



Desian Recruitment Ltd DBS and Criminal Record Policy

This policy outlines how Desian Recruitment Ltd manages criminal record disclosures through the Disclosure and Barring Service ensuring: Protection of children and young people, safer recruitment practices and compliance with statutory safeguarding duties. It applies to teachers, teaching assistants, support staff and any additional contractors working within schools.

Desian Recruitment Ltd is committed to safeguarding and promoting the welfare of children. A criminal record does not automatically prevent employment, but all disclosures are assessed thoroughly with safeguarding being the primary consideration and the decisions made will be proportionate and valid.

Legal & Regulatory Framework

This policy aligns with:

- Rehabilitation of Offenders Act 1974
- DBS Code of Practice
- UK GDPR / Data Protection Act 2018
- Statutory guidance: Keeping Children Safe in Education

Most roles in education are exempt from the Rehabilitation of Offenders Act, meaning spent convictions must be declared and may be considered.

Safer Recruitment Principles

We will carry out Enhanced DBS checks with barred list checks for regulated activity or view previously issued DBS certificates which have been registered to a DBS Update Service subscription. Verify identity, qualifications, and employment history
Maintain a Single Central Record via our CRM

Roles and Responsibilities

Operations Director / Managing Director

- Final decision on suitability
- Ensure safeguarding compliance

Compliance Manager / Safeguarding Lead

- Review DBS disclosures
- Lead risk assessments
- Maintain records securely

Managing Consultants

- Participate in risk assessment and decision-making

Procedures

DBS Check Requirement

All successful candidates must hold a valid Enhanced DBS check and be checked against the children's barred list either issued by Desian Recruitment Ltd or via another body, if it has been registered to the DBS update service. Original DBS certificate to be checked and verified to be accepted.

Handling a Positive DBS Disclosure

For update Service DBS's, consultant will check the original DBS certificate at interview and saves a copy securely. Disclosure must then be reviewed confidentially by compliance and the safeguarding lead – the original DBS certificate must be seen and the details contained within, verified by either the interviewing consultant or safeguarding lead. Immediate escalation is required if a safeguarding concern is identified. For Desian issued DBS's Compliance will be notified and will inform the candidate that we need to see their DBS when they have received it and follow the above process.

Risk Assessment

A formal risk assessment must consider:

Nature of the offence (e.g. violence, sexual offence, safeguarding concern)

Relevance to working with children

Age at time of offence

Time elapsed

Pattern of behaviour

Whether behaviour indicates a safeguarding risk

Any offence involving harm to children is likely to result in withdrawal of offer.

Candidate Discussion

Candidate will be invited to hold a confidential meeting with the operations director and safeguarding lead.

Opportunity to explain circumstances

Consider remorse, insight, and rehabilitation

Safeguarding Evaluation

Safeguarding Lead provides recommendation

Consider whether risk can be mitigated

Decision & Possible outcomes:

Appointment confirmed

Appointment with safeguards (e.g. supervision, role limitation)

Offer withdrawn

If candidate is on the barred list, registration or appointment will be cancelled immediately.

Recording

DBS check status recorded on CRM

Risk assessments retained securely, but we will not hold onto copies of DBS certificates themselves unless necessary.

Confidentiality & Data Protection

DBS information treated as special category data

Access limited to authorised staff

Stored securely and retained per policy

Ongoing Monitoring

Re-checks carried out where required (at least every 3 months)

Staff required to disclose new convictions

Concerns handled via safeguarding/disciplinary procedures

Appeals Process

Candidates may appeal decisions within 10 working days.

Appeals reviewed by a senior leader not previously involved.

Policy Review

This will be reviewed annually and updated in line with safeguarding and legislative changes

Approved by: Andrew Wainwright

Position: Operations Director

Effective Date: 01/05/26

Next Review Date: 01/05/27