

With effect from 1 December 2010 the DBS checks for **STAFF** will be undertaken centrally by the Human Resources Department.

If a DBS is required then the Human Resources Department will ensure that the advert states that this post is subject to a DBS check. Once the offer has been made subject to a satisfactory DBS check then the Human Resources will start this verification process. Once you have identified a post that requires a DBS please ensure that you tick "Is a DBS required for this post" on the Vacancy Request form.

Part 1 – Nature of the post.

A DBS check should be initiated by the Head of department in consultation with the respective DVO (designated verification officer – Director of HR) and will be required if *either* of the following criteria apply :

- I. The main, or a substantial part of, the duties of the post or course of study (undergraduate or postgraduate) require direct contact with children or vulnerable adults once a month or more frequently, 3 or more occasions over a period of 30 days or overnight i.e. between 2-6 a.m.
- II. The main, or a substantial part of, the duties of the post include organisation and administration of programmes or activities with children or vulnerable adults even if the post holder will not normally come into direct contact with children or vulnerable adults.
- III. When preparing an advert for a vacant post you will need to consider whether a DBS check is required by reading the below definition of a vulnerable adult or child. New posts should be reviewed at the stage of preparing the job description.

Part 2 – Definitions of contact.

Definitions of a vulnerable adult and child.

- Child' is defined as anyone under the age of 18 years. For the purpose of this policy term 'young person' has the same meaning.
- A vulnerable adult is defined as a person who is aged 18 years or over and who:
 - is living in residential accommodation, such as a care home or a residential special school;
 - is living in sheltered housing;
 - is receiving domiciliary care in their own home;
 - is receiving any form of healthcare;
 - is detained in lawful custody (in a prison, remand centre, young offender institution, secure training centre or attendance centre, or under the powers of the Immigration and Asylum Act 1999);
 - is under the supervision of the probation services;
 - is receiving a specified welfare service, namely the provision of support, assistance or advice by any person, the purpose of which is to develop an individual's capacity to live independently in accommodation or support their capacity to do so;
 - is receiving a service or participating in an activity for people who have particular needs because of their age or who have any form of disability;

- is an expectant or nursing mother living in residential care;
- is receiving direct payments from a local authority or health and social care trust in lieu of social care services;
- or
- requires assistance in the conduct of their own affairs.

The DBS check may take between 3 and 6 weeks to come back from the Disclosure and Barring Service Office in Liverpool. Once we have satisfactory clearance, the HR Department will inform the Head of Department so that a start date for the new employee can be agreed.