

## **Disclosure and Barring Service and Vetting Policy and Procedures (England and Wales)**

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## **1. Purpose**

- 1.1 The purpose of this policy is to set out the procedure to be followed by all those involved in recruitment and employment of people in Parkdean to identify candidates who may be unsuitable to or prohibited from working with children or vulnerable adults.
- 1.2 This is achieved by carrying out a DBS Check (formerly known as a CRB check). The role of the Disclosure & Barring Service is to reduce the risk of abuse by ensuring that those who are unsuitable are not permitted to work with children or vulnerable adults.

## **2. Employees eligible for DBS**

- 2.1 Only particular roles are eligible to have a DBS check carried out, we are not permitted to carry out DBS checks on roles other than those specified.

All employees who fall under the below departments require DBS

1. All Entertainments employees
2. All Sports & Leisure personnel (e.g. Lifeguards)
3. All new General Managers and Deputy General Managers
4. Security Employees without an SIA Badge

For Security Employees with an SIA badge, their badges must be up to date and valid at all times which incorporates a DBS check.

- 2.2 If an Employee refuses to make an application for a DBS check, they must be informed that it is a condition of their employment and refusal to do so will result in a withdrawal of the offer if the employee is yet to start or termination of the employment contract if the employee has already commenced.

## **3. Timing of DBS Checks**

- 3.1 A DBS check must be carried out for all relevant employees prior to or on their first day of their employment with Parkdean. This is to ensure that the DBS check is returned and in place by the first week of employment in their role or at the earliest possible opportunity.
- 3.2 A DBS Check as appropriate must be carried out every three years for all Relevant Employees, this includes Seasonal staff who return in consecutive years.(i.e the 3rd returning year they will also need a new check carried out).
- 3.3 Employees who require a DBS check are also not permitted to work on pool side, or on their own with children until their DBS check has been submitted.

#### **4. Criminal Records Disclosed on DBS Check**

- 4.1 The DBS certificate is posted directly to the employee due to new regulations, which means that as an employer we do not receive a copy of the certificate when it is issued.
- 4.2 We only require the employee to produce a copy of the certificate if convictions are disclosed. HR Support will receive a notification to show that a criminal conviction, offence or any criminal activity has been disclosed on the certificate sent to the employee. HR Support will then contact the General Manager and make them aware of this, the General Manager will need to check if any criminal activity was disclosed on the application form and speak to the employee about what the convictions are and the history behind it. This needs to be recorded on an Employee/Manager Update Meeting Form which can be found on the intranet.
- 4.3 The notification sent to HR Support does not give any detail about the content of the certificate therefore the employee must bring the certificate in with them before their next shift, employees with criminal records must not work a shift until the General Manager has seen the certificate and discussed the results. This should be given directly to the General Manager on park and should not be viewed by any other employees for confidentiality purposes. The General Manager and the Employee may then need to have further discussions about the information on the certificate. The General Manager will need to discuss this with their HR Business Partner and decide on any action to take. A **paper** copy of the DBS certificate must be **posted** to your HR Business Partner immediately for file alongside a copy of the application form and manager update meeting form.
- 4.4 Due to regulations set by the DBS governing body we are not permitted to keep an electronic copy of the DBS certificate. This means that the DBS certificate should **never** be scanned in, sent via email or saved electronically.
- 4.5 If a DBS check reveals something that has not been disclosed by the employee, an investigation will be launched to discover why it was not disclosed. Non-disclosure may call the employee's honesty into question and disciplinary action may follow, including withdrawal of the offer or termination of the employment contract.

#### **5. Cost of DBS Checks**

- 5.1 The cost of completing a DBS check is £52.16 (subject to change) per application which includes the full DBS check, administration fees, VAT and postage of which the full cost will be cross charged to the relevant cost centre at the relevant park location.

#### **6. Procedure for DBS Checks**

- 6.1 New established or seasonal employees who require a DBS check must apply for a DBS check if they have not had a check carried out by Parkdean Resorts in the last three years. The dedicated Data Processor for each park and the General Manager are responsible for ensuring

that new starters complete the application process and provide all the relevant support documentation. The application should be done with the data processor via Atlantic Data online application service and should be done by completing the application 'Here and Now', you should not use the option of 'Inviting the Applicant' to complete the application. If the employee does not bring sufficient evidence to complete the application they must bring this in prior to their next shift so the application can be done immediately with the Data Processor.

- 6.2 In the case of members of the Entertainments teams, there are dedicated Data Processors at Exeter who can process applications at rehearsals, however it is ultimately the responsibility of the initial park at which the employee will be based after the main rehearsals for the season have been complete and once the employee is on park.

## **7. Recording and Storage of Results**

- 7.1 Atlantic Data will process the applications through their online service and applications will be stored online securely, only accessible to the HR Support Assistant responsible for DBS. The security of the park account is the responsibility of the Data Processor. Data Processors should not share their log in details with any other employees or leave their account logged in or accessible to colleagues.
- 7.2 We are not permitted to keep a copy of the DBS certificate on the employee files or on park, only certificates with criminal records are to be kept in a secure location within the HR Office at Gosforth. Records of all applications made are kept in a secured document within the HR department at Gosforth detailing when the application was made and the expiry date, this document does not contain information regarding the result of the application.

## **8. DBS Update Scheme**

- 8.1 The employee can sign up to the DBS Update Scheme via the direct.gov website (<https://www.gov.uk/dbs-update-service>) which is a charge of £13 a year, this allows the employee to have their certificate updated every year. This service is for employees only, employers are not able to use this service on behalf of an employee. This service allows the employee to take their certificate from one job to another as the employer can check the certificate online with the employee's permission. There is no fee for the employer to check the certificate online but we must have the employee's permission and the employee must meet the previously mentioned criteria of those eligible for a DBS Check.
- 8.2 The employee can register for the update scheme with their certificate number when they receive the DBS certificate but this must be done within 14 days of the certificate being issued. It is the responsibility and decision of the employee to register for this within the 14 days.

## **9. References**

- 9.1 Every employee on joining the business is required to provide two references. We must obtain two verbal references and two written references for each employee. It is the responsibility of the Line Manager or Recruiting Manager to ensure that these references are in place.

- 9.2 For new employees these references must be requested formally prior to commencement of employment and must be received and be deemed satisfactory within the first 6 weeks of employment.
- 9.3 For returning seasonal employees, who have been employed previously, new references need not be obtained if they have been employed by the business within the last 10 months. If this is the case the employee will need to sign a Reference Replacement Form which can be provided by the Park Administration Manager.



## Procedure for DBS Checks – Flow Chart

