

Enrichment Recruitment Ltd - DBS Disclosure

Every candidate accepted for a role via Enrichment Recruitment Ltd must have a current and valid enhanced Disclosure and Barring Service certificate (DBS certificate). This certificate must be valid to the Child Workforce. If the candidate is to work with vulnerable adults, the DBS certificate must be valid to both the Child and Adult Workforces.

Every applicant is informed of the requirement for an enhanced disclosure certificate (DBS certificate) in the first instance, and on the application form which is completed as a mandatory requirement of the registration process.

Enrichment Education will accept enhanced DBS certificates valid for the child workforce (and the adult work force, if applicable) if another agency or employer has obtained the certificate for you, and it can be verified by an Update Service check.

If an Update Service check cannot be undertaken, clients are made aware and advised they will require a new DBS when employment checks are completed (by the client).

The original copy of the DBS certificate must be presented at the candidate's interview with any client.

Overseas candidates and UK candidates who have worked overseas for more than 6 months in the last 5 years, must provide a police check or Letter of Good Conduct from that country to ensure the period spent working out of the UK is covered. This is also a way of understanding the candidate's suitability.

If a candidate is not able to provide an overseas police check we would advise them on the correct way to obtain this. The application process for criminal records checks from overseas varies from country to country.

Enrichment Education will accept scanned or photocopied copies of DBS certificates but **clients are encouraged to view the original certificates** when interviewing and offering a position. Enrichment Education also encourage clients to conduct a risk assessment on all DBS certificates which contain information, to ascertain whether or not the candidate is suitable for placement in an education setting.

DBS certificates and the information they contain are shared only with those who need to have access to them in the course of their duties and not passed to any third party persons not authorised to receive them.

As far as possible, Enrichment Education will make sure recipients of DBS certificate information do not discriminate against an applicant on the basis of information contained on the certificate. A criminal record will not necessarily be a bar to obtaining a position and applicants can be assured that information contained on the DBS certificate will not be used unfairly. Any matters revealed on the DBS certificate will be discussed with the applicant before full acceptance of registration with Enrichment Education.

Once the DBS 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).