Framework	3
8. Employment Checks	4-6
9. Fair Use of Disclosure Information	6
10. Handling Disclosure Information	6-8
11. Monitoring/Auditing	8
12. Review	8
13. Related Policies	8
14. Information, useful links	8

APPENDICES

1. DBS Disclosure/Police Check – when required	
2. ID Checking Guidance	
3. DBS Process Map	

EQUALITY IMPACT ASSESSMENT

1. INTRODUCTION & PURPOSE

- 1.1 This policy has been written to provide clarity and guidance to all those who are, or are planning to work with children or vulnerable adults and those recruiting them; it explains the processes necessary to protect them, these groups and the Trust.
- 1.2 To ensure the Trust complies with its obligations under the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679.
- 1.3 and other relevant legislation in respect of the safe handling, use, storage, retention and disposal of disclosure information.

2. SCOPE

- 2.1 This policy and guidance applies to all employees, candidates to whom a conditional offer of employment has been made, and volunteers for roles in which they have direct access to patients and or patient information for, vulnerable adults and children and or other sensitive corporate information.
- All front-line emergency staff;
 - All non-emergency Patient Transport Service staff (PTS);
 - Managers undertaking emergency & non-emergency on-call duties;
 - EOC and 111 Service staff;
 - GP Drivers;
 - Custody Suite Nurses;
 - Volunteer Community Responders;
 - Co-responders;
 - First responders;
 - Staff Responders;
 - Volunteer PTS Car Drivers;
 - Some grades within the Trust's Finance Directorate
 - Students who, as part of their professional qualification are required to carry out clinical placements and staff who provide emergency cover to SCAS on an Honorary Contract, but hold a substantive post in another NHS organisation (*refer to the Research Passport Procedures for Honorary Research Contracts*)
- 2.2 This list is not exhaustive: for further guidance on eligible positions and DBS levels, refer to Appendices 1 and 2 of this policy.

3. EQUALITY STATEMENT

- 3.1 This procedure will be applied fairly to all employees regardless of race, ethnic or national origin, colour or nationality; gender (including marital status); age; disability; sexual orientation; religion or belief; length of service, whether full or part-time or employed under a permanent or a fixed-term contract or any other relevant factor. The Trust will therefore take every possible step to ensure that this procedure is applied fairly to all employees regardless of the afore mentioned protected characteristics
- 3.2 By committing to a policy encouraging equality of opportunity and diversity, the Trust values differences between members of the community, within its existing workforce, and actively seeks to benefit from their differing skills, knowledge, and experiences in

order to provide an exemplary healthcare service. The Trust is committed to promoting equality and diversity best practice both within the workforce and in any other area where it has influence.

- 3.3 Where there are barriers to understanding, eg, an employee has difficulty in reading or writing or where English is not their first language additional support will be put in place wherever necessary to ensure that the process to be followed is understood and that the employee is not disadvantaged at any stage in the procedure. Further information on the support available can be sought from the HR Department.
- 3.4 Employees exercising their rights and entitlements under the regulations will suffer no detriment as a result.

4. DISCLOSURE AND BARRING SERVICE (DBS)

- 4.1 The Criminal Records Bureau (CRB), an Executive Agency of the Home Office and was established under part V of the Police Act 1997. The service was launched in March 2002 as a service for disclosure checks, replacing the old Police Check. The Independent Safeguarding Authority (ISA) was created to help prevent those with certain criminal records from working with children and vulnerable adults by working in partnership with the Criminal Records Bureau (CRB), and assess individuals working or wishing to work in regulated activities who are referred to them on the grounds that they have caused or incited harm, or pose a possible risk of harm to vulnerable groups in order to make independent barring decisions. On 1 December 2012 the CRB and the IAS merged to create the Disclosure and Barring Service (DBS) The DBS provides controlled access to criminal records and related information through its Disclosure Service, enabling employers to make safer recruitment decisions by identifying candidates who may be unsuitable for work involving direct contact with children and vulnerable adults, and/or have access to sensitive and/or confidential information about Children and Vulnerable Adults.
- 4.2 The DBS Code of Practice sets out the obligations that must be met by recipients of disclosure information, a copy of which is available on the home office website on the DBS homepage.
- 4.3 There are two levels of DBS disclosure, standard and enhanced:
- A Standard disclosure shows current and spent convictions, cautions, reprimands and warnings held on the Police National Computer;
 - An Enhanced disclosure contains the same information as the Standard disclosure plus any relevant and proportionate information held by local police forces as well as a check of the new Children and or Vulnerable Adults barred lists where requested
- 4.4 The level at which a disclosure is processed depends on whether the individual is working in a "Regulated Activity" or not. The Trust pays for all such disclosures, except for volunteers for whom disclosure is processed free of charge.
- 4.5 SCAS complies fully with the DBS Code of Practice regarding the fair use and handling of disclosure information in assessing applicants' suitability for positions of trust.

