Disclosure & Barring Service (DBS) Policy

1. Purpose

Thispolicy outlines Rapport Security Ltd's commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults. The DBS process is designed to protect the public by ensuring that only suitable individuals are employed in positions of trust.

2. Scope and Key Principles

Thispolicy appliesto all employees, contractors, and volunteers. We are committed to fair recruitment, consistent application of DBS checks, and compliance with the Rehabilitation of Offenders Act and relevant safeguarding regulations.

3. DBS Checks & Levels of Disclosure

Weuse Basic, Standard, and Enhanced DBS checks as appropriate. The level of check required depends on the role and whether it involves regulated activity with children or vulnerable adults. Decisions are made following a thorough risk assessment.

4. Roles & Responsibilities

Management is responsible fordetermining which roles require DBS checks. HR ensures checks are completed before employment commences. Employees are required to report any change in their criminal record status immediately.

5. Cost of Disclosure

DBScheck feesarecovered by Rapport Security Ltd unless otherwise agreed in the contract of employment or engagement.

6. Update Service

Wherepossible,weencourage employees to subscribe to the DBS Update Service to maintain continuous monitoring and reduce the need for repeat checks.

7. Use of Disclosure Information

Disclosure information willonlybe usedfor the specific purpose for which it was requested and will always be handled in accordance with DBS Code of Practice.

8. Security and Confidentiality

All DBSinformationisstoredsecurely in line with data protection legislation and is only accessible to authorised personnel.

9. Retention

Disclosureinformation is retained for no longer than necessary (maximum 6 months) and then securely destroyed, unless there are exceptional circumstances.

10. Portability of Disclosures

We acceptDBScertificatesfromthe Update Service where appropriate, subject to verification and risk assessment.

11. Pre-Authorisation

No employee or contractormay commence regulated activity until their DBS clearance is confirmed and authorised by management.

12. Contractors

Contractorsengaged to work in regulated activity must provide evidence of a valid DBS check at the appropriate level, or consent to a check being carried out.

13. Disputes

Anydisputesrelating to the content of a DBS certificate must be raised with the DBS directly. Rapport Security Ltd will support employees through the dispute resolution process.

14. Legal Position

Thispolicy iswrittenin line with current UK legislation including the Safeguarding Vulnerable Groups Act, Rehabilitation of Offenders Act, and Data Protection Act.

Appendices

1. Regulated Activity relating to Children

Thisincludes teaching,training,care,supervision, advice, and transportation of children carried out regularly and unsupervised.

2. Regulated Activity relating to Adults

Includes healthcare, personal care,socialwork, assistance with personal affairs, and conveying adults to healthcare or social care settings.

3. Secure Storage and Handling Policy

All disclosure informationis keptinlockedstorage and handled by authorised staff only. Disposal is by shredding or secure data deletion.

4. Foreign Nationals and Overseas Checks

Wherean applicanthas lived overseasinthelast five years, additional police clearance or equivalent documentation will be requested.

Director **01 06 2026**

Signed: _____Position: _____Date: ___/___/_____