



Tel. 07876 260780
Session times only

info@mvns.co.uk

www.mvns.co.uk

Milland Memorial Hall
Iping Road
MILLAND
Nr. Liphook
Hants
GU30 7NA

24. Positive Disclosure (DBS) Policy

If on receipt of the Enhanced Disclosure by an existing or prospective employee, it shows details of a conviction or similar matter the following guidelines will be used:

Was the conviction or similar matter disclosed on the application form?

YES

Then full details would have been taken and investigated at the time of the application, and if agreed at the time that the prospective employee would be suitable for a position in the company, after consultation with relevant bodies, no further action will be required.

NO

It is a serious omission on an application form when asked for details of all convictions. This must be discussed with the existing/prospective employee and an explanation given. The following details contained on the disclosure will then be assessed.

1. Is the conviction or similar matter relevant to the position applied for when working with children.

2. Could this be covered by imposing restrictions/conditions on their employment

3. Date of incident. Has enough time elapsed for the applicant to be considered suitable.

4. An extended probationary period may be implemented whilst investigations/enquiries are in progress.