5. REFERRALS AND BARRING

- 5.1 The Trust has a legal duty to refer to the ISA individuals who have enhanced disclosures that have recorded offences that fall within the PoCA and PoVA sections and/or have current or pending cases under investigation for offences that fall within the PoCA and

PoVA sections

- 5.2 The DBS is responsible for decisions regarding the suitability or otherwise of such an individual to work with vulnerable groups or to be listed on one or both the PoCA and PoVA barred lists.

6. DEFINITIONS

- 6.1 **Regulated Activity** Work which involves close and unsupervised contact with vulnerable groups and children. This covers the provision of health and / or social care by or under the supervision of a health professional, including triage services and medical advice provided over the phone. It covers the provision of personal care and / or household assistance to an adult who needs it because of their age, illness and / or disability.
- 6.2 **Vulnerable Adult** The new definition of regulated activity relating to adults no longer labels adults as vulnerable; instead the definition identifies the activities which, if any adult requires them lead to that adult being considered vulnerable at that particular time.
- 6.3 **Disclosure** Describes the service provided by the DBS and the document issued to the applicant and Registered Body when a DBS check has been completed.
- 6.4 **Evidence Checker** A person within the Trust who is authorised to check original Identity documents and verify this information against the form, and record on the form that they have verified the original documents supplied by the DBS applicant
- 6.5 **Countersignatory** A person within a Registered Body who is registered with the DBS to countersign applications and receive the disclosure.
- 6.6 **Lead Countersignatory** An appointed figure within a Registered Body who has overall responsibility for the use of the DBS checks in their organisation.
- 6.7 **PoCA** Protection of Children's Act
- 6.8 **PoVA** Protection of vulnerable Adults
- 6.9 **Registered Body** Organisations that have registered directly with the DBS to use its services.

7. REGULATORY AND LEGISLATIVE FRAMEWORK

- 7.1 The Department of Health has devolved responsibility for providing advice and guidance on safer recruitment to NHS Employers. This guidance covers all the pre- and post-employment checks that employers are required to make before appointing anyone – employees, volunteers, students, trainees – to a position in the NHS and is designed to prevent unsuitable people obtaining employment in the Trust.
- 7.2 It supersedes the Department of Health circular HSC 2002/008 (pre- and post-employment checks for all persons working in the NHS in England) and applies to all NHS organisations. The Trust complies fully with the recommendations which include DBS checks (see www.nhsemployers.org).

8. EMPLOYMENT CHECKS: process for posts subject to DBS checks

- 8.1 A disclosure carries no period of validity – disclosures are for use immediately after

issue at the point of recruitment for a particular post. Recruitment will process an Enhanced Disclosure for existing staff already undertaking Regulated Activity, who move by secondment, promotion, or transfer to another Regulated Activity, and have never had a CRB/ DBS disclosure carried out before, or has a disclosure that is more than five (5) years old. A new disclosure will also be processed where a previously issued disclosure does not contain a PoCA or PoVA check where one is required.

8.2 Pre-employment

- 8.2.1 All such job adverts and recruitment information contain a statement that a DBS disclosure at enhanced level will be sought if an offer of employment is made.
- 8.2.2 These candidates, if shortlisted and invited to interview will be required to complete a preliminary Declaration of Criminal Convictions and Professional Status Form, which they will be instructed to hand in to the Chair of the interview panel.
- 8.2.3 All potential employees will be notified of the potential effect of a criminal record history on the recruitment and selection process and subsequent recruitment decision.
- 8.2.4 All interviewees are required to bring in ID and address verification documents to their interviews as instructed in the invitation to interview letter. The same will be checked for authenticity and then photocopies taken and retained for filing
- 8.2.5 Successful candidates will have their ID and address verification details keyed into the eDBS system. They will then be required to complete an on-line disclosure application form, which once processed they will receive a disclosure and Barring Service Certificate to their home address.
- 8.2.6 Where there is information recorded on the Certificate, the candidate must present the original document to Recruitment for verification of the information recorded. In the event that a paper application has been processed, the candidate is required to present the Certificate to recruitment for verification, regardless of whether or not there is information recorded.
- 8.2.7 Where a paper application has to be processed, applicants will be required to bring the completed form to the relevant office, including the relevant identification verification documents. The evidence checker, will inspect the documents for authenticity, copy and sign the copies. The evidence checker must complete the verification check boxes, and then pass the form on to the counter signatory for authorisation, keeping a record of the application form number, and the day the form is sent to DBS for processing. The original certificate must then be presented to the processing manager for verification of information or lack thereof, and recording of the certificate number
- 8.2.8 Correct identification of any job applicant is the cornerstone of the Disclosure and Barring Service. Evidence Checkers must ensure that the identity and current address of each disclosure applicant is verified beyond any doubt. In order to establish identity, applicants will be asked to produce documents from the List of Valid Identity Documents in the ID Checking Guidelines (see Appendix 2)
- 8.2.9 The counter signatory must ensure that the form has been correctly filled in, and all the required fields and check boxes have been populated by the applicant as well as the evidence checker and should only countersign the form when satisfied that the form has been completed correctly.
- 8.2.10 A copy of the DBS Code of Practice for Registered Persons and other Recipients of Disclosure Information and the Trust's Policy Statement on the Secure Storage of disclosure information will be provided on request.

