POLICY INFORMATION SHEET / CHECKLIST

Policy Title:	Disclosure and Barring Scheme Policy	
Policy Owner:	HR Director	
Responsible Executive Director:	Corporate Services	
Purpose:	The Grŵp is committed to safeguarding all learners and employees across the Grŵp. In support of this, the Grŵp adheres to the DBS Code of Practice. This policy therefore outlines the Grŵp's approach to safer recruitment in relation to undertaking DBS checks.	
Review Cycle:	**2 years**	
Approval Checklist (to be instigated by Owner):	**Actioned by:**	**Date:**
• **First draft uploaded to Grŵp Portal for initial consultation with staff (via ELD)**	Eiry Davies	30/01/26
• **First draft sent to JCC for initial consultation (via HRD)**	Jamie Clegg	30/01/26
• **Impact Assessments completed**	Lisa Fowlie Siân Pritchard	27/01/26 09/02/26
• **Final draft presented to TS**	Jamie Clegg	23/02/26
• **Final draft presented to JCC (if applicable)**	Jamie Clegg	18/03/26
• **Final draft presented to SHE (if applicable)**	-	-
• **Policy presented to FRC Committee**	Andrea Holmes	16/04/26
• **Policy presented to Board**	Andrea Holmes	23/04/26
• **Policy translated and uploaded to Grŵp Portal**	Eiry Davies	24/04/26

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1.0 Introduction

The Grŵp is committed to safeguarding all of its employees, learners and visitors. In adherence with the Education Act 2002 it performs safe recruitment DBS checks, as outlined in the 'Keeping Learners Safe Guidance' for Wales. In performing DBS checks the Grŵp must comply with the DBS Code of Practice. This policy outlines the measures the Grŵp will take in order to comply with all of these requirements.

A failure to engage with or comply with the requirements of this and or any other Grŵp related policy; to answer an exempted question; to unreasonably delay going through the DBS check process, or; a failure to give truthful information or providing misleading information, will be a valid reason for the Grŵp to withdraw any offer employment, to dismiss or to withdraw access to learning.

2.0 Privacy statement

The Grŵp acts as a Registered Body, submitting DBS checks for both staff (including agency) and learners. Personal and Sensitive Personal information is disclosed on DBS applications which are then checked by appropriately trained countersignatories and lead countersignatories prior to being sent to DBS. No copies are made or retained by the Grŵp.

The Grŵp also uses the services of other Registered Bodies to conduct DBS checks. Applicants going through these umbrella organisations are notified of this at the appropriate point of contact with the Grŵp and given access to the third parties DBS policies and privacy statements.

Applications are processed by DBS as the Data Controller. All applicants are provided with details of how to access the DBS Privacy Policies and must sign and return the declaration (as provided at appendix 1) that they have read these prior to applications being submitted. Applications processed via other Registered Bodies will be required to provide appropriate consent on the third parties systems rather than complete appendix 1.

The Grŵp may check personally issued DBS certificates to verify their authenticity. Information from these checks will be retained in personal files to be used in conjunction with their employment or educational relationship, as per the Grŵp's Privacy Policies (learners and employees) which are available on the Grŵp website.

3.0 Registration

The Grŵp is eligible to register with DBS on the following grounds:

- It submits more than 100 eligible DBS check applications per year;
- It is entitled to ask exempted questions under the Rehabilitation of Offenders Act 1974;
- It complies with the DBS Code of Practice, and;
- It pays the appropriate fees in relation to DBS checks, as well as registration of the organisation and countersignatories.

The Grŵp will communicate in writing to DBS any changes to the lead countersignatory, countersignatories or their details as per DBS guidelines.

4.0 Eligibility

4.1 Basic DBS checks

There is no eligibility requirement for a basic DBS check. As a minimum standard all employee applicants (including via agency) will be required to have a basic DBS check.

