



The
University
Of
Sheffield.

Recruitment &
Selection
Coordinators
Network.

Recruitment & Selection Network Coordinators' Network Update Email: 26 June 2013

Disclosure and Barring Service (DBS) Checks

Dear All

You may be aware that there have been some changes to the legislation and national policy for criminal record checks.

The main changes are as follows:

- The CRB has changed its name to the Disclosure and Barring Service (DBS). This also includes the Independent Safeguarding Authority (ISA).
- Eligibility for criminal record checks has changed, with revised definitions of regulated activity and hence the level of checks that we can carry out. Please see: www.sheffield.ac.uk/hr/recruitment/crc/index for further details. Should you have any questions regarding the eligibility for checks please do not hesitate to contact Catherine Merrywest (c.merrywest@sheffield.ac.uk) or your customary HR Faculty contact.
- Only a single copy of the DBS certificate will be issued and this will be to the applicant only (not the University). To accommodate this, applicants will be asked to provide their Disclosure as soon as they receive it and bring this to Reception at Human Resources where it will be checked. For applicants where their Disclosure contains details of a criminal record they will be asked to contact their Faculty HR team.

It will be a contractual condition that (where applicable) a DBS check is undertaken and the Disclosure is provided to be verified. Should this not be undertaken by the applicant then the offer of employment will be retracted with immediate effect. Where applicants have not complied in providing a copy of their Disclosure we may ask managers to assist with reminding them.

If you have any questions on the above, please contact Catherine Merrywest or your customary HR Faculty team.

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