8.3 Existing Staff – new check

- 8.3.1 Staff who have never been DBS-checked will undergo the same process of going through identity and address verification and then having a DBS application processed as new employees
- 8.3.2 DBS checks will be carried out every five (5) years for all eligible staff (with the exception of volunteers who will be required to submit a new DBS certificate every Two (2) years), or each time they move to a new position that is also eligible for a DBS check. Letters will be sent to employees to advising that they are due to be re-checked, and are given instructions on documents to be brought in and where they are to be brought in to.
- 8.3.3 Where a disclosure application for an existing member of staff returns a recorded offence, which has not been previously declared, this will be considered on a risk assessment basis, and where appropriate be handled in accordance with the Trust's disciplinary procedure.

8.4 Internal job transfer/promotion/secondment and inter-Trust transfers

- 8.4.1 Where existing staff move into a post where they will have significant contact with children or vulnerable adults, a DBS check will be processed for them so they will need to provide ID and address verification documents as per the process above.

8.5 Agency Workers, Contractors & Private Providers

- 8.5.1 To ensure that agency workers meet the requirements for DBS for relevant positions, Managers will only use Agencies that are approved under the Government Procurement Service (GPS) or Buying Solutions as they are required to meet the NHS requirements for standard pre-employment checks, including DBS checks where appropriate.
- 8.5.2 Contract Managers shall ensure that private providers maintain the NHS standard checks for staff working within SCAS, and that relevant clauses are included in any contracts and /or Service Level Agreements such as; The private provider shall ensure that all DBS checks are carried out and are of a suitable level for relevant position, including staff employed or subcontracted to the provider, and that checks are up to date and that evidence (not content) shall be available on request by the Trust for audit purposes.
- 8.5.3 The Contractor or Private provider, must supply the Trust with a list of its direct employees (and that of any subcontractors where applicable).
- 8.5.4 The Contractor/Private provider must keep the Trust informed of any staff changes, throughout the duration of the contract.

8.6 Students, Research Contracts, & Honorary Contract Holders

- 8.6.1 Existing NHS employees requiring clinical placement or research with SCAS will be required to provide written assurance from their host/substantive Trust, confirming that the correct level disclosure check has been completed as appropriate for the activity they will be carrying out.
- 8.6.2 Recruitment or Placement Officers will request written confirmation from the Host Trust – confirmation should give assurance that all disclosure checks – where appropriate, have been completed in accordance with the NHS Pre-employment checks standards and providing the date of issue and the status, not content and the disclosure certificate number.
- 8.6.3 Researchers from outside the NHS will be required to complete the appropriate

disclosure check with SCAS before permission can be granted to undertake any research in a roll that is deemed Regulated Activity.

- 8.6.4 Researchers whose host employers are external to the NHS, who have already done part of their research in an NHS Trust can have their request for confirmation of appropriate DBS disclosure and other pre-engagement checks managed via the National Institute of Health Research (NIHR) Research Passport Scheme.
- 8.6.5 Where SCAS is the first NHS Trust for their Research, a disclosure check will be completed by the SCAS HR Recruitment Team under the NIHR Research Passport procedure.
- 8.6.6 Where a Researcher has already undertaken part of their research, in an NHS Trust, HR Recruitment will request confirmation of all pre-engagement checks, including the appropriate disclosure from that Trust under the NIHR Research Passport Scheme. (Further information regarding Research contractors is available in the Research Passport Procedures.)

9. THE FAIR USE OF DISCLOSURE INFORMATION

- 9.1 The Trust recognises that candidates with convictions, cautions, reprimands and formal warnings can often find difficulty in obtaining employment and will only consider the relevance of these in the context of the post that is being applied for and candidates will not be rejected purely on this basis.
- 9.2 Disclosure of convictions, cautions, reprimands or formal warnings will be requested at the application stage and will be treated confidentially. The HR Department will assess whether these have any relevance to the post the candidate is applying for. If there is any doubt, the matter be discussed with the manager and a decision made about the suitability of the candidate for the post using the criteria detailed in the Trust's Recruitment and Selection Policy and associated procedures and guidelines.
- 9.3 Individual staff have the responsibility for informing the Trust if they incur any convictions, cautions or investigations that would appear on an Enhanced Disclosure. Failure to declare such offences may constitute a disciplinary offence.
- 9.4 Any offences will be considered by the head of the appropriate department and HR and will be measured on the basis of a risk assessment and consideration given issues listed in s13.4
- 9.5 The employment of ex-Offenders and the effect of the Rehabilitation of Offenders Act 1974 is covered in the Trust's Recruitment and Selection Policy and associated procedures and guidelines and is also explained during Recruitment and Selection training. In addition, guidance and advice is readily available from the HR Department.
- 9.6 The Trust will ensure that all candidates are aware of the need for a disclosure in the event of a successful application and encourage candidates to declare convictions, cautions, reprimands and formal warnings before disclosure is requested. This requirement will be included within all relevant job descriptions and job advertisements.
- 9.7 The Trust has a duty to refer to the DBS any information about individuals who may pose a risk ensuring potential threats to vulnerable groups can be identified and dealt with.
- 9.8 Where an individual has been referred to the DBS due to harming; causing harm; putting

at risk to harm; attempting to harm; or inciting another person to harm a child or vulnerable adult, the DBS will consider all relevant information in deciding if its appropriate to add that person to one or both the barred lists.

