

## **DBS Process Flowchart**

Request received from Manager to conduct a DBS (Disclosure and Barring Service) check for new employee / unpaid worker Application is setup with GBG Online DBS system. (Full name and email address is required) An email link from GBG is sent to employee / unpaid worker to complete application. Three documents are required to be selected for verification purposes. On completion of application, employee / unpaid worker notifies HR. HR will arrange meeting via Microsoft Teams to verify documents selected. (Under Covid-19 restrictions, scanned copies are requested to be sent to HR, which are deleted after completion of the process.) During meeting with HR, the selected documents will need to be shown, checked and the process completed by HR. DBS will carry out the relevant searches on the individual.

This could take between 1 - 8 weeks.

Employee / unpaid worker will receive their DBS Certificate in the post and should notify HR that it has been received. NB, the Employer receives a notification letter of the outcome but does not receive a copy of this

If the DBS is clear, the Line Manager will be notified and will be in contact with the employee / unpaid worker.

If the DBS is not clear, the employee / unpaid worker will be contacted by the Safeguarding Manager to discuss

Safeguarding Manager: Graham Smith (graham@swansfoundation.org.uk)

H.R. Manager: Suzanne Jones (<u>suzanne@swansfoundation.org.uk</u>)