



## POLICY STATEMENT

### **POLICY FOR CRIMINAL RECORD BREAU CHECKS / DBS CHECKS**

S+B (UK) Ltd utilises the MG Care Executive Limited ([info@ucheck.co.uk](mailto:info@ucheck.co.uk)) to assist in the assessment of applicant's suitability for positions of trust, whereby we are fully compliant with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information and expect our employees and supply chain partners to adhere to the same levels of conduct.

We recognise the importance of this process and are increasingly being requested by our Client's, when undertaking works within key sectors such as education, hospitals etc, to undertake enhanced level checks when our operatives may come into contact with vulnerable people.

We can confirm that all relevant members of staff have been formally checked to an enhanced level, with our supply chain operatives also submitted for checking as required.

#### Systems for Ensuring DBS Check Process Implementation

S+B (UK) Ltd has produced a Prestart Check List (form F151), which includes a section to ascertain the requirement for undertaking DBS checks and the level of check required to ensure the protection of vulnerable groups, a copy of which is attached. This assessment is undertaken as part of our health and safety arrangements for all projects, produced collaboratively between our Contracts Manager and the Client's representatives.

Where the form indicates that DBS checks are required, then it is the responsibility of our Contracts Manager to advise our Human Resources department, in order to confirm that current checks are in place for our proposed project team members, whilst also initiating checks where they are not. The Contracts Manager will also advise all proposed supply chain partners of the requirement to instigate their own DBS checks at enquiry stage, particularly when we have identified a requirement for an enhanced level check.

Upon arrival at site, responsibility lies with our Site Manager to ensure that all S+B (UK) Ltd personnel and supply chain operatives possess the required DBS clearance documentation and relevant level of check, prior to being allowed entry to the site and commencing works.

#### **At Employment DBS Checks**

The Disclosure and Barring Service (DBS) undertake security checks and other searches on individuals, with their primary purpose bring to assist employers in making safer recruitment decisions and appointments. The checks provide information which identifies prospective candidates who may be unsuitable for certain work or appointments, especially those involving contact with children or other vulnerable members of society.

We have various procedures in place (Doc. A2-GN, B2-GN, C2-GN, X1-GN), which ensure acceptable routes of employment, in conjunction with processes detailing how we appoint directly employed staff and supply chain operatives. Where an individual or supply chain partner is considered for works that require a DBS check, then this will be undertaken prior to employment being offered.

The disclosure required from the candidate in advance of taking up employment will contain details of all convictions held on the Police National Computer, including current and 'spent' convictions as well as details for any cautions, reprimands or final warnings. It will also indicate whether information is held on government lists held by the Department of Health and Department of Education and Employment.

All disclosure information is retained on record within the respective candidate's staff file, at our Head Office, for the remainder of their employment. Should it be found that false or inaccurate information has been provided, either deliberately or not, the individual will be subject to disciplinary action, including dismissal.

Where candidates for employment disclose criminal records or they are found to exist as a part of the DBS check process, then the information is considered by our Human Resources Manager, in order to ascertain whether the offense precludes employment or restricts the type of work that the individual may undertake. This assessment is based upon the offense committed and the timing of the offense.

If any doubt exists in the mind of our Human Resources Manager, then the matter is referred to our Board of Directors for a final decision. Offenses of a sexual, violent or drug nature are considered serious in any circumstances and generally preclude engagement unless evidence can be provided of successful rehabilitation from an expert body.

### **Enhanced Checks When Working Within the Vicinity of Children**

S+B (UK) Ltd is fully aware of the direct responsibilities of Local Authorities, Schools and Further Education Colleges, to safeguard the welfare of children and young people. As such when undertaking such education sector projects, we ensure that all personnel and supply chain operatives are DBS checked to an enhanced level.