10. HANDLING DISCLOSURE INFORMATION

10.1 HR will request to have sight of the Disclosure certificate where the eDBS process reveals the certificate has information recorded. The HR Department will not reveal the content of the disclosure to any other member of staff, including managers, unless a conviction, caution, reprimand, formal warning or other information is revealed that the employee has not previously disclosed. Disclosure information will only be shared with relevant persons in the course of specific duties relevant to recruitment, vetting processes, and appointment decisions.

10.2 Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

10.3 The following will be recorded on the Electronic Staff Record (ESR)

- Name of the applicant
- Applicant's date of birth
- Position Applied for
- Disclosure application form reference
- Date application form was sent to candidate
- Level of disclosure
- ID verification Route used
- Date disclosure requested
- Date disclosure received
- Disclosure certificate number
- Recruitment Decision taken

Any positive disclosures will be noted and any discussions held with the employee around this will be recorded and filed on the individual's Personnel file. No other record of the DBS check will be held on the personnel file.

10.4 It should be noted that there are some offences which effectively ban individuals from working with children and/or vulnerable adults. It is a criminal offence to knowingly employ such individuals in such a role.

10.5 Where a disclosure is received which reveals convictions, caution, reprimand or warning under ISA PoCA or PoVA barred lists section of the DBS, such an individual should not be allowed to undertake Regulated Activity – it is a criminal offence to appoint such a person to Regulated Activity.

10.6 If any matters are revealed in disclosure information that have not been previously declared on application, the Trust will discuss these matters with the candidate before a decision is made about the job offer, this will be reviewed by the recruiting manager and Recruitment on a risk assessment basis (Appendix 1), with consideration being given to:

- The Trust's legal responsibilities
- The seriousness of the offence and its relevance to the safety of patients, other

employees and property

- The length of time since the offence occurred.
- Whether the offence was a one off, or part of a history of offending, and efforts to avoid re-offending.
- Any relevant information offered by the applicant about the circumstances which led to the offence being committed
- The degree of remorse, or otherwise, expressed by the applicant and their motivation to change

10.7 The applicant or employee must be given the opportunity to discuss the disclosure information before the final employment or volunteer decision is made.

10.8 The Trust will pay for all elements of the DBS process where costs are incurred.

11. MONITORING/AUDITING

11.1 The Recruitment Manager is responsible for conducting quarterly compliance audits and forwarding quarterly audit reports to the Assistant HR Director (Workforce and OD) for the Quality and Safety Committee

12. REVIEW

12.1 The effectiveness of this policy and guidance will be reviewed annually by the Assistant Director of HR (Workforce and OD) with support of HR and Recruitment teams.

12.2 The policy and guidance will be reviewed biannually and/or in the event of changes to DBS guidelines, NHS policy, employment legislation and/or NHS best practice guidance.