4.2 General

Standard and enhanced DBS checks can only be undertaken if the specific role, or the specific activities carried out within the role are included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (access to standard DBS certificates), and are also covered by the Police Act 1997 or Police Act 1997 (Criminal Records) regulations (access to enhanced DBS certificates).

The Grŵp undertakes DBS checks, at the appropriate level, on all employees as part of their safe recruitment process. Agency workers are required to provide evidence of the appropriate check prior to a placement commencing. The Grŵp also undertakes checks for some learners if their course and intended professions requires a DBS check – eligibility is determined and reviewed by Learner Services managers. When determining eligibility to undertake DBS checks, The Grŵp will comply with DBS eligibility guidance.

DBS provide an electronic eligibility tool which The Grŵp may use to assess applicant requirements. Results of these may be retained on file.

4.3 Level of Check (Enhanced or Standard)

Although DBS eligibility guidance will always be complied with, some general principles will apply in relation to employee checks. For example, any member of staff teaching or undertaking any other form of regulated activity (as defined by The Police Act 1997 (Criminal Records) (Amendment No. 2) Regulations 2013/2669 (the legislative definition of work with children) and the Department for Education (DfE) factual note) with under 18's in an FE or HE setting will be eligible for an enhanced DBS check (with a check of the Children's Barred List – see below).

Any other non-regulated activity within an FE setting (e.g. administrative work) is eligible for an enhanced DBS check (without a check of the Children's Barred List) if the work does bring the member of staff into regular contact with learners under the age of 18.

If the work does not involve regular contact with children (learners under the age of 18), the member of staff would be eligible for a standard DBS check.

Learners will only be required to obtain an appropriate DBS check where their course or work experience placement involves legally defined regulated activity with children and / or vulnerable adults, in accordance with DBS eligibility guidance and statutory requirements. DBS checks will not be requested solely for reassurance purposes or as a blanket requirement. A DBS check will only be undertaken where there is a clear legal basis and a demonstrable need linked to the nature of the activity being undertaken.

Where a learner's placement does not meet the criteria for regulated activity, alternative safeguarding arrangements may be considered. These may include risk assessment, appropriate supervision, or adjustments to the placement role, ensuring safeguarding is maintained while supporting fair and proportionate access to work experience.

4.4 Barred Lists – Children (Regulated Activity with Children in Wales)

The Grŵp complies with the Department for Education's statutory guidance on regulated activity and DBS guidance on Regulated Activity with Children in Wales. Regulated activity is defined in the Safeguarding Vulnerable Groups Act 2006 which has been amended by the Protection of Freedoms Act 2012 and regulated activity is work which a barred person must not do. The Department for Education (DfE) factual note provides help in identifying whether a role falls into the definition of regulated activity with children.

An employee who will be undertaking teaching or any other form of regulated activity with under 18's in an FE or HE setting will be eligible for an enhanced DBS check with a check of the Children's Barred List.

A learner who is undertaking a course where they carry out regulated activity with children will be eligible for an enhanced DBS check with a check of the Children's Barred List.

4.5 Barred Lists – Adults (Regulated Activity with Adults in Wales)

The Grŵp complies with the Department of Health's statutory guidance on regulated activity and DBS guidance on Regulated Activity with Adults in Wales. When carrying out a DBS check to assess someone to carry out regulated activity with adults means that an organisation is a regulated activity provider (RAP). This brings obligations under the Safeguarding Vulnerable Groups Act 2006. A barred list check can only be undertaken if the employee is providing one of the six regulated activities with adults as described in the guidance.

A learner who is undertaking a course where they carry out regulated activity with adults will be eligible for an enhanced DBS check with a check of the Adult's Barred List.

4.6 Home Based Position Checks

A role is considered to be a home-based position if the following definition applies:

- the applicant carries out some or all of their work with children or adults from the place where the applicant lives, or;
- they live in the household of someone who is being or has been checked because they carry out work with children (not adults) in their own home.

Positions are not considered home-based if the work is being carried out at the home of the individual being cared for, or being provided with a service or activity which is listed in the home-based position flowchart. The definition explains the circumstances in which an application could be considered as home-based and, therefore, should be sent to police forces for consideration of third party checks.

