

DBS Policy

Reviewed September 2025

Date of next review September 2026

Scope Company Wide

Policy Summary

This policy applies to the appointment of all representatives of The Graduate Network. It is designed to ensure that all persons representing The Graduate Network are trustworthy and reliable and are not subject to any offences which are a risk to children or our clients.

This policy takes account of current legislation relating to employment, rehabilitation of offenders, safeguarding children and Department of Education guidelines.

1. The Disclosure and Barring Service

1.1 On 1st December 2012 the Criminal Records Bureau (CRB) changed to become the Disclosure and Barring Service (DBS). The primary role of the DBS is to help employers make safer recruitment decisions and prevent unsuitable people from working with children. The DBS was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

1.2 The barring side of the DBS provides expert caseworkers who process referrals about individuals or who have harmed or pose a risk of harm to children. They make decisions about who should be placed with children's barred list and prevented by law from working with children.

1.3 The checking service allows employers to access the criminal record history of people working, or seeking to work in certain positions, especially those that involve working with children in specific situations.

1 Part V of the Police Act 1997 makes criminal record checks available for positions that are identified as exempt under the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended). DBS checks are mandatory for all representatives who are working within regulated activity with children.

2.2 No worker will commence in post until completion of the DBS process except in exceptional circumstances and by agreement with the relevant director. A previous DBS certificate can be used to expedite a start date subject to principals set out in section 9, however a new DBS check must have been applied for by The Graduate Network or a check against the DBS Update Service must have been carried out where the DBS certificate is registered.

2.3 A declaration of unspent and spent criminal convictions, cautions, reprimands and warnings will be requested from all applicants on The Graduate Networks application form.

2.4 It is important to point out that possession of a criminal conviction does not automatically make an applicant unsuitable for employment with The Graduate Networks. However, the DBS holds the power to bar people who have committed indictable offences from working or engaging in regulated activity with children.

2.5 All representatives are required to report any police allegations, convictions, cautions, reprimands or warnings that occur during the course of their employment, whether at home or abroad to The Graduate Networks within 5 working days of the event. Failure to do so will be treated as a disciplinary offence and may result in dismissal. Where the worker is engaged via an Umbrella Company or Limited Company then this may result in a termination of engagement.

2.6 Recruiters are responsible for questioning and discussing with applicants any criminal convictions, cautions, reprimands and warnings at interview and advising them of the DBS process. The recruiter is responsible for recording any information given on the interview form.

2.7 Failure by a worker to provide accurate and truthful information at the time of application will be considered as a disciplinary matter, which could result in dismissal/cessation of representation.