

*July 2017*

# DBS Procedure

Live  Care

Date Written	14.07.2017
Author(s)	Registered manager
Version	2.0
Date Signed Off	20/07/2017
Reviewed by	

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# Review Data

## Initial Production

Name	Role/Department	RACI	Date
Registered manager	Registered Manager	RA	14.07.2017
Registered manager	Registered Manager	RA	04/12/2017

R = Responsible for document production; A = Accountable; C = Consulted; I = Informed

## Change History

Version	Date	Details of Change	Author
2.0	03.07.2017	Re-write and re-structure of original policy in line with most recent legislative updates.	Registered manager

## Emergency Contact Details

Name	Email	Mobile
Registered manager	fran@livein.care	

## CQC Fundamental Standards

Regulation Number	Regulation Details
Regulation 5: Fit and proper persons: directors	A person who will be acting in a role that falls within the definition of a “regulated activity” as defined by the Safeguarding Vulnerable Groups Act 2006 must be subject to a check by the Disclosure and Barring Service (DBS).

## Key Lines of Enquiry

KLOE	How this applies to DBS Procedure
Safe	To ensure the safety of our service, staff are subject to a check by the Disclosure and Barring Service.
Well led	As a well led service we keep full DBS records and regularly audit checking procedures.

## Related Documents

This policy should be read in conjunction with our:

- [Equality and Diversity Policy](#)
- [Safeguarding Vulnerable Adults Policy](#)
- [Safer Recruitment Policy](#)

## Policy Aims

This policy sets out how Living Carers Ltd will verify the criminal records history of all of its staff. Living Carers Ltd will ensure all candidates have undergone an enhanced DBS check within the last 12 months (where required).

This policy applies to the appointment of all employees of Living Carers Ltd. It is designed to assist in ensuring that all persons working within our organisation are trustworthy and reliable and are not subject to any offences, which are a risk to Clients. This policy takes account of current legislation relating to employment, rehabilitation of offenders, safeguarding children and vulnerable adults.

As self-employed individuals, Living Carers Ltd care staff are only eligible to apply for a Basic Disclosure. A standard or enhanced disclosure is essential for working with children or vulnerable adults, and as such Living Carers Ltd has responsibility for applying on your behalf.

## Procedure

- Identify if the candidate requires a DBS check.
- If an enhanced DBS is required, the interviewer will initially contact the candidate and inform them of the need to update their DBS status.
- During the initial conversation the interviewer will ask the candidate if they have signed up for the DBS Online Update Service.
- If yes, then the original DBS certificate needs to be obtained along with permission for Living Carers Ltd to complete an online check.
- If no, then the interviewer must:
  - Have a conversation with the candidate informing them of the charges relating to the DBS application service or;
  - Request that we submit a DBS application supplying all relevant information
  - The Compliance Consultant will then ensure the documents supplied adhere to the requirements laid down by the Disclosure and Barring Service

(see Acceptable ID).

- Compliance consultant sends candidate link to DBS application portal
- The candidate should then complete their online DBS application (diarise follow up to ensure the candidate completes their part).
- Once the candidate has completed the application, the compliance consultant will need to complete section related to the type of check inclusive of safeguarding and the identification supplied.
- The Compliance Consultant will monitor the progress of the DBS application.
- Once complete, the DBS disclosure will be sent directly to the candidate, the compliance consultant must secure a copy from the candidate.
- The hard copy of the enhanced disclosure is retained in the lockable DBS cabinet filed in alphabetical order.
- The disclosure number and date of issue should be entered on to the candidates electronic file.
- Care workers will not be permitted to undertake care work without an up-to-date DBS check

### **Annual Updates**

For active & working candidates not registered with the Online Update Service, a minimum of 12 weeks prior to the expiry date of the current DBS certificate, Living Carers Ltd's will notify the candidate that a new DBS application is required.

**In order to process a DBS check, verified ID is required.**

## Policy Review

This policy will be reviewed by the Registered Manager at least annually to make any updates and amendments necessary to ensure the policy conforms to current legislation, reflects current practice and expectations.

## Authorisation and Signature

This Policy is the official and authorised version agreed by the Directors of Living Carers Ltd. All employees are expected to work in accordance with this policy and failure to comply with this policy could result in disciplinary action.

## Registered Manager

04.12.2017

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