

Disclosure and Barring Service (DBS)

Policy & Procedure

Statement and Purpose of Policy

The Disclosure and Barring Service (DBS) is an executive agency of the Home Office set up to exercise the powers and fulfil the responsibilities of the Secretary of State under the Police Act (1997). The DBS offers access to police records and information in the form of a disclosure (at standard and enhanced levels) to enable organisations to make informed recruitment and licensing decisions. The types of information disclosed are outlined in the table below

Type of check	Information disclosed
Basic*	• Convictions considered unspent under the Rehabilitation of Offenders Act 1974
Standard	• Spent and unspent convictions, cautions, reprimands and final warnings
Enhanced	• Spent and unspent convictions, cautions, reprimands and final warnings • 'Approved' information from local police records • Information from the Children's and/or Vulnerable Adults Barred Lists (for those working in 'regulated activity' with these groups)

Serenta Homecare primary responsibility is to safeguard and promote the welfare of its Clients. Serenta Homecare undertake DBS checks for all new staff at the enhanced level.

Staff that transfer from another provider that have a DBS check at the enhanced level undertaken less than 3 months before there is application, do not require rechecking, as long as they can produce the current DBS.

Serenta Homecare reserves the right to carry out further DBS checks at any time.

Managers who recruit and employ are also responsible for making sure the required identification documents produced in support of a DBS application are checked and recorded in line with the disclosure process.

At interview, or in a separate discussion, Serenta Homecare managers will ensure an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal relevant information at interview which later comes to light through the DBS process, or any other intelligence,

may lead to the withdrawal of an offer, compromise an individual's employment contract or lead to disciplinary action up to and including dismissal, depending on the circumstances.

Any offer of appointment is conditional upon receipt of a satisfactory DBS Disclosure. Anyone engaged in Serenta Homecare work will not be able to commence such work alone with Clients until the process has been completed and a satisfactory Disclosure received. It is the Recruiting/Line Manager's responsibility to make sure procedures are followed.

Existing Personnel

Where an offence is committed after a DBS Disclosure has been completed the individual must advise their Line Manager accordingly. The manager, with advice Registered Manager, will decide whether the offence has any impact on the individual's ongoing employment or the type of work they are able to carry out.

Individuals in eligible posts will not be re-checked unless there is an issue or incident such as suspicion of offence which will trigger another DBS check.

Existing personnel in DBS-eligible positions who refuse or fail to correctly complete a check or re-check within the required timescales will be subject to disciplinary action up to and including dismissal.

Existing personnel will be required to sign a disclaimer within their supervision at least annually to confirm there are no new criminal convictions pending or served.

Disclosure of Information

For checks submitted through the online system, notification of disclosure results is received electronically. Only the applicant receives a printed copy of the disclosure certificate. This needs to be brought to the office and a copy will be placed in file.

Criminal Record

A criminal record will not automatically bar the individual to working with vulnerable adults.

Serenta Homecare reserves the right to judge each case on its merits within the following parameters:

- Nature of offence(s) listed and / or police information disclosed
- Relevance to the post applied for
- Length of time elapsed since incident
- Whether the matters disclosed form any pattern
- The circumstances under which the offence was committed
- Changes in the applicant's personal circumstance
- Openness of declaration during the recruitment process
- Country of conviction
- Decriminalisation
- Remorse

Serenta Homecare undertakes to discuss any matter revealed in a Disclosure with the applicant before making a decision.

Serenta Homecare decision will be final with no right of appeal.

Document Control

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