The purpose of the third party check is to allow the police to consider information held not only on the applicant, but also on any family member, relative or friend associated with their home address. As the legislation permits disclosure of 'any information', this may be considered for disclosure on a DBS certificate.

The Grŵp will apply the home-based position flowchart to establish if any roles fall within this definition.

5.0 Identity Verification

Identity verification is an important part of the DBS process. The Grŵp must also complete Right to Work checks on all new recruits. The Grŵp has trained identity checkers within Human Resources for employee and agency DBS applications, and Learner Services for learner DBS applications. All evidence checkers are trained to vigorously check the identity of applicants from the DBS list of approved documents. Checks are undertaken in person or digitally and comply with the appropriate DBS guidelines. Where applicable the checker must be in possession of original documents.

6.0 Application Process

Once checked as outlined above, forms are then passed on to the approved countersignatories within the organisation (HR for employee and agency applications and Learner Services for learner applications). Countersignatories follow DBS guidance in further checking and authorising the application form and must ensure that identity checking has been completed correctly and that the appropriate level of check (standard or enhanced) and the appropriate workforce (child or adult) is stated in the application.

As per the Grŵp's Operational Procedures on Trans Equality, any applicant who does not wish to disclose their former identity should contact the Disclosure and Barring Service sensitive applications team on 0300 131 2784 or sensitive@dbs.gov.uk.

The application process is available in Welsh or English. Any queries should be directed to the HR department or Learner Services team as appropriate.

7.0 Policy on the recruitment of Ex-Offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the Grŵp undertakes to treat all applicants for positions fairly by:

- only asking an individual to provide details of convictions and cautions they are legally entitled to know about;
- thoroughly assessing and deciding that it is both proportionate and relevant to the position concerned to apply for a Standard or Enhanced DBS check, also ensuring the role is legally eligible for one of these types of check;
- ensuring that all application forms and other relevant recruitment documentation contain clarity that an application for a DBS check will be required in the event of the individual being offered the position;
- undertaking to treat all applicants for positions fairly and not discriminating unfairly against any subject of a criminal record check on the basis of a conviction, caution or other information revealed;
- having open and measured discussions on the subject of any offences or other matter that might be revealed on a DBS check where it is not explicit in this policy that such information would be a barrier to employment;
- abiding by the DBS Code of Practice and / or the Basic check: Processing standards;

- actively promoting equality of opportunity for all with the right mix of talent, skills and potential and welcoming applications from a wide range of candidates, including those with criminal records;
- ensuring that all candidates are selected for interview based on their skills, qualifications and experience, and by;
- ensuring that every subject of a criminal record check submitted to DBS is aware of the existence of the DBS Policy and DBS Code of Practice and makes a copy available on request.

8.0 Policy on the Secure Handling of Information

8.1 General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, the Grŵp complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

8.2 Storage and access

Certificate information will be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties. Alternatively certificate information will be retained in secure electronic personal files in adherence to Grŵp IT guidelines.

8.3 Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record in an individual's personal file of all those outside of HR or Learner Services to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

8.4 Usage

Certificate information is used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

In addition, the Grŵp contains limited DBS certificate information in order to be able to demonstrate safer recruitment practices for the purpose of safeguarding audits, i.e.: date of issue of a certificate, the name of the subject, the type of certificate, the position for which the certificate was requested, the unique reference number of the certificate and the details of the recruitment decision taken.

8.5 Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

8.6 Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

9.0 Appendix 1 - Applicant DBS Privacy Policy declaration

I have read the relevant Basic or Standard and Enhanced DBS Check Privacy Policy for applicants (available at: https://www.gov.uk/government/publications/dbs-privacy-policies) and I understand how DBS will process my personal data and the options available to me for submitting an application. I understand that this declaration will be retained by GLLM in relation to the purpose of my application.