13. FURTHER READING/INFORMATION

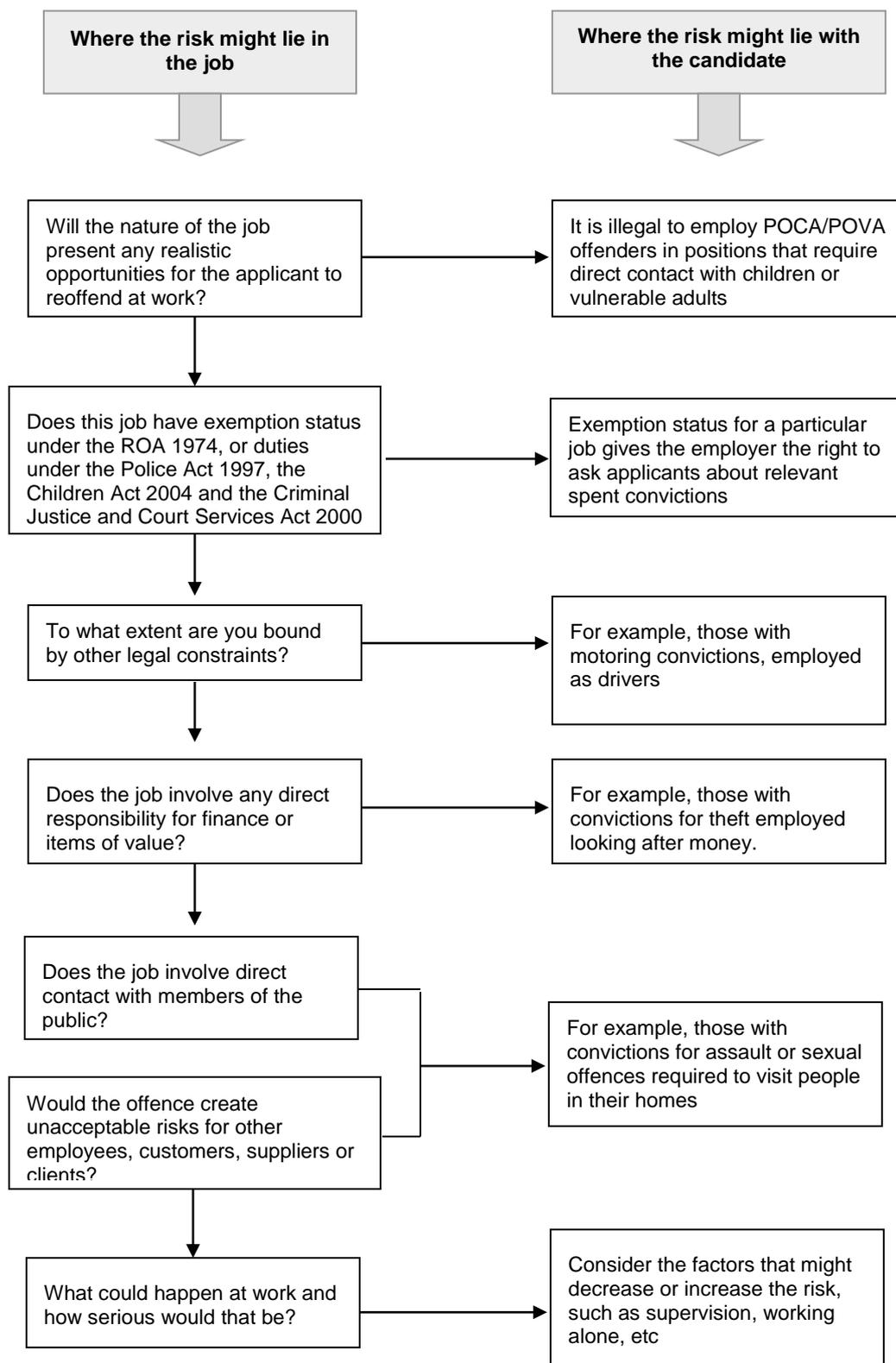
- SCAS Protection of Vulnerable Adults & Children Policy
- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions Order), as amended
- NHS Safer Recruitment Guide 2006
- NHS Employment Check Standards 2008, comprising: Employment history, Right to work, CRB, Occupational Health Checks, Registration and Qualification, Verification Checks
- Independent and Safeguarding Authority (ISA) Vetting and Barring Scheme (VBS) Guidelines
- Health and Social Care Act 2008 (Schedule1) – Regulated Activities.
- CQC Guide to regulated activities by service type.

Websites and Links:

- NHS Employers – www.nhsemployers.org
- Information and access to services for DBS applicants and the general public – www.direct.gov.uk/dba

- Information for registered bodies and other associated businesses and organisations using the DBS service – <https://www.gov.uk/government/organisations/disclosure-and-barring-service>
- Corporate information and publications for particular interest groups and partners – www.homeoffice.gov.uk/dbs
- <http://www.dh.gov.uk/health/files/2012/08/Regulated-Activity-adults-V2.pdf>
- Standards of quality and safety – www.cqc.org.uk/usingcareservices/essentialstandardsqualityandsafety.cfm
- Guidance on Protection of Children Act 1999 – www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4006939

Assessing the Job for Risk



Chairman Mr Trevor Jones – Chief Executive Mr Will Hancock

Registered Headquarters: Unit 7 & 8, Talisman Business Centre, Talisman Road, Bicester, Oxfordshire, OX26 6HR

The following table should be used as a guide when considering the requirement of a position needing a DBS Disclosure Certificate within the Trust. All queries regarding suitability should be directed to the Recruitment Team Leader and/or HR Manager in the first instance.

DBS DISCLOSURE REQUIREMENTS		
Job Title	Type of Activity	Disclosure Level
Accident and Emergency		
Emergency Care Assistant	Regulated	Enhanced
Trainee Ambulance Technician	Regulated	Enhanced
Ambulance Technician	Regulated	Enhanced
Paramedic	Regulated	Enhanced
Ambulance Nurse	Regulated	Enhanced
Team Leader	Regulated	Enhanced
Emergency Services Manager	Regulated	Enhanced
Emergency Care Practitioner	Regulated	Enhanced
Clinical Mentor	Regulated	Enhanced
Area Manager	Regulated	Enhanced
Operational Training		
Education Manager	Regulated	Enhanced
Ops Training Officer	Regulated	Enhanced
Clinical Educator	Regulated	Enhanced
EOC		
EOC Duty Manager	Regulated	Enhanced
Shift Officer	Regulated	Enhanced
Emergency Dispatcher	Regulated	Enhanced
Emergency Call Taker	Regulated	Enhanced
Clinical Support Desk Practitioner	Regulated	Enhanced
Commercial Services		
PTS		
Ambulance Care Assistant	Regulated	Enhanced
ACA High Dependency Unit	Regulated	Enhanced
PTS Contact Centre Supervisor	Regulated	Enhanced
PTS Operations Manager	Regulated	Enhanced
PTS Customer Service Manager	Regulated	Enhanced

