

New Somerset Council

Disclosure Policy

Policy Statement

Somerset Council is committed to safeguarding children, young people, and vulnerable adults at every opportunity. As such the Disclosure and Barring Service (DBS) is used to help assess the suitability of applicants for positions of trust.

This policy does not form part of the Somerset Council Terms and Conditions and may be subject to change.

Somerset Council complies fully with the DBS Code of Practice established under section 122 of Part V of the Police Act 1997 and Protection of Freedoms Act 2012 regarding the correct handling, use, retention and disposal of Disclosures and Disclosure information ([add link – GDPR Policy](#)).

When considering the need for a DBS check or for any other queries please use the guidance document ([add link](#)). A criminal record will not necessarily prevent an applicant from obtaining a position, when recruiting ex-offenders please follow the policy for this ([add link](#)).

Somerset Council acts as an umbrella body (countersigning applications and receiving disclosure information on behalf of other employers or recruiting organisations). As such, all reasonable steps will be taken to check that these organisations fully comply with the DBS Code of Practice and ensure that they will handle, use, retain, and dispose of Disclosure information in full compliance with both the DBS Code and this policy. Somerset Council reserves the right to withdraw access to this service where an organisation fails to comply with the above conditions or where the level of Disclosure checks would warrant the organisation seeking their own DBS registration.

The Employee is responsible for providing suitable information and documentation to be used in DBS checks, to show the outcome certificate to their line manager when received, and to make their line manager aware of any new arrests, cautions, or convictions as they take place.

Process

- Recruiting Managers to use the DBS Guidance ([add link](#)) to consider whether the role requires a DBS Check and if so at what level
- Applicants will be asked to disclose any details of a criminal record at the application stage and will be made aware if a DBS is required as part of the pre-employment checks

- When a successful candidate has been found the necessary documents will be checked by the **Recruitment/Disclosure Team** and the DBS check will commence
- The DBS certificate will be issued directly to the employee who must show this to their line manager. An employee should not start in post without the necessary DBS check although on occasion this may be necessary and can be covered by particular working arrangements and a risk assessment, please see the DBS Guidance for further information (**add link**)
- Some roles require repeat DBS checks at regular intervals, administering these checks is the responsibility of the line manager

Version	1
Date	
Relevant Legislation	Police Act 1997 Protection of Freedoms Act 2012