Disclosure and Barring Service (DBS) Check Procedure Flow Chart

- **Unit/area recruiter** completes Post Requisition Form indicating DBS and level required.
- **HR** checks Job Description includes requirement for DBS & appointment is conditional on outcome of DBS check.
- **Candidate** interviewed.
- **Manager** completes request to appoint form stating requirement for DBS.
- **Manager/ unit/area** emails copy of ID to HR.
- **Candidate** brings ID Documents to interview.
- **Types and levels of disclosure:**
  - Standard
  - Enhanced
  - Enhanced with list checks
- **HR** triggers DBS process. Email sent to candidate requesting online completion of DBS application.
- **HR** checks and verifies data.
- **DBS check not clear? Flagged with HR**
  - **HR request DBS certificate from candidate**
  - Consult with HR Managers/ Advisors.
  - If appropriate consult with Candidate
  - Letter sent to retract offer letter
- **DBS Check Clear? Proceed to recruit**

**Related policies and documents:**
- Policy Statement: Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information
- Policy Statement: Recruitment of Ex-offenders
- Policy Statement: Recruitment of Staff exempted from the Rehabilitation of Offenders Act

**Stage 1 – Police National Computer search**
**Stage 2 – Barred List Search**
**Stage 3 – Records held by police search**
**Stage 4 – Certificate issued and dispatched to candidate**

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