DBS DISCLOSURE REQUIREMENTS		
Job Title	Type of Activity	Disclosure Level
111 Services		
111 Call Handler	Regulated	Enhanced
111 Clinical Adviser	Regulated	Enhanced
111 Shift Manager	Regulated	Enhanced
Head of 111 Service	Regulated	Enhanced
Community Responder team		
Community Responder Manager	Regulated	Enhanced
Community Responder	Regulated	Enhanced
Volunteers		
Volunteer car drivers	Regulated	Enhanced
Volunteer Community First Responder	Regulated	Enhanced
Finance and Business Services		
Financial Accountant	Financial	Standard
Management Accountant	Financial	Standard
Senior Management Accountant	Financial	Standard
Financial Controller	Financial	Standard
Other		
Pharmacy Team		Standard

ID Checking Guidelines

Applicants provide a range of ID documents as part of the DBS application process. Only documents listed below are acceptable as valid ID documents – If it is not listed below, it is not acceptable. There are three groups of acceptable documents:

Group 1 – Primary Identity Documents

- Current valid passport – UK or EEA (or Non-EEA in combination with a Biometric Residence Permit or current Work Permit/Visa)
- Biometric Residence Permit (UK)
- Current Driving Licence (UK) (Full or provisional) Isle of Man / Channel Islands;
 - Photo card only
- Birth Certificate (UK & Channel Islands) – issued at the time of birth;
 - Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces

Group 2a – Trusted Government/State Issued Documents

- Current UK Driving Licence (old style paper version)
- Current Non-UK Photo Driving Licence (valid for up to 12 months from the date the applicant entered the UK).
- Birth Certificate (UK & Channel Islands) – (issued after the time of birth by the General Register office/relevant authority i.e. Registrars – Photocopies are not acceptable)
- Marriage/Civil Partnership Certificate (UK)
- Adoption Certificate (UK)
- HM Forces ID Card (UK)
- Fire Arms License (UK)

Group 2b – Financial/Social History Documents

- Mortgage Statement (UK)**
- Bank/Building Society Statement (UK)*
- Credit Card Statement (UK)*
- Financial Statement ** - e.g. pension, endowment, ISA (UK)
- P45/P60 Statement** (UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands)**
- Work Permit/Visa (UK) (UK Residence Permit)**
- Utility Bill (UK) Gas/Electric/Water - *Not Mobile Telephone
- Benefit Statement* - e.g. Child Allowance, Pension
- A document from Central/Local Government / Government Agency/ Local Authority giving entitlement (UK & Channel Islands)* - e.g. from the Department for work and Pensions, the Employment Service, Customs and Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK)

Please note:

If a document in the List of Valid Documents is:

- Denoted with * - it should be less than three months old
- Denoted with** - it should be issued within the last 12 months
- Not Denoted – it can be more that 12 months old.

Process to check an applicant's ID

Route One

If an applicant can produce a group 1 document, then they must produce 3 documents

- 1 document from Group one (refer to list of Valid Identity Documents above)
- 2 further documents from Group 1 or 2; one of which must verify their current address.

Non-UK/Non EEA Nationals:

All non- UK/Non-EEA Nationals should be validated via Route one by supplying the following combination of documents:

