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# carpenters group

DBS Policy  
Scotland, England & Wales

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Version	Name	Reason for change	Date
0.1	Maria Rodman	Document creation	23.7.2019
0.2	Maria Rodman	Update of internal procedure	19.9.2019
1.0	Maria Rodman	Updated process and additional of consent	25.10.2019

## **Disclosure and Barring Service (“DBS”) – Our Policy**

Carpenters Group is a large organisation employing a substantial number of employees in a variety of positions. We are regulated by the SRA and the FCA and have obligations to ensure we meet the highest standards of ethical behaviour. As data controllers and processors handling great quantities of both personal and sensitive data, we must maintain confidentiality and security of all data that we process.

As part of our risk management controls, our policy is to undertake pre-employment checks on all potential employees regardless of their role and any employment is subject to our obtaining a report and assessing the risk level that the information provides. This is known as a “Disclosure and Barring Service” check or “DBS”. This applies even where an employee has commenced employment and is in their probationary period.

The DBS check will be explained at interview stage. Our approach is that we encourage a frank and open conversation if it is likely that a search will contain any adverse findings, such as unspent convictions or high levels of debt. We are not the moral police, we are looking after the firm’s and our clients’ interests and all decisions are assessed fairly and proportionate to the risks posed.

- Carpenters Group is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background;
- Carpenters Group will provide all potential employees with a copy of this policy at the stage of invitation to interview and a search will only be requested once an offer of employment has been accepted;
- Carpenters Group actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records and selects all candidates for interview based on their skills, qualifications and experience;
- Carpenters Group makes a DBS check regardless of the role to ensure that everyone is treated fairly and equally;
- All candidates will be notified that a DBS check will be undertaken for all successful applicants;
- Carpenters Group on request will provide a copy of the relevant Code of Practice on request as well as displaying this on their website;
- Carpenters Group undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment or terminating their employment if in their probation period;
- You will need to have appropriate in-date identification documentation in order to meet the requirements of the checking service;
- All decisions based on any adverse findings are made at Head of Department or Executive Board level;
- There is no appeal process.

## Disclosure and Barring Service (“DBS”) – Procedure & Consent – England & Wales

If you wish to accept the offer of employment with Carpenters Group we will require you to provide identification documents at interview stage.

This check is not a judgment on you personally but an additional control to safeguard our clients and their data. We encourage individuals to raise any issues that may appear on such a check rather than wait for this to be received so you have an opportunity to explain what happened and relevant circumstances. This may be taken into account when the findings are assessed.

This search relates to jobs in England (even if you live in Wales or Scotland).

You need to be over 16 and you will need to bring the relevant documents as set out on the attached Guide. Please read this carefully and check that you have all the correct documentation. Should you have any queries please speak to the HR Department or the Recruitment Agency if that is how you applied.

The HR team are responsible for the operational management of this process and the person interviewing you will collect your documentation, take a copy of it, and return your original documents. The copy will only be used for this purpose and will be destroyed securely thereafter if you are unsuccessful in your application.

You can find further information by clicking on this link:

<https://www.gov.uk/government/collections/dbs-checking-service-guidance--2>

We should receive the result within fourteen days and we will only contact you should there be an adverse finding which requires further discussion and/or action at that time.

**If you do not wish to continue please let your recruiter know and we will formally withdraw the offer and this process will terminate.**

**I agree to the above Policy Terms.**

**Name .....**

**Signature .....**

**Date .....**

## Disclosure and Barring Service (“DBS”) – Procedure – Scotland

If you wish to accept the offer of employment with Carpenters Group we will require you to provide identification documents at interview stage.

This check is not a judgment on you personally but an additional control to safeguard our clients and their data. We encourage individuals to raise any issues that may appear on such a check rather than wait for this to be received so you have an opportunity to explain what happened and relevant circumstances. This may be taken into account when the findings are assessed.

This search relates to jobs in Scotland (even if you live in England or Wales).

You need to be over 16 and you will need to bring the relevant documents as set out on the attached Guide. Please read this carefully and check that you have all the correct documentation. Should you have any queries please speak to the HR Department or the Recruitment Agency if that is how you applied.

The HR team are responsible for the operational management of this process and the person interviewing you will collect your documentation, take a copy of it, and return your original documents. The copy will only be used for this purpose and will be destroyed securely thereafter if you are unsuccessful in your application.

You can find further information by clicking on this link:

<https://www.mygov.scot/organisations/disclosure-scotland/>

We should receive the result within fourteen days and we will only contact you should there be an adverse finding which requires further discussion and/or action at that time.

**If you do not wish to continue please let your recruiter know and we will formally withdraw the offer and this process will terminate.**

**I agree to the above Policy Terms.**

**Name** .....

**Signature** .....

**Date** .....