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## **DISCLOSURE AND BARRING SERVICE – PRE-EMPLOYMENT**

### **CARRYING OUT DISCLOSURE AND BARRING SERVICE CHECKS**

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

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Employees 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.

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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 a DBS certificate has been received by the individual, this document will have to be seen by the Service in its original form for scrutiny purposes.

### **SECURITY VETTING (NPPV)**

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Security vetting will be undertaken if it is identified as being necessary for certain roles; for example, Non-Police Personnel Vetting (NPPV) is required for those who will be working in the Control Room or will have 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 employee which will enable them to provide the information required.

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

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## SPENT AND UNSPENT CONVICTIONS

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

- are under investigation by the police;
- are invited to a voluntary interview 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 driving offence.

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

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

Potential outcomes of the above could be that a provisional job offer is able to progress, or alternatively it may be withdrawn.

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](#).

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 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.

Individuals 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 that has been provided on that application is accurate.

## **SENSITIVE INFORMATION**

It is important that information obtained via a disclosure process be kept confidential, in that employees / applicants 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.

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 errors come to light with regard to the content of this suite of documents, readers are invited to contact [policy.development@northwalesfire.gov.wales](mailto:policy.development@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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