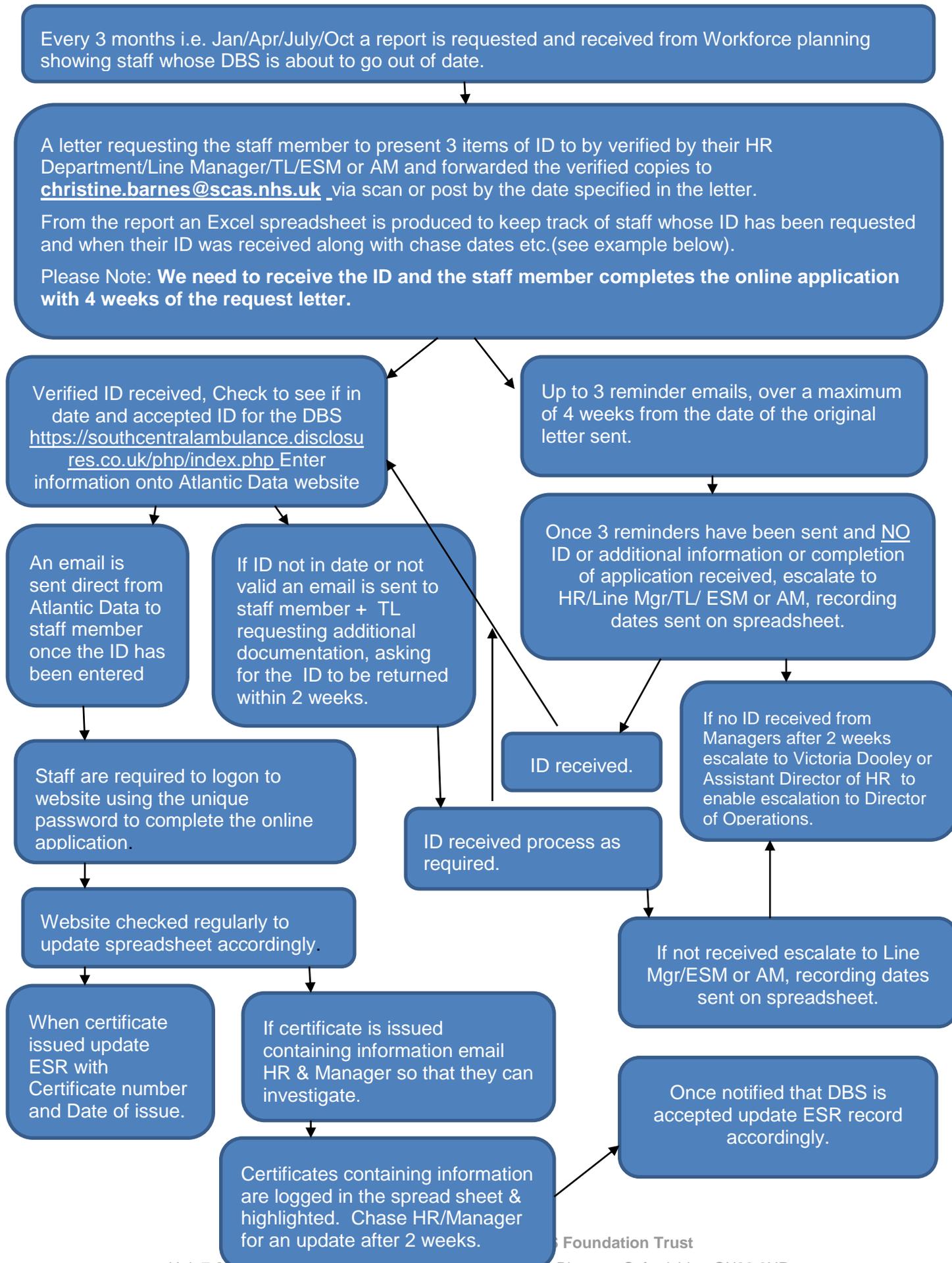
- Current Passport; and
- Biometric Residence Permit or Work Permit/Visa (UK); and
- 1 further document from Group 2a or 2b (refer to list of Valid Identity Documents above), which verifies their current address.

Route Two

The applicant must produce:

- 3 documents from Group 2 comprising of;
 - 1 document from Group 2a or 2b; one of which must verify their current address
 - 2 Further documents from Group 2a or 2b; one of which must verify their current address

DBS Process Map



SOUTH CENTRAL AMBULANCE NHS TRUST

Equality Impact Assessment Form Section One – Screening

Name of Function, Policy or Strategy: DBS Policy & Guidance

Officer completing assessment: Victoria Dooley

Telephone: 01869 365047

1. What is the main purpose of the strategy, function or policy?
To provide clarity and guidance on the required checks for individuals working with or planning to work with Children and/or vulnerable adults; information obtained from these check is handled and stored in accordance with the DBS protocol, and the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679).
2. List the main activities of the function or policy? (for strategies list the main policy areas)
Pre-employment checks
3. Who will be the main beneficiaries of the strategy/function/policy?
Recruiting Managers HR Team Potential Trust Employees Existing employees Members of the public Patients Governors All other stakeholders
1. Use the table overleaf to indicate the following:- a. Where do you think that the strategy/function/policy could have an adverse impact on any equality group, i.e. it could disadvantage them? b. Where do you think that there could be a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relations within equality target groups?

		Positive Impact	Negative Impact	Reasons
GENDER	Women	N/A	N/A	
	Men	N/A	N/A	
RACE	Asian or Asian British People	N/A	Yes	Language difficulties
	Black or Black British People	N/A	Yes	Language difficulties
	Chinese people and other people	N/A	Yes	Language difficulties
	People of Mixed Race	N/A	Yes	Language difficulties
	White (inc Irish) people	N/A	N/A	Language difficulties
	Disabled People	N/A	Yes	Possible learning difficulties
	Lesbians, gay men and bisexuals	N/A	N/A	
	Transgender	N/A	N/A	
AGE	Older People (60+)	N/A	N/A	
	Younger People (17 to 25) and children	N/A	N/A	
	Faith Groups	N/A	N/A	
	Equal Opportunities and/or improved relations	N/A	N/A	Yes – ensuring that a fair and consistent process is followed for all Trust staff.

