

## Disclosure and Barring Service Policy Statement

Supreme Recruitment adheres to the DBS Code of Practice which can be viewed at

<https://www.gov.uk/government/publications/dbs-code-of-practice>

A valid Enhanced Disclosure and Barring Service certificate (DBS certificate) is required for every candidate accepted for work. This DBS certificate must be relevant to either Child or Adult workforces and only when necessary should both be selected. We will inform every applicant of the requirement for a DBS certificate in the initial conversation and on the application form which is completed as a mandatory requirement of the registration process. All DBS certificates obtained by Supreme will have an expiry period of 3 years from the date of issue on the certificate. At the end of this 3-year period, candidates who have worked continuously with a company will be asked to apply for a new DBS certificate, unless the current status of the certificate can be verified by the applicant's current and valid subscription to the Update Service.

Supreme will accept an enhanced DBS certificate that has been obtained for the candidate by another agency or an employer if:

- the applicant has subscribed to the Update Service and the date of the disclosure certificate matches the date of issue stated on the Update Service check, OR
- the disclosure certificate was issued within 6 months of the candidate's registration interview with Supreme AND not on the update service and Supremes DBS was being processed

The original of the DBS certificate must be presented at the candidate's registration interview. A DBS certificate presented 3 or more years from the issue date will be deemed to have expired unless the candidate has a current subscription to the Update Service.

DBS certificates become invalid if the candidate has a gap of three months or more in education-based employment (excluding the 6-week summer break for schools). In these circumstances a new DBS certificate must be obtained (if the current certificate cannot be verified by the candidate's subscription to the Update Service).

A risk assessment is conducted on all DBS certificates, which ascertain whether or not the candidate is suitable for an education placement. DBS certificates and the information they contain are shared only with those who need to have access to them and not passed to any unauthorised third party. Candidates will be advised to carry the DBS certificate to every assignment to assist with client record keeping. Supreme recommends that every candidate take their DBS certificate as well as a Supreme Recruitment photo ID to all assignments and

share the date of issue, reference number and any matters of note recorded on the certificate.

As far as possible, Supreme will ensure recipients of DBS certificate information do not discriminate against an applicant on the basis of information contained on the certificate. A criminal record will not necessarily be a bar to obtaining a position and applicants can be assured that information contained on the DBS certificate will not be used unfairly. Any matters revealed on the DBS certificate will be discussed with the applicant before candidates are accepted and registered with Supreme. The decision to decline the applicant will be made at senior level and will be handled sensitively. If a candidate is found to be on a list barring them from the work to which they have applied; the facts will be reported to the police and/the referral and barring service of the DBS. DBS certificates are stored securely in accordance with DBS storage policies and kept for no longer than necessary. The date of issue and unique reference number for DBS certificates are recorded on the secure database. Supreme will co-operate with requests from the Disclosure and Barring Service to undertake assurance checks as to the proper use and safekeeping of DBS certificate information and will report to the DBS any suspected malpractice in relation to this Code of Practice or any suspected offences in relation to the misuse of DBS certificate information.

Policy Updated November 2018