



Disclosure and Barring Service (DBS) Policy

1. Introduction

This Disclosure and Barring Service (DBS) Policy outlines the principles and procedures for obtaining, handling, and using criminal record checks through the Disclosure and Barring Service (DBS) in the United Kingdom. It applies to all employees, volunteers, contractors, and individuals engaged in regulated activities with Carefirst Recruitment Ltd involving children or vulnerable adults.

2. Policy Statement

Carefirst Recruitment Ltd is committed to safeguarding children and vulnerable adults from harm and ensuring that individuals engaged in regulated activities have been properly vetted and assessed for their suitability. We will comply with the legal requirements and guidelines set forth by the DBS in obtaining and using criminal record checks to assess individuals' suitability for positions involving working with children or vulnerable adults.

3. Eligibility for DBS Checks

DBS checks will be conducted on individuals who:

Are applying for positions that involve regulated activities with children or vulnerable adults.

Are new employees, volunteers, or contractors who will be working with children or vulnerable adults.

Are existing employees, volunteers, or contractors whose roles have changed to include regulated activities with children or vulnerable adults.

4. Levels of DBS Checks

Carefirst Recruitment Ltd will determine the appropriate level of DBS check based on the nature of the role and the level of contact with children or vulnerable adults:

Basic DBS Check: For roles that involve limited contact with children or vulnerable adults.

Standard DBS Check: For roles that involve regular contact with children or vulnerable adults.

Enhanced DBS Check: For roles that involve unsupervised contact with children or vulnerable adults, or positions of trust.

5. Application Process

Individuals subject to a DBS check will be required to complete a DBS application form and provide the necessary identification documents as specified by the DBS.

The completed application form and identification documents will be submitted to the DBS through Carefirst Recruitments Ltd designated DBS umbrella body or registered body.

6. Handling and Use of DBS Information

DBS information will be handled and stored securely in compliance with data protection laws and regulations.

Access to DBS information will be restricted to authorised personnel involved in the recruitment, selection, and supervision of individuals engaged in regulated activities.

DBS information will be used solely for the purpose of assessing individuals' suitability for positions involving working with children or vulnerable adults.

7. Assessment of Suitability

The results of DBS checks will be used, along with other relevant information and risk assessments, to determine individuals' suitability for positions involving regulated activities.

Decisions regarding individuals' suitability will be made fairly, consistently, and in accordance with Carefirst Recruitment Ltd.'s safeguarding policies and procedures.

8. Review and Monitoring

This DBS Policy will be reviewed periodically to ensure compliance with legal requirements and best practices in safeguarding. Any changes in legislation or DBS guidelines will be promptly reflected in this policy.

9. Contact Information

For inquiries or concerns regarding DBS checks or this policy, please contact the designated safeguarding officer at Emma Janny – emma@carefirst.biz – 0207-034-0550.

10. Acknowledgement

By signing below, I acknowledge that I have read, understood, and agree to comply with the DBS Policy of Carefirst Recruitment Ltd.

Signature: _____ Date: _____