Notes: Faith groups cover a wide range of groupings, the most common of which are Muslims, Buddhists, Jews, Christians, Sikhs and Hindus. Consider faith categories individually and collectively when considering positive and negative impacts.

The categories used in the race section refer to those used in the 2001 Census. Consideration should be given to the specific communities within the broad categories such as Bangladeshi people and to the needs of other communities that do not appear as separate categories in the Census, for example, Polish.

5. If you have indicated that there is a negative impact, is that impact:		
	Yes	No
Legal (it is not discriminatory under anti-discriminatory law)	X	
Intended		X
Level of Impact	High	Low
		X
If the negative impact is possibly discriminatory and not intended and/or of high impact then please complete a thorough assessment after completing the rest of this form.		
6(a). Could you minimise or remove any negative impact that is of low significance? Explain how below:		
Clear, simple language used. Line managers support and guide their staff to understand what has been written in the policy and the impact/effect it would have on them.		
6(b). Could you improve the strategy, function or policy positive impact? Explain how below:		
By using clear and simple language.		
7. If there is no evidence that the strategy, function or policy promotes equality, equal opportunities or improves relations – could it be adopted so it does? How?		
N/A		

Please sign and date this form, keep one copy and send one copy to the Trust's Equality Lead.
Signed: V Dooley
Name: Victoria Dooley
Date: 21 May 2014

Equality Impact Assessment Form Section Two – Full Assessment

Name of Function, Policy or Strategy: DBS Policy and Guidance

Officer completing assessment: Victoria Dooley

Telephone: 01869 365 047

Part A

1. Looking back at section one of the EqIA, in what areas are there concerns that the strategy, policy or project could have a negative impact?

- Gender
- Race
- Disability
- Sexuality/Transgender
- Age
- Faith

2. Summarise the likely negative impacts:-

Possible difficulties with understanding relating to language problems and/or learning disabilities

No perceived issues relating to other groups.

3. Using the table below, give a summary of what previous or planned consultation on this topic, policy, function or strategy has or will take place with groups or individuals from the equality target groups and what has this consultation noted about the likely negative impact?

Equality Target Groups	Summary of consultation planned or taken place
Gender	Policy being reviewed by Policy review group including staff side representatives
Race	Policy being reviewed by Policy review group including staff side representatives
Disability	Policy being reviewed by Policy review group including staff side representatives

Equality Target Groups	Summary of consultation planned or taken place
Sexuality/Transsexuality	Policy being reviewed by Policy review group including staff side representatives
Older People	Policy being reviewed by Policy review group including staff side representatives
Younger People	Policy being reviewed by Policy review group including staff side representatives
Faith	Policy being reviewed by Policy review group including staff side representatives

4. What consultation has taken place or is planned with Trust staff including staff that have or will have direct experience of implementing the strategy, policy or function?

Policy being reviewed by Policy review group including staff side representatives

5. Check that any research, reports, studies concerning the equality target groups and the likely impact have been used to plan the project and guide or indicate what research you intend to carry out:-

Equality Target Groups	Title/type of/details of research/report
Gender	Policy being reviewed by Policy review group including staff side representatives
Race	Policy being reviewed by Policy review group including staff side representatives
Disability	Policy being reviewed by Policy review group including staff side representatives
Sexuality/Transsexuality	Policy being reviewed by Policy review group including staff side representatives
Older People	Policy being reviewed by Policy review group including staff side representatives
Younger People	Policy being reviewed by Policy review group including staff side representatives
Faith	Policy being reviewed by Policy review group including staff side representatives

6. If there are gaps in your previous or planned consultation and research, are there any experts/relevant groups that can be contacted to get further views or evidence on the issues?

Yes (Please list them and explain how you will obtain their views)

.....
.....

No

Part B

Complete this section when consultation and research has been carried out

- 7a. As a result of this assessment and available evidence collected, including consultation, state whether there will be a need to be any changes made/planned to the policy, strategy or function.
- 7b. As a result of this assessment and available evidence, is it important that the Trust commissions specific research on this issue or carries out monitoring/data collection?

(You may want to add this information directly on to the action plan at the end of this assessment form)

.....
.....
.....
.....

8. Will the changes planned ensure that negative impact is:

Legal?
(not discriminatory, under anti-discriminatory legislation)

Intended?

Low impact?

9a. Have you set up a monitoring/evaluation/review process to check the successful implementation of the strategy, function or policy?

Yes No

9b. How will this monitoring/evaluation further assess the impact on the equality target groups/ensure that the strategy/policy/function is non-discriminatory?

Details:

..... The policy will be reviewed and managed by the Recruitment team and any changes or amendments
will be brought to the policy review groups.....

Please complete the action plan overleaf, sign the EQIA, retain a copy and send a copy of
the full EQIA and Action Plan to the Trust's Equality Lead.

Signed: **V Dooley**.....

Name: **V Dooley**.....

Date: **21/05/14**.....

