



DISCLOSURE AND BARRING SERVICE

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PROCESS FOR CARRYING OUT DBS CHECKS

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For new and existing staff as well as volunteers, all Disclosure and Barring Service (DBS) checks will be administered by the Service via a Registered Body, which is an organisation registered with the DBS for the purpose of submitting applications for checks.

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Individuals will be directed to the appropriate link which will enable them to complete their application online; they will also be advised as to the identification documentation required in its original form and how to submit it to the Service. Once the identification documents have been verified by the Service against the information submitted online, a formal application will be submitted for a DBS check at the appropriate level.

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Once the individual receives their DBS certificate, this document will have to be seen by the Service in its original form for scrutiny purposes.

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THREE-YEARLY RENEWAL CHECKS

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Employees will be subject to DBS checks on a rolling three-yearly basis; new appointees, having received the appropriate level of checking as part of the recruitment process, will subsequently transfer to the rolling renewal process after three years in post.

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The services of a Registered Body will be used as an umbrella service to NWFRS for the application of all DBS vetting.

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However, any level of clearance may be renewed at an earlier stage if adverse information comes to light relating to the subject's clearance, or if there is a material change in the individual's personal circumstances.

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Failure to supply the necessary documentation or to complete a DBS form will result in the matter being escalated, and this may be handled as a matter of misconduct under the [Discipline Policy – click here](#).

Once the employee receives their DBS certificate, this document will have to be provided to the Service in its original form for scrutiny purposes and filing.

SECURITY VETTING (NPPV)

If it is identified as being necessary for certain roles, security vetting will be undertaken. Non-Police Personnel Vetting (NPPV) is required if an employee works in the Control Room or has access to Police information. Accordingly, a request will be sent by the Human Resources (HR) Department to North Wales Police to instigate the NPPV process and a link will be sent to the individual to enable them to provide the information required.

If at any time the Security Vetting expires, becomes invalid, is varied or is revoked such that an employee no longer has the required clearance to undertake their role, the Service reserves the right to terminate the individual's employment.

SPENT AND UNSPENT CONVICTIONS

There are certain facts that employees are obliged to report to their Line Manager (or the HR Department) within two days of the event. These include if employees:

- are under investigation by the police;
- are arrested (even if this does not lead to a conviction);
- are charged with a criminal offence (this requirement does not apply to criminal offences which are dealt with by way of a fixed penalty in place of a court appearance);
- are convicted of a criminal offence;
- are issued with a caution (given in place of a summons to appear before a court);
- drive Service vehicles and are awarded a fine such that their cumulative total reaches nine penalty points or above;
- drive Service vehicles and are disqualified from driving or are found guilty of any other driving offence.

If employees fail to report such matters, this inaction may result in disciplinary action which could ultimately lead to dismissal.

The Service will ask prospective employees to disclose criminal records information prior to an interview for a post and as a condition of a job offer; the organisation also requires employees to disclose any criminal record details obtained subsequent to their recruitment.

Any failure to disclose convictions that are revealed in a DBS or security-vetting report may lead to the withdrawal of a conditional offer of employment.

The results of DBS checks will be considered on an individual basis, and the Service will act in a proportionate manner when deciding whether or not to proceed with the appointment to the post in question.

In the event of a disclosure certificate showing any spent or unspent convictions, cautions, reprimands or warnings, a positive disclosure risk assessment (also known as a National Fire Chiefs' Council Vetting Risk Assessment) will be completed. The individual may be invited to a meeting to discuss the content of the disclosure before a decision is made. Each case will be considered on its own merits, including both the individual's role in the offence, and the nature of the conviction or caution.

An outcome could be that a provisional job offer is able to progress, or alternatively it may be withdrawn. It could be that further investigation is required which may subsequently result in disciplinary action being taken against the individual in accordance with the [Service's Discipline Policy – click here](#) if they are a current employee.

No provision to appeal against the decision is built into the process; however, individuals can raise a grievance if they feel that procedures have not been followed correctly. Further information is available in the [Grievance Resolution Policy - click here](#).

For both new employees and existing staff, a disclosure that reveals neither a spent nor an unspent conviction will be deemed acceptable.

RECRUITMENT

DBS disclosure checks are part of the overall recruitment and selection process and will be undertaken regardless as to whether the position is temporary or permanent.

If it is identified as being necessary for certain roles, security vetting will be undertaken as indicated above.

External Recruitment

All job advertisements will contain a statement that a standard DBS check, an enhanced DBS check or security vetting will be required in the event of the individual being offered the position, and that the appropriate check will have to be carried out before the individual can be offered a contract of employment.

Applicants will be advised as to the process for completing any checks as part of the recruitment and selection process. They will be asked to disclose convictions as part of their application, and a declaration will be made at the point of application to confirm that the information provided on that application is accurate.

Internal Recruitment

In general, a DBS disclosure is only valid and relevant to the post for which it is originally obtained, and staff promoted to a new role (whether temporary or permanent) may be required to undergo a DBS check appropriate to the new post; the overriding factor must be the safety of those individuals that the disclosure service is designed to protect.

Should an employee already have an appropriate check in place at the correct level for their new post, this existing check can remain in situ until it expires at the end of its three-year validity. However, if the level of disclosure required for their new position is higher than that needed for their former role, a new application for the appropriate level of DBS check will always be required.

MANAGING SENSITIVE INFORMATION

It is important that information obtained via a disclosure process be kept confidential; employees / applicants need to feel confident that their convictions are not being disclosed to anyone unless there is a specific requirement to do so. The disclosure or its content may not be reproduced without the prior agreement of the DBS, and disclosure information will only be shared with relevant individuals in the course of their specific duties pertaining to the recruitment and vetting processes.

RETENTION OF INFORMATION

The Service is committed to ensuring that all information provided about an individual's criminal convictions, including any information released in disclosures, is used fairly and stored and handled appropriately and in accordance with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations 2018. Data held on file about an individual's criminal convictions will be held only as long as it is required for employment purposes and will not be disclosed to any unauthorised person.

WHEN TO REFER AN INDIVIDUAL TO DBS

If any employee is found to be unsuitable to work with adults and / or children as a result of a breach of any of the Service's safeguarding policies or in the circumstances listed below, details of such will be referred to the DBS for their information and / or decision on barring.

DBS guidance states that employers must refer an individual to them if they:

- dismissed them because they harmed a child or adult;
- dismissed them or removed them from working in regulated activity because they might have harmed a child or adult otherwise; or
- were planning to dismiss them for either of the above reasons, but the person resigned first.

Further information is to be found in the [Safeguarding Policy – click here](#).

This document forms part of a suite of information covering this subject area; hyperlinks to all the documents are available by clicking back to the home page.

Should any omissions or amendments come to light with regard to the content of this suite of documents, readers are invited to contact hrdesk@northwalesfire.gov.wales with their feedback.

It is recommended that this document be reviewed on a triennial basis; however, it might require earlier revision in the light of any regulatory change which comes into effect in the interim.			
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