



DISCLOSURE & BARRING SERVICE (DBS) DISCLOSURE INFORMATION

What is a disclosure?

A disclosure is a document containing information held by the police and government departments. It can be used by employers and voluntary organisations to make safer recruitment decisions. Disclosures are provided by the DBS an executive agency of the Home Office.

The disclosure service offers organisations a means to check the background of job applications to ensure that they do not have a history that would make them unsuitable for posts they are trying to fill. Disclosures will provide details of a person's criminal record *including convictions, cautions, reprimands and warnings* held on the Police National Computer. If the position applied for involves working with children, disclosures will also contain details from lists held by the Department of Health and the Department for Education and Skills of those considered unsuitable for this type of work. An Enhanced Disclosure also contains information held by local police forces.

What if I already have a disclosure?

A DBS Disclosure carries no formal period of validity and therefore the information it contains may not be up to date, as information revealed through a DBS check reflects the information that was available at the time of issue. For all new appointments made the College will require the successful applicant to complete the necessary documentation to obtain a new DBS Disclosure.

How do I apply for a disclosure?

Upon the offer of a position within the College, the HR Department will issue an appointment letter, together with a link to the on-line DBS application form with guidance notes. The offer is subject to the receipt of satisfactory references and routine DBS clearance in line with normal College procedure.

Once you have completed the on-line application form the HR Team will carry out an on-line ID check. Please note you will be asked to bring the relevant original identity documents to enable them to do this along to your interview.

Who will receive my disclosure and how do I know that the information contained will be kept confidential?

The disclosure will be sent directly to your home address by the DBS. To complete your pre-employment checks you will be asked to bring your DBS Certificate to College and a member of the HR Team will take a copy of the original. Please note that you will not be cleared to work at the College until this has been done therefore it is important to contact the HR Department on receipt of your DBS Certificate to ensure there is no delay to your start date.

Organisations using the disclosure service must comply with the DBS Code of Practice, which is there to make sure that the whole process works fairly. The information will be handled and stored appropriately and will only be kept as long as it is necessary. A copy of the Code of Practice can be obtained from the HR Department on request.

If you have any questions about the Disclosure & Barring Service
please contact the Human Resources Department on
(01642) 333563