**At application stage**

* Applicants are reminded that appointment is subject to enhanced DBS certificate (and registration with the update service if that is your school policy)

**Once preferred candidate is selected**

* Successful applicant completes DBS application form and ID documents are checked
* Successful applicant is reminded that they should bring their DBS certificate to the HT or chair of panel as soon as possible after receipt and within 28 days of issue
* Ensure Box 61 is completed correctly - for supervised volunteers, do not put a cross in this box

**If disclosed information is significant, or the applicant failed to share relevant information during the recruitment process**

* Applicant is invited to attend a meeting to discuss the disclosed information. They should not be permitted to start work until the meeting has taken place and information risk-assessed.
* Determine whether the disclosed information makes applicant unsuitable for the role
* Consider whether it would be appropriate to withdraw offer of employment based on their failure to disclose during application process

**If criminal information has been disclosed**

* HT / chair of panel considers whether the disclosed information matches what was disclosed by the applicant during the recruitment process and discussed at interview
* If all is in order and the criminal information does not make applicant unsuitable for the role, HT / chair of panel records that information was disclosed (but NOT the details)
* HT / chair of panel provides the certificate number and date of issue to the person managing the SCR for inclusion in the record

NB SCR-holder must not be informed that information was disclosed unless that is the policy of your school and the SCR-holder has been trained on Rehabilitation of Offenders Act (ROA) 1974

**If the certificate is 'clear'**

* HT / chair of panel records that no criminal or other information was disclosed on the certificate
* HT / chair of panel provides the certificate number and date of issue to the person managing the SCR for inclusion in the record

NB SCR-holder must not be informed of whether information was disclosed unless that is the policy of your school and the SCR-holder has been trained in ROA 1974

**Head teacher / chair of panel inspects certificate, notes the number, date of issue and whether any criminal or other information has been disclosed**

**DBS posts DBS certificate to applicant**

* Applicant brings certificate to HT or chair of panel. No other staff should see this certificate
* If applicant does not bring certificate to school within 28 days, school should seek advice from your registered body who should contact DBS to confirm whether it has been issued to the applicant

**Applicant can commence in post**

* Ask applicant to sign a consent slip giving permission for the school to undertake periodic checks via the online update service

**DBS application form submitted to your registered body**

* DBS Barred list check is completed for relevant posts (does your RB do this automatically? How do you know?)
* Application form is submitted to the DBS
* School adds date of Barred list check confirmation to their Single Central Record and retains the email confirmation