First name(s)		
Surname		
Purpose	**Employment (including via agency)**	**Education**
Dated		
Signature		

10.0 Appendix 2 - Impact assessments

This policy has been subject to thorough impact assessments, the outcomes of which are outlined below.

Equality Impact Assessment

Assessment completed by:	Siân Pritchard	**Dated:**	09/02/26
Assessment approved by:	Equality Panel	**Dated:**	20/03/26

Consideration	Response	Special requirements / controls
Which protected groups might be disadvantaged by the policy/process?	It is not considered that this policy will disadvantage any protected groups. The policy states that the Grŵp welcomes applications from diverse backgrounds and that DBS checks will be carried out for staff and/ or learners in accordance with their role and the associated risk assessment. The policy states that the Grŵp 'undertakes to treat all applicants for positions fairly' and that assessment and decisions will be proportionate and relevant to the role. Individuals will not be treated unfairly 'on the basis of a conviction, caution or other information revealed.' There is likely to be a higher impact on women as there is a higher proportion of women working in the Grŵp.	
Which protected groups might benefit from the policy/process?	This policy ensures that all staff and learners are safeguarded through a robust and safe recruitment and selection process. This policy ensures that all staff and learners are protected and will therefore benefit from this policy. Both younger and older individuals will benefit from the policy and process as enhanced checks are carried out for safeguarding purposes when staff work with young people under the age of 18	

	and for any learner who is undertaking a course where they undertake regulated activity with children and/ or adults.	
Does the policy advance equality and foster good relations?	This policy seeks to actively enhance equality and foster good relations, in that DBS are vital in order to support the organisation to ensure the safety of children and vulnerable individuals.	
Could any part of the process discriminate unlawfully?	Not if the policy is fully adhered to.	
Are there any other policies that need to change to support the effectiveness of this one?	No.	
Conclusion	Continue with the policy.	

SIGNED:	S Pritchard	**Dated:**	09/02/26

Welsh Language Impact Assessment

Assessment completed by:	Siân Pritchard	**Dated:**	09/02/26
Assessment approved by:	Panel Iaith	**Dated:**	03/03/26

Consideration	Response	Special requirements / controls
What positive effects will the implementation of the policy or procedure have on the use of Welsh language?	This policy outlines the Grŵp's approach to undertaking DBS checks when recruiting staff. The process, guidance, and all documentation involved with applying for a DBS check is available to staff in Welsh and this is clearly stated in the policy.	
What negative effects will the implementation of the policy or procedure have on the use of Welsh language?	None, if the policy and its associated procedures are implemented as directed. All guidance and documentation provided by GLLM to staff in relation to a DBS check is available in Welsh.	
Are there sufficient Welsh-speaking staff available to implement the policy or procedure?	There are sufficient Welsh speakers amongst the HR team to ensure that the process can be completed in Welsh.	
If not, what steps will be taken to ensure that sufficient staff are available, and by when?		
Does the policy or procedure comply with Grŵp Llandrillo Menai's Welsh	Yes. All guidance and documentation provided by GLLM to staff in relation to a DBS check is available in Welsh.	

Language Schemes/Language Strategy?		
Conclusion	Continue with the policy	

SIGNED:	Angharad Roberts	**Dated:**	

Sustainability Impact Assessment

Assessment completed by:	Lisa Fowlie	**Dated:**	27/01/26
Assessment approved by:	Lisa Fowlie	**Dated:**	27/01/26

Consideration	**Response**	**Special requirements / controls**
How will this policy impact upon the Grŵp's sustainability strategy?	This policy will support the Grŵp's Sustainability and Environmental Statement, DBS processes to: Minimize paper consumption through digital-first approaches; Utilize electronic document storage and management systems; Encourage use of the DBS Update Service to reduce repeat checks; Enable remote ID verification where legally compliant; Ensure environmentally responsible disposal of confidential waste through certified recycling services.	
Conclusion	Continue the Policy and process	

SIGNED:	Lisa Fowlie	**Dated